



**African Forum  
for Agricultural  
Advisory Services**

Knowledge & Novelty  
for Africa's Livelihoods

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## TERMS OF REFERENCE

### CONSULTANCY TO MODERATE AFAAS - 3<sup>RD</sup> AFRICA-WIDE AGRICULTURAL EXTENSION WEEK 2017

Procurement Reference: AFAAS/ICS/2017/003

Item 1.7.1 (a) of the Approved Procurement Plan 2017

#### 1- BACKGROUND

African Forum for Agricultural Advisory Services (AFAAS) is a Continental body that brings National Agricultural Extension and Advisory Services (AEAS) providers under one umbrella. The AFAAS' goal is to enhance utilization of improved knowledge and innovations by agricultural value chain actors for improving productivity oriented towards their individual and national development objectives. AFAAS strives to enhance the competency of AEAS providers to enable them better address the increasing needs and demands of the various value chain actors. Agricultural extension is a key component of the innovation system, plays a pivotal role in promoting productivity, increasing food security, strengthening rural communities, and underpinning agriculture as the engine of pro-poor economic growth and one of the key pillars for transforming rural livelihoods and contributing to Africa's agenda 2063. AFAAS upholds the 2014 Malabo Declaration as evidenced in its 2015 Extension Week, Declaration at Addis Ababa.

One of the main mechanisms that AFAAS has used for pursuing its mission is by promoting lesson learning, sharing of information and increased professional interaction through the "Africa-Wide Extension Week" (AEW) events. The AEW is a key mechanism for AFAAS to pursue its mission and capitalizes on in order to reach its stakeholders and delivering results. This mechanism was demanded and identified by AEAS stakeholders in Africa as a tool to bring together AEAS stakeholders from all African countries to focus on topical issues that need concerted actions including technology and innovation adaptation and scaling up and out, policy advocacy, promoting lesson learning, sharing information on good practices and increased professional interaction – especially to influence AEAS policies and programming in Africa. The AEW is held biennially, and so far, two AEWs have been held. The first AEW was held in August 2013 in Gaborone, Botswana focusing on "Value Chain Approach in Agricultural Development: Coping with new demands for Agricultural Advisory Services". The second one was held in Addis Ababa, Ethiopia, in October 2015 under the theme: "Reinvigorating Extension Services for Market-led Agriculture within the Context of the Malabo Declaration".

The 3<sup>rd</sup> Africa-Wide AEW is scheduled between 30<sup>th</sup> October to 3<sup>rd</sup> November 2017 in Durban, South Africa. The Government of the Republic of South Africa (RSA), through its Ministry and Department of Agriculture, Forestry and Fisheries together with the South African Society for Agricultural Extension are the main partners, organisers and hosts of this noble event. The event shall be held under the theme "**Scaling up Climate Smart Agriculture (CSA): integrating youth, women, and the digital revolution**". The theme was selected by the AFAAS Board and stakeholders in recognition of the negative impact of climate change on the right to access productive resources (finance, land, water and assets) by the most vulnerable populations, specifically the youth and women. In this respect, there is need to actively boost an inclusive access of information, knowledge, technologies and innovations to rural farmers in order to enhance their utilisation of productive resources for improved livelihoods.

Specifically the AEW will focus on the following sub-themes: (i). Integrating Youth and Women in CSA (ii) Scaling up ICT innovations for CSA (iii) Scalable CSA technologies and innovations (iv) Capacity development for scaling up CSA Innovations (v) Knowledge Management and ICT tools for CSA, and (vi)

CSA Innovations for entrepreneurship. Giving the focus on integrating youth and women, this proposal falls under the strategic direction of the IFAD strategy. In particular, sub-themes (iii), (iv), (v) and (vi) of the Extension Week will be inclusive of experiences, practices and tools that strengthen the capacities of, and empowers the vulnerable groups to access and productively use available resources, and especially in light of climate change.

Additionally, integrating CSA as an approach that can help to guide actions needed by the most vulnerable groups to transform and reorient their agricultural practices to effectively support development and ensure food security in a changing climate, will help reduce their vulnerability. Hence the AEAS practitioners have to reorient and re-equip themselves to be able to provide vulnerable farmers, especially women, youth and other actors in agricultural innovation systems with the knowledge and technologies they need to identify and deploy agricultural strategies and practices suitable to their local conditions. Furthermore, the focus on ICT tools makes this event more relevant and a very useful means to improve AEAS capacities, widen their knowledge base; and to support value chain development and access to productive resources and information, including weather forecasting, market information, agricultural financing and other tools and information sources.

In order to achieve the AEW objectives, AFAAS is seeking services of a moderator to 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. The moderator will ensure that the program provides a participative and creative conference that is oriented to practical outputs and outcomes. The moderator is expected to have experience in facilitating international events in a participatory manner and should be fluent in English and French (Portuguese is a plus) to be able to react quickly to participants' questions and comments during the conference.

## **2- OBJECTIVES OF THE ASSIGNMENT**

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.

## **3- SCOPE OF WORK**

The moderator/facilitator(s) shall be responsible for the delivery of the following tasks:

- i. Review the activities with the organising committees and finalize the Extension Week Program considering the feasibility, demand-orientation, participative aspects, and outcome orientation in coordination with the AFAAS Secretariat and the LOC based in South Africa;
- ii. **Ensuring quality presentations:** Guide presenters in elaborating their inputs before the meeting, review and guide in the preparation of final presentations in collaboration with AFAAS Secretariat and LOC;
- iii. 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 etc.;
- iv. Support in conducting meeting evaluation i.e. elaborating evaluation forms for participants, synthesizing and providing feedback for lesson learning;
- v. Provide leadership in documenting by supervising the Rapporteur(s) and ensuring professional documentation of all the proceedings;
- vi. Contribute in arranging AFAAS General Assembly 2017, and document all the resolutions.

## **4- DELIVERABLES**

- i. Final comprehensive Extension Week 2017 Program, in soft and hard copy, two weeks before the conference or earlier.
- ii. High quality presentations, consolidated in a folder for easy access by AFAAS Secretariat by the end of the meeting;

- iii. Inputs on logistical issues on facilitation are arranged by the regional committee and LOC on plenary rooms, break-out rooms if needed, seating arrangements, space for the share fair and poster exhibition, guidelines for field trip facilitators/guides, etc.;
- iv. Evaluation meeting conducted and summary report submitted to AFAAS Secretariat within two weeks after the conference;
- v. Draft proceedings shared with the AFAAS Secretariat and LOC for comments in two weeks after the conference, comprehensive report on lessons learnt submitted to AFAAS Secretariat for planning subsequent similar events (within two weeks after the conference);
- vi. Final proceedings ready for publication- soft copy.

## **5- REPORTING**

The Consultant shall report to AFAAS Executive Director (ED) and work closely with the overall Coordinator of the Extension Week at AFAAS Secretariat and LOC.

## **6- DURATION OF THE ASSIGNMENT**

The assignment be for 14 days and will be with effect from the date of signing the contract and spread through to October to November 20, 2017.

## **7- QUALIFICATIONS AND EXPERIENCE**

The moderator is expected to have:

- i. Strong general background in agricultural research and development;
- ii. At least seven (7) years of experience managing similar large-scale events at international level
- iii. Good written and oral communication skills in English and French (or Portuguese);
- iv. Knowledge of technical tools to manage international events that can be used for the extension week with focus on interactive learning;
- v. Profound knowledge in the institutional development and emerging paradigms in Agricultural Extension and Advisory Services (AEAS) especially under CAADP agenda and the Malabo declaration;
- vi. Extensive understanding of the AFAAS structures and the FAAP principles;
- vii. Excellent communication skills and a track record that shows ability to facilitate and coordinate teamwork and to interact with multi stakeholders at regional and international levels.

## **8- APPLICATIONS**

A consultant will be selected under the Individual Consultant Selection method in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, (May 2004 revised May 2006 and May 2010).

Applicants should send their expression of interest (via e-mail) and comprehensive curriculum vitae, proof of similar experience, together with the names, addresses, e-mail addresses, telephone numbers of three referees and clearly indicating the expression of interest to:

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Further information may be obtained from AFAAS procurement Officer, Mr. Paddy Grace Wanzala, email [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org)