



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

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# TERMS OF REFERENCE

## Procurement of Individual Consultant: Agricultural Extension and Advisory Services Lead

Contract No. AFAAS/IFAD-EU-AGRA/CQS/2025/0002

Activity ..... of the approved AWP&B2025

Item ..... of the Approved PP2025

Date: 12<sup>th</sup> February, 2025

### 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 and Partners contributing to CAADP - most notably those in the areas of agricultural research, extension and innovations, organizing farmers and fostering private sector involvement. The organisation is soliciting a consultant to support the AFAAS projects (currently CAADP-XP4 and AGRA) in engagement with and Capacity development of the Country Fora and its stakeholders, initiate and strengthen partnerships, lead the resource mobilization drive and in areas of Information, communications and knowledge management, among others.

### 2. OBJECTIVES

- a) **Project Support:** Provide strategic, technical and operational support to AFAAS projects to ensure they meet their goals, deliverables and outputs and reporting requirements
- b) **Engagement with and strengthen Country Fora and stakeholders:** Facilitate interactions and engagements for; strengthening CFs in service delivery, innovativeness, knowledge management functions, lesson learning and partnership building to ensure effective implementation of AEAS initiatives.
- c) **Partnership Development:** Identify, build, and strengthen strategic and operational partnerships at all levels to support AEAS projects and objectives for collective impact.
- d) **Policy development and Advocacy:** Participate/Facilitate policy development and advocacy in AEAS and in associated areas for better delivery

### 3. SCOPE OF WORK

The AEAS consultant is expected to perform the following tasks:

#### 3.1 Providing Support in AEAS and Innovations Projects

- a) Provide strategic, operational and technical support and advice to ongoing and new AEAS projects.
- b) Assist in the design, implementation, and evaluation of project activities at different levels.
- c) Participate and/or lead in research studies, preparation of technical reports, knowledge products and documentation on project progress and outcomes.
- d) Lead lesson learning events and identify and address challenges and opportunities within AEAS projects stakeholders for scaling innovations;
- e) Provide technical support in the development of AFAAS Knowledge Management programmes, tools, processes and functions including digital platforms for last mile delivery and scaling
- f) Periodically review and analyze Programme Delivery mechanism and approaches; Secretariat level, national level (CFs), Partnership arrangements and Collaborative arrangements, identify challenges and best practices and develop effective pathways and approaches for a more effective delivery of programmes and projects.

### **3.2 Engage with and Strengthen Capacity of Country Fora**

- a) Establish database of CF stakeholders, AEAS providers and programmes and maintain effective communication with CF members and stakeholders.
- b) Undertake or review capacity needs of CFs, stakeholders and partners, and Organize Capacity Development Programmes individually or with partners through;
  - (i) Workshops, skills development and training sessions;
  - (ii) Lesson learning events and knowledge sharing and collaboration programmes;
  - (iii) Virtual learning programmes and activities;
  - (iv) Mentorship and Coaching programmes;
  - (v) Partnership skills and training programmes.
- c) Monitor and assess the needs of Country Fora and propose actionable recommendations for improvement.

### **3.3 Support scouting, identification, Initiating and Strengthening Partnerships in support of AEAS delivery**

- a) Identify potential partners and initiate appropriate partnerships in AEAS delivery, and support delivery of programmes and activities by current partners, including governmental and inter-government agencies, NGOs, private sector actors, and regional and international organizations.
- b) Foster effective relationships to leverage resources, knowledge, and expertise for AEAS projects and programmes.
- c) Review partnership development and joint delivery mechanisms and, as needed, recommend appropriate strategies for effective partnership engagement, collaboration and joint implementation of programmes.
- d) Assist in drafting partnership agreements, instruments and memoranda as applicable, to enable partnership programme implementation.
- e) Initiate and organize periodic review of partnership performance, outputs and lesson learning events, recommend and document best practices for effective delivery of outputs.

### **3.4 Policy development and Advocacy:**

- Identify gaps and policy needs at all levels on impactful AEAS delivery
- Participate /Facilitate policy development and advocacy in AEAS and in associated areas for better delivery
- Facilitate policy dialogues at the regional and national level

#### 4. DELIVERABLES

The key deliverables to the assignment shall be:

- a) **Engagement and synthesis Reports:** Summaries of interactions with Country Fora, and other partners, including synthesis reports from review of literature, engagement meetings, workshops, and other events.
- b) **Partnership Strategy and Operational Documents:** A comprehensive strategy for building and strengthening partnerships as well operational documents.
- c) **Project Support Reports:** Detailed reports on policy and technical support provided, including recommendations and progress updates.
- d) **Training Materials:** Developed/adopted and delivered skills and training materials, and resources for Country Fora and partners.

#### 5. QUALIFICATIONS AND COMPETENCES:

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

##### 5.1 Qualification and Experience:

- a) Advanced degree (Minimum Master of Science) in agriculture, rural development, extension services, or a related field.
- b) Proven experience in agricultural extension and advisory services, including project management and partnership building.
- c) Strong understanding of the agricultural sector in Africa and the role of Country Fora.
- d) Excellent communication, facilitation, interpersonal. and coaching skills
- e) Ability to work independently and collaboratively with diverse stakeholders.

##### 5.2 Competencies

- a) Strategic Leadership and Program Development
- b) Technical Expertise in Agricultural Extension and Innovation
- c) Stakeholder Engagement and Partnership Building
- d) Knowledge Management and Learning and Communication and Facilitation
- e) Policy Development and Advocacy
- f) Capacity Building and Training
- g) Monitoring, Evaluation, and Reporting

#### 6. REPORTING

The consultant will report to the Director of Extension and Programs of AFAAS Secretariat. Regular updates and reports will be expected as outlined in the deliverables section.

#### 7. DURATION AND TIMELINE

The consultancy is for a duration of Eleven (11) months and will commence on 1<sup>st</sup> March, 2025 and will conclude on 31<sup>st</sup> January, 2026, contract renewable based on performance and availability of funding. 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. 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) 20% 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 and timesheets. All reimbursables shall be agreed, discussed and approved by AFAAS management.

**9. APPLICATIONS**

Interested individual consultants must provide information verifying that they are qualified to perform the assignment and meet the minimum required experience criteria above. Submitted information shall include: (i) Cover Letter for EOI; (ii) Technical and Financial Proposal (iii) CV in English; and (iv) References (Recommendation Letters). Expressions of interest must be delivered to the address below not later than **26<sup>th</sup> February, 2025, at 10.00 a.m.** at the address below or electronically on email: [secretariat@afaas-africa.org](mailto:secretariat@afaas-africa.org); or to address below:

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Further information may be obtained from AFAAS procurement Unit: email: [pwanzala@afaas-africa.org](mailto:pwanzala@afaas-africa.org); or Director of Extension and Programmes; Email: [lihasi@afaas-africa.org](mailto: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.*