



Terms of Reference

Training Services In Malabo Commitments and Biannual Review Reporting at a National Knowledge Management & Malabo Workshop in Eswatini, Zambia and Zimbabwe

February 2024

A. BACKGROUND

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) is a sub-regional organization established as a subsidiary entity of SADC and charged with the responsibility of coordinating agricultural research and development in Southern Africa. CCARDESA is implementing a four-year EU-funded project administered by IFAD called CAADP-XP4. The overall objective of the project is to enable agricultural research and innovation, including extension services, to contribute effectively to food and nutrition security, economic development, and climate mitigation in Africa. The project is targeting seven countries in the SADC region, and these are Botswana, Eswatini, Mozambique, Namibia, Tanzania, Zambia, and Zimbabwe.

The project seeks to deliver five key outputs, and one of them is on knowledge management, which aims at enhancing knowledge management and communication for decision support sharing innovations and advocacy related to climate-relevant agriculture within the SADC region.

B. JUSTIFICATION

There is increased demand for agricultural quality statistical data and accessibility which have caused the development of new modern technologies, especially in the data collection processes. Data-based decisions cannot be made in the absence of accurate data. The SADC region has generally witnessed an unprecedented dearth of agriculture, climate change, and research data, which has serious implications for the relevance of the decisions taken and program implementation. This situation poses a substantial challenge to CAADP in its preparations for reporting on the Indicators of the Malabo Declaration and to the targets that have been set for biennial reviews of CAADP plans at the country level. It also poses challenges at the level of grounding Sustainable Development Goals (SDGs) indicators on reliable data.

The use of modern approaches in data collection and sharing tools has been proven to improve the collection, accuracy, and accessibility of information. Knowledge capture is an important element of knowledge management because it allows for knowledge transfer and retention.

To bridge the knowledge gap and accessibility, CCARDESA has held similar meetings in other 4 CAADP-XP4 Countries, namely Botswana, Namibia, Mozambique, and Tanzania. Now, CCARDESA, in partnership with Eswatini, Zambia, and Zimbabwe through the EU-funded CAADP-XP4 project, is planning national workshops to familiarize key staff from relevant national institutions with knowledge management principles to support the implementation of the Malabo Commitments.

To achieve the objective of this assignment, CCARDESA, therefore, wishes to hire the services of a competent and reputable trainer and facilitator to carry out the assignment.

The overall objective of this consultancy is to strengthen the capacities of CCARDESA Information, Communication & Knowledge Management (ICKM) National Focal Point Persons, Media, NARES, and Private sector, including Farmers in the understanding of Malabo Commitments, Biannual Report and Knowledge Management.

The specific objectives of this assignment are to:

- Strengthen the understanding and monitoring of the Malabo Declaration by other key staff in the government ministries and non-state actors including the youth
- Support Eswatini, Zambia, and Zimbabwe to share their 3rd BR performance results with stakeholders
- Strengthening capacities of journalists/reporters to support awareness creation/ advocacy on reporting on Malabo commitments and CCARDESA themes.
- Strengthen the understanding and monitoring of the Malabo Declaration of Key staff in the government ministries in Eswatini, Zambia, and Zimbabwe.
- Strengthen the understanding of Malabo Declaration commitments by the ICKM community of practice so that ICKM focal points can share information on its implementation.
- Support participants to develop action plans on sensitization of the Malabo in Eswatini, Zambia, and Zimbabwe.

C. Expected Outcomes

- Participants have attained applicable and sound knowledge of the Malabo Commitments
- Participants informed on Eswatini, Zambia, and Zimbabwe's performance results
- The journalists/reporters' understanding, and capacities are strengthened to support awareness creation/ advocacy on reporting on Malabo commitments and CCARDESA themes.
- Key staff in Ministries, and relevant Institutions strengthened in their understanding and monitoring of Malabo Commitments and the need to improve data management to support the BR process
- Establish a working platform or Community of Practice (CoP) on KM with leadership in place
- Stakeholders are empowered with skills to improve country reporting on the commitments

D. WORKSHOP APPROACH

The workshop aims to provide an opportunity for participants to interact with peers, share experiences, and learn from each other. The workshop approach will be in the form of presentations, plenary, and group discussions. Among other things, participants from the 11 member states will share current specific country experiences in the implementation of their KM component and support to CCARDESA.

The fundamental principles of the workshop are intended to be as follows:

- *Participatory*: Sessions must engage all participants to ensure maximum dialogue and networking.
- *Collaborative*: The facilitation methodology must encourage collaboration throughout to create the foundation for future networking among the participants
- *Interactive*: Sessions must be interactive, using group work where possible to stimulate experience sharing and learning.
- *Output-oriented*: The facilitation must enable tangible outputs for each workshop objective

Approximately 40 participants comprising CCARDESA staff, representatives from each participating country are expected to attend. CCARDESA will provide the draft Workshop

Programme, any background documentation, as well as workshop materials (Data Projector, flip chart boards, paper, pens, etc).

E. OBJECTIVES & SCOPE OF WORK FOR THE FACILITATION ASSIGNMENT

CCARDESA is seeking a qualified facilitator consultant with proven expertise and experience to provide services as follows:

- I. Work with CCARDESA to conduct a 3-day workshop between March and May 2023, including the following;
 - Facilitate the 3-day workshop including direct proceedings of the workshop and achieve the workshop objectives including
 - The development of the training presentations and materials on Malabo commitments
 - The training of the NARES, stakeholders, private sector, and CAADP Focal point persons on Malabo commitments
 - Ensure that there is a recording of workshop contributions
- II. Post-workshop assistance
 - Prepare a summary report on the workshop, synthesizing important issues discussed or agreed upon in line with the workshop objectives.

F. EXPECTED DELIVERABLES OF ASSIGNMENT

The key deliverables include:

- i) Physical presence at, and facilitation during the workshop
- ii) A record of workshop deliberations;
- iii) Participation in all workshop deliberations
- iv) Workshop report produced and submitted electronically to CCARDESA within 10 working days after the workshop

G. DURATION/REMUNERATION

The facilitator will devote a period not exceeding 21 working days to prepare, facilitate the workshop, and compile a workshop report.

H. Duty Station

CCARDESA will facilitate the travel to and from the training venue in Eswatini, Zambia, and Zimbabwe. The training will be a face-to-face training of NARES, ICKM, and relevant stakeholders.

I. REPORTING

In line with the deliverables, the following is expected:

- i) The facilitator will lead the debrief session with CCARDESA at the end of each day of the workshop
- ii) The facilitator will submit the workshop report (max 15 pages including Annexes).

J. QUALIFICATIONS AND WORK EXPERIENCE OF THE CONSULTANTS

- A minimum of a master's degree in Agricultural Economics or a closely related field,
- At least Ten years' experience in the alignment of SADC strategies, policies, and AU to country-level implementation.
- Proven experience in working with Malabo commitments
- Proven ability to work both independently and as part of a team
- Experience in similar assignment (Distilling Malabo Commitments to audiences)
- Experience in working with regional organizations and in Southern African countries and CCARDESA SROs. ,

- At least five years of relevant experience in facilitating collaborative workshops for large regional organizations
- Excellent analytical, writing, and communication skills.
- Experience with multi-cultural environments in a variety of settings
- Knowledge and experience of innovative workshop facilitation principles and methods
- Fluency (spoken and written) in English is essential; working knowledge of other SADC languages will be an advantage;

K. ASSIGNMENT MANAGEMENT

The CAADP-XP4 Coordinator will be the focal point person for CCARDESA and can be reached at bpodisi@ccardesa.org