



## TERMS OF REFERENCE

### INDIVIDUAL CONSULTANT TO FACILITATE RESOURCE MOBILISATION TRAINING WRITESHOP

#### A. INTRODUCTION

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) which is a SADC subsidiary established by SADC Member States to coordinate regional cooperation in agricultural research and development in the SADC region. CCARDESA is implementing the Comprehensive Africa Agriculture Development Programme EX Pillar 4 (CAADP-XP4) Programme on Agricultural Research and Innovation. This programme is being implemented under the EU's "Development Smart Innovation through Research in Agriculture" (DeSIRA) initiative and is financed through the International Fund for Agricultural Development (IFAD) for a period of four (4) years 2019-2023.

The CAADP-XP4 programme supports a science-led and climate-relevant agricultural transformation in Africa and aims at strengthening the capacities of CCARDESA to deliver on their Agricultural Research for Development (AR4D) mandate and to collectively support African countries implement relevant programmes of the Comprehensive Africa Agriculture Development Programme (CAADP). The programme seeks to achieve five outputs and one of them is *Multi-stakeholder Partnerships for innovation established and in Operation*. This entails enhancing partnerships among the multi-stakeholders across sectors and strengthening capacities of the implementing countries on resource mobilisation and development of bankable proposals in order to realize the outputs of the programme.

CCARDESA intends to embark upon mobilisation of international expertise and exchange as well as working collaboratively with international organizations to strengthen capacities of the targeted national organisations to realize the outputs of the program. As part of accomplishing this key activity, CCARDESA will support country stakeholders on resource mobilisation and management efforts in conjunction with international experts. Undertaking resource mobilisation will be done including targeting climate finance to address climate-relevant issues that are necessary for the transformation of the regional food system. Stakeholders within the national agricultural research and extension system will be supported to participate in joint climate-relevant project proposal write-shops.

To achieve this, CCARDESA seeks to engage an expert with a diverse experience in developing projects in: agriculture and natural resources management to facilitate a writeshop aimed at mobilisation of climate finance through writing bankable proposals in any one of the 4-5 focal subject areas outlined below. The

individual expert must have deep expertise in any one of the following areas of focus areas of agriculture and natural resources management (animal science, apiculture, aquaculture and forestry science, agroecology, environmental science, climate science and/or finance and knowledge management).

## **B. PURPOSE AND OBJECTIVE OF THE ASSIGNMENT**

The main purpose of the consultant is to facilitate the process of 4-5 pre-identified multi-disciplinary teams of 3-4 experts to jointly guide the development of regional climate-relevant fundable projects proposals concept notes to be submitted to existing calls or possible development partners. Besides developing new project proposals, the assignment may entail adapting existing concept notes and proposals to fit existing calls for proposals.

### **The specific objectives of the assignment include to:**

- Lead the resource mobilisation effort by a team of experts assembled by CCARDESA to draft a number of complete and costed project proposals along themes agreed with CCARDESA within a short time frame of 10 working days;
- Lead the drafting process including the final consolidation towards the submission to a targeted call or development partner of fully edited developed proposals or concept notes compliant to the targeted calls.

## **C. SCOPE OF WORK**

The consultant will work closely with technical staff from CCARDESA assigned to an agreed team of 2-4 experts per team in executing this assignment, and will undertake the following specific tasks:

1. Undertake proposal writing preparatory work e.g. writeshop agenda, materials including sharing links or guidelines to existing calls for proposals or concept notes;
2. Conduct virtual and physical engagement of 4-5 multi-disciplinary teams of about 3-4 experts per group from the SADC region and beyond assigned to develop a concept note or proposal under a specific theme;
3. Facilitate the documentation of the proposals/concept note and submit clean edited document(s) to CCARDESA and the call at the end of 10 working days;
4. Prepare and submit to CCARDSEA a very brief writeshop process report not exceeding 10 pages excluding annexes.

## **D. DELIVERABLES/OUTPUTS**

1. Proposal writing materials (writeshop agenda, funding calls announcements and or guidelines);
2. At least ten final edited bankable proposals/ concept notes ready for submission to an identified donor/call or as bankable proposals or concepts;
3. Brief Writeshop process report (max 10 pages).

## **E. QUALIFICATIONS AND WORK EXPERIENCE**

The Consultant is expected to possess experience and expertise in resource mobilisation through proposal writing in the identified area of interest. The consultant is required to have ability to meet tight deadlines in developing project proposals with traceable references in which they led at least five successfully funded project proposals in multidisciplinary environment, have demonstrable ability to write technical papers and synthesis reports.

The Expert should have a minimum of the following qualifications and experience.

- i. At least a Masters degree in either Agriculture, Economics, Environmental Science, Knowledge Management or any closely related qualification to the above;
- ii. Minimum of 10-year experience in facilitating training in resource mobilisation and/ or facilitating proposal writing;
- iii. Demonstrate experience in the SADC Region or Africa and expertise in developing bankable climate-relevant proposals with traceable record of funded proposals;
- iv. Demonstrable experience in leading a technically diverse team.
- v. Ability to fluently speak and write concisely technical content for an English audience.
- vi. Experience in using virtual platforms and/ or collaborative writing tools

## **G. REPORTING**

Each consultant will individually report to the CAADP-XP4 Programme Coordinator and work very closely with the CCARDESA officer(s) responsible for their assigned theme/ working group.

## **H. DURATION OF THE ASSIGNMENT**

The assignment is expected to last for a maximum of 10 input days in April, 2023.