



Terms of Reference

Development of Knowledge Management Strategies and Guidelines for Data Capture

AUGUST 2020

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 the 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. 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 on 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 have been proven to improve collection, accuracy, and accessibility of information. Knowledge capture is an important element of knowledge management because it allows for knowledge transfer and retention. In order to bridge the knowledge gap and accessibility, CCARDESA through the EU funded CAADP-XP4 project is planning to develop guidelines for data capture, support the National Agricultural Research Extension Systems (NARES) on the development and implementation of data capture strategies as well as support data capture in the selected implementing countries.

To achieve the objective of this assignment, CCARDESA therefore wishes to hire the services of a team of two regional competent and reputable consultants to carry out the assignment. One will be a Lead Consultant and the other one will be the Assistant Consultant. The Lead Consultant will report and be accountable to CCARDESA while overseeing the Assistant Consultant.

B. PURPOSE OF THE ASSIGNMENT

The overall objective of this consultancy is **to develop guidelines for data capture, support NARES on the development and implementation of data capture strategies as well as support data capture in selected implementing countries and operationalized at national and regional level.**

C. SPECIFIC OBJECTIVES OF THE ASSIGNMENT

The specific objectives of this assignment are to:

- Develop data capture guidelines at regional level;
- Establish linkages with national data institutions for agricultural knowledge;
- Support NARES on the development and implementation of data capture strategies;
- Capacity building of focal points on the use of the data capture guidelines; and
- Support data capture in the selected countries and publish it on the CCARDESA website.
- Document regional data needed for the SDGs and commitments of the Malabo Declaration.

D. SCOPE OF WORK

The Consultants will work closely with 3 technical staff from CCARDESA to accomplish the task. In executing this assignment, the Consultants will undertake the following specific tasks:

- Develop appropriate methodology to collect the necessary data and information from the CAADP-XP4 selected countries.
- Establish possible linkages with existing national hubs and partnerships with big data institutions for agricultural knowledge in the SADC region – to assess what data they have and how they utilise it.
- Support data capture at national level in selected countries;
- Review the related knowledge, information, data, practices and literature that pertains to the data capturing guidelines.
- Facilitate the development of data capture strategies at national level;
- Coordinate, collect, analyze, and publish through the CCARDESA website the regional data needed for the SDGs and for commitments of the Malabo Declaration.
- Facilitate a training workshop (organized jointly with CCARDESA) on the use of the data capture guidelines in relation to knowledge management systems operated by the CAADP-XP4 implementing countries
- Draft a report that will include guidelines for data capture in SADC countries, guided by the literature and consultations carried out

E. METHODOLOGY

The Consultants are expected to propose a robust methodology for undertaking the assignment which should be detailed in the inception report. The first part of the assignment will be done at CCARDESA, the second part at national level and will cover the seven implementing countries the last part will cover 3 selected countries.

Due to restrictions on travel and meetings, the assignment will be done virtually. The consultancy will commence with an inception meeting with the Secretariat at which the details of the assignment will be explained and the consultants will give a response on their understanding of the task.

F. DELIVERABLES

The key deliverables of this assignment are as follows:

- An inception report spelling out the proposed methodology, detailed activity work plan, time scale, and validation plan for the delivery of the consultative workshop, an outline for the guidelines for data capture as well as an outline for the consultancy report;
- Linkages established with national data institutions;
- Data Capture guidelines;
- National knowledge management data capture strategies;
- Factsheet with data from the 7 countries;
- A virtual workshop to validate the guidelines data capture guidelines and national knowledge management data capture strategies with stakeholders;
- Training workshop report;
- A report on regional data needed for the SDGs and commitments of the Malabo Declaration;
- A consultancy Report.

G. SUPPORT TO THE CONSULTANTS

CCARDESA will support the Consultants during the implementation of the assignment. The Consultants will work very closely with the contact persons at CCARDESA in the delivery of this assignment. The support will include the following:

- Provide background document that may be required by the consultant;
- Introduce the consultant to the national ICKM focal point persons or contact persons in the seven implementing countries;
- Liaise with national ICKM focal points to get information required by the Consultant;
- Mobilize national ICKM focal points for the virtual training on the data capture guidelines;
- Mobilize stakeholders to participate in the validation workshop;

H. QUALIFICATIONS AND WORK EXPERIENCE OF THE CONSULTANTS

- A minimum of a master's degree in Information and Knowledge Management or Agricultural Economics or a closely related field,
- At least Ten years' experience in the Knowledge Management Strategy development; preferably in systems management, Data capture and guidelines development and biometry.
- Proven ability to work both independently and as part of a team
- Experience in similar assignment (**development and operationalization of Data capture strategy**),
- Good working knowledge of agriculture and the Malabo declaration milestones and SDGs.
- Experience in working with regional organizations and in Southern African countries,

I. DURATION

Thirty-Five (35) input days spread over 70 calendar days.

J. Duty Station

The Consultant shall be based at their own place of work but interact using online means and, where possible, through face-to-face interactions with the stakeholders, ICKM national focal point persons/information and data officers and policy makers.

K. REPORTING

The consultants will be supervised by the CAADP-XP4 Project Coordinator or delegated officer at the CCARDESA Secretariat.

L. APPLICATION

Consultants are expected to submit their comprehensive CVs to the address below on or before 16th October 2020 at 16:00hrs.

The Executive Director
Attn: Procurement Officer
CCARDESA Secretariat
Private Bag 00357, Gaborone, Botswana
E-mail: procurement@ccardesa.org
Tel: 00267 391 4997 /1