



Terms of Reference

**Training Services In Regional Stakeholders (NARES)
Sensitization of the relevance of Foresight For Food Systems
Training & Establishment of a Regional Hub in Zambia**

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 responsible for coordinating agricultural research and development in Southern Africa. CCARDESA is implementing a four-year EU-funded project administered by IFAD called CAADP-XP4. The project's overall objective 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 targets seven countries in the SADC region, and these are Botswana, Eswatini, Mozambique, Namibia, Tanzania, Zambia, and Zimbabwe.

As a CAADPXP4 institution, CCARDESA contributes to delivering five key outputs, including foresight and food system processes. Consequently, CCARDESA works with the Africa Foresight Academy (AFA) from the Forum for Agricultural Research in Africa (FARA) to sensitize its stakeholders on the relevance of foresight and its associated tools and processes.

B. JUSTIFICATION

Foresight is not a prediction of the future but rather a process of understanding evidence and uncertainties, imagining different possible futures, and thinking through their potential consequences. It is a set of structured tools, methods, and thinking styles to enable the capacity to consider multiple futures and to plan for them. Some examples of the tools and methods used include:

- Horizon scanning - using a variety of reliable sources to identify potential signals of change and future impacts resulting from identified trends.
- Backcasting - the process of working backward from the definition of a possible future to determine what needs to happen to make the future unfold and connect to the present.
- Scenario planning - developing multiple narratives of how the future could look and exploring them in terms of implications for the present, for example, stress-testing agricultural policies.

Foresight methods can be used to investigate the future incorporating climate change implications, thereby allowing for the creation of resilient agricultural development policies and strategies. Foresight methods and tools can be selected and applied to adapt the process to suit the specific purpose and context

As a follow-up action from the Montpellier Foresight for Food Systems training, CCARDESA in partnership with the Forum for Agricultural Research in Africa (FARA) is planning a 3-day Foresight for Food Systems Sensitization and training Workshop for the National Agriculture Research Institutions (NARES) in Lusaka, Zambia.

To achieve the objective of this assignment, CCARDESA, therefore, wishes to hire the services of 2 competent and reputable trainers and facilitators to carry out the assignment.

The objective of the training is to **build foresight capacity within agricultural research and development institutions** and relevant regional organisations to enable the application of methods and approaches for robust, future-proofed planning and implementation for climate-resilient sustainable food systems.

The specific objectives of this assignment are to:

- *Sensitize stakeholders within NARES from 9 SADC member states on the Foresight for food systems Models*
- *Strengthen capacities of national-level stakeholders on Foresight for Food Systems from Zambia, Malawi, Namibia, Botswana, Mozambique, Lesotho, Eswatini, Tanzania and Zimbabwe.*
- *Support countries to develop action plans that will enable them to implement foresight activities,*
- *Support the development of a strategy for the establishment of a Regional Foresight Hub (RFH) in partnership with the Africa Foresight Academy (AFA)*

C. Expected Outcomes

- Participants have attained applicable skills on how to apply and use Foresight for Food Systems Models.
- Participants will develop actionable plans for on Foresight for Food Systems
- Participants have acquired practical skills to utilize Foresight for Food systems models.
- Individuals that will support the establishment of country foresight hubs identified
- Establish a working Community of Practice (CoP) on Foresight with leadership in place

D. WORKSHOP APPROACH

The 3-day workshop will be convened from the 5th to 7th March 2024. This workshop will be a physical event bringing together foresight focal point persons and technical experts in an interactive, practical, and blended learning 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.

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 and 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 FACILIATTION ASSIGNEMENT

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

- I. Work with CCARDESA to conduct a 3-day workshop, 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 Foresight for Food Systems
 - The training of the NARES, stakeholders, private sector and Focal point persons on Foresight for Food systems
 - 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 5 working days to prepare, facilitate the workshop, and compile a workshop report. A fee of 500 US dollars will be paid per day.

H. Duty Station

CCARDESA will facilitate the travel to and from the training venue in Lusaka, Zambia. The training will be a face-to-face training of NARES 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 Agricultural Economics/Policy Analysis or a closely related field,
- At least Five years' experience in the alignment of SADC strategies, policies and AU to country level implementation.
- Proven experience in working in Foresight for Food systems/Climate Change
- Proven engagement with the Africa Foresight Academy (AFA)
- Familiar with the CAADPXP4 activities on foresight and related food systems processes
- Proven ability to work both independently and as part of a team
- Experience in similar assignment
- Experience in working with regional organizations and in Southern African countries Or CCARDESA SROs. ,
- At least five years of relevant experience in facilitating collaborative workshops for large regional organisations
- 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.