



**African Forum  
for Agricultural  
Advisory Services**  
Knowledge & Novelty  
for Africa's Livelihoods

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## **REQUEST FOR EXPRESSIONS OF INTEREST (REOI) CONSULTANCY TO MODERATE AFAAS 3<sup>rd</sup> AFRICA WIDE AGRICULTURAL EXTENSION WEEK 2017**

**Country:** Uganda

**Organisation:** African Forum for Agricultural Advisory Services (AFAAS)

**Sector:** Agriculture and Rural Development

**Project Name:** Second AFAAS Multi-Donor Trust Fund Project

**Grant No.** TF015730

**Procurement Reference:** AFAAS/ICS-2017/003

**Consultancy Assignment:** Consultancy to Moderate AFAAS - 3<sup>rd</sup> Africa-Wide Agricultural Ext. Week 2017

**Reference No.** As per Procurement Plan; Item 1.7.1(a)

**Date Issued:** 20<sup>th</sup> September, 2017

- 1) African Forum for Agricultural Advisory Services (AFAAS) has received financing from the European Union (EU) under the World Bank towards the implementation of the Second AFAAS Multi Donor Trust Fund Project, and it intends to apply part of the proceeds to payments under the contract for - **Consultancy to Moderate AFAAS - 3<sup>rd</sup> Africa-Wide Agricultural Extension Week 2017.**

The main objective of the assignment is to moderate, provide expert support in planning, and production of the proceedings of the AFAAS Extension Week and General Assembly 2017. The specific objectives is to moderate/facilitate and also support in the preparation, integration and harmonization of the process and inputs (side events, presentations, posters, panel discussions, world café, support field trips by formulating questions, innovation market place etc.); and support in quality assurance of the content, advise the Local Organizing Committee (LOC) and AFAAS Secretariat on finalising the logistical aspects.

Specifically, the consult will review the activities with the organising committees and finalize the Extension Week Program; guide presenters in elaborating their inputs before the meeting, review and guide in the preparation of final presentations; guide the LOC in the preparation of plenary rooms, break-out rooms, sitting arrangements, space for the share fair and poster exhibition, prepare input to guide facilitators and guides for the field trip; support in conducting evaluation meetings; provide leadership in documentation by supervising the Rapporteur(s) and arranging AFAAS General Assembly 2017 documenting all the resolutions.

The Consultant will be expected to generate the final Extension Week 2017 Program, consolidate the presentations of the conference; prepare evaluation meeting report; draft conference proceedings and generate a comprehensive report on lessons learnt ready for publication.

- 2) AFAAS now invites eligible individual consultants ("*Consultant*") to express their interest in providing the Services by submitting their EOI together with Curriculum Vitae (CVs). Interested Individual Consultants

(IC) must provide information demonstrating that he/she has the required qualifications and relevant experience to perform the Services. Consulting firms may propose individual consultants, but only the experience and qualifications of individual consultants shall be used in the selection process, and that his or her corporate experience shall not be taken into account, and the contract will be signed with the proposed individual consultant.

This Request for Expression of Interest (REOI) will lead to the preparation of a Short List of consultants. The short listing criteria are:

- a) Qualification of Individual Consultant and number of years in business;
  - b) Consultant's experience in similar assignment;
  - c) Consultant's experience in working in similar environment.
- 3) The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers* (January 2011 edition) ("Consultants Guidelines"), setting forth the World Bank's policy on conflict of interest.

In addition, please refer to the following specific information on conflict of interest related to this assignment - **Relationship with Borrower's staff**: Consultants that have a close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of (i) the preparation of the TOR for the assignment, (ii) the selection process of the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner accepted to the Bank throughout the selection process and the execution of the contract.

- 4) The consultant will be selected under the Individual Consultant Selection (ICS) method in accordance with the procedures set out in the World Bank's Guidelines: [Selection and Employment of Consultants by World Bank Borrowers \(January 2011\)](#). The Terms of Reference are accessible on the AFAAS website at: [www.afaas-africa.org](http://www.afaas-africa.org) or [Networking.afaas-africa.org/opportunities](http://networking.afaas-africa.org/opportunities).
- 5) Individual Consultants shall acknowledge the receipt of this Request for Expression of interest (REOI) by email to Grace Paddy Wanzala, [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org) no later than **25<sup>th</sup> September, 2017**, and indicate whether an EOI shall be submitted. *The acknowledgement shall provide the consultant name, telephone number and email.*
- 6) Further information can be obtained at the address below during office hours (8.30 to 1700 hours). Expression of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by email) by **6<sup>th</sup> October, 2017. Time of deadline: 10.00 hrs (10.00 a.m.)**.

**Address:**

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