

TERMS OF REFERENCE

Procurement of Agricultural Extension and Advisory Services Consultant

Contract No. AFAAS/IFAD-EU/CQS/2024/00018

Activity 4.3.2(ii) of approved AWP&B2024

Item 5.4 of approved PP 2024

1) Background

The African Forum for Agricultural Advisory Services (AFAAS) is the continental umbrella organization that aims at strengthening national Agricultural Extension and Advisory Services (AEAS) in Africa. Its mission is to promote lesson learning and add value to initiatives in AEAS through policy advocacy and lobbying, sharing of knowledge and information through increased professional interaction among AEAS providers. Each member country is ultimately expected to establish a Country Forum (CF) through which its activities shall be implemented.

Currently AFAAS is spearheading the AEAS initiatives for sustaining the momentum of the Comprehensive Africa Agriculture Development Programme (CAADP) of the African Union. In this regard it works in close collaboration with other continental and sub-regional bodies contributing to CAADP -most notably those in the areas of agricultural research, organizing farmers and fostering private sector involvement. AFAAS is soliciting a consultant to engage with Country Fora, initiate and strengthen partnerships, in addition to supporting AEAS projects.

2) Objectives

The objective of the assignment is:

- (i) **Engagement with Country Fora:** To facilitate and enhance interaction with Country Fora to ensure effective implementation of AEAS initiatives.
- (ii) **Partnership Development:** To identify, build, and strengthen strategic partnerships at all levels to support AEAS projects and objectives.
- (iii) **Project Support:** To provide technical and operational support to AEAS projects to ensure they meet their goals and deliverables.

3) Scope of Work

The AEAS consultant is expected to perform the following tasks:

3.1 Engage with Country Fora

- a) Establish data of CF stakeholders and programmes and maintain effective communication with Country Fora members.
- b) Organize and facilitate meetings, workshops, and training sessions to promote knowledge sharing and collaboration.
- c) Support Mentorship and Coaching programmes to Partners, CFs and stakeholders.
- d) Monitor and assess the needs of Country Fora and propose actionable recommendations for improvement.

3.2 Support Initiating and Strengthening Partnerships

- a) Identify and support current and potential partners, including governmental agencies, NGOs, private sector actors, and international organizations.

- b) Develop/ implement strategies for partnership engagement and collaboration.
- c) Foster effective relationships to leverage resources, knowledge, and expertise for AEAS projects.
- d) Assist in drafting partnership agreements, instruments and memoranda of understanding (MOUs) as applicable.

3.3 Support AEAS Projects

- a) Provide technical advice and support to ongoing and new AEAS projects.
- b) Assist in the design, implementation, and evaluation of project activities.
- c) Participate in preparation of reports, case studies, and documentation on project progress and outcomes.
- d) Identify and address challenges and opportunities within AEAS projects\
- e) Support the AFAAS Knowledge Management programmes, tools, process and functions including digital platforms for last mile delivery
- f) Review and analyze Programme Delivery mechanism at national level, including CF, Partnership arrangements and develop effective pathways of delivery of programmes and projects – on case-by-case basis

4) Deliverables

The key deliverables to the assignment shall be:

- a) **Engagement Reports:** Summaries of interactions with Country Fora, including outcomes of meetings and workshops.
- b) **Partnership Strategy Document:** A comprehensive strategy for building and strengthening partnerships.
- c) **Project Support Reports:** Detailed reports on technical support provided, including recommendations and progress updates.
- d) **Training Materials:** Development and delivery of training materials and resources for Country Fora and partners.

5) Qualifications

The following set of qualifications and competencies will form the basis for selection of the AEAS Consultant.

5.1 Qualification and Experience:

- a) Minimum of Advanced degree (Master of Science) in agriculture, rural development, extension services, or a related field.
- b) At least 10 years of general professional experience in AEAS.
- c) At least 4 years of experience in business development/ training and/or consultancy services or similar assignments;
- d) Demonstrated experience in article/reports development and/or trainings in the agricultural sector.
- e) Strong understanding of the agricultural sector in Africa and the role of Country Fora.

5.2 Competencies

- a) Strong understanding of the National/regional agricultural economy, governance challenges, ability to forge multi-stakeholder partnership and experience working to address them,
- b) Proven experience in AEAS, including project management and partnership building.
- c) Ability to work independently and collaboratively with diverse stakeholders (national and international experts) to meet strict deadlines and manage the competing priorities.
- d) Excellent analytical skills and ability to develop strategies based on systematic analysis of challenges, potential risks and opportunities, linking the vision to the workable solutions.

- e) Ability to develop effective strategies and prioritized plans in line with work effectively under pressure and manage competing priorities.
- f) Excellent written and verbal communication and interpersonal communication skills to build rapport with stakeholders, facilitation and coaching skills
- g) Ability to use information and communication technologies as tools and resources

6) Reporting

The consultant will report to the Extension and Innovation Specialist at AFAAS. Regular updates and reports will be expected as outlined in the deliverables section.

7) Duration and Timeline

The consultancy is for a duration of six (6) months and will commence on 15th September, 2024 and will conclude on 30th March, 2025. Specific milestones and deadlines will be agreed upon during the inception phase.

8) Budget and Payment

The consultant will be remunerated as per the agreed terms in the consultancy contract in four instalments as detailed below:

Payment schedule:

- a) 30%, upon submission of approved inception report outlining work plan with clear time frame within 2 weeks upon signing the contract;
- b) 20% upon submission of partnership strategy, engagement reports and progress report;
- c) 30% upon submission of detailed technical support report including recommendations and progress updates;
- d) 30% upon completion of Development and delivery of training materials and resources for CFs and partners and final consultancy report recommendations.

Payments will be made based on the completion of agreed deliverables and submission of invoices. All reimbursables shall be agreed, discussed and approved by AFAAS management

9) Applications

The qualified and experienced individual consultants should send their Expressions of Interest (via e-mail), revised curriculum vitae and cover letter latest **10th September, 2024, at 2.00 p.m.** demonstrating similar experience addressed to

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Further information may be obtained from AFAAS procurement Unit: email: pwanzala@afaas-africa.org; or Director of Programmes; Email: lihasi@afaas-africa.org;

AFAAS Affirmative Action Statement on Employment: there is no discrimination based on gender race, religion, ethnic orientation, disability or health status.