

## **Terms of Reference for Consulting Services for needs assessment for the establishment of new and strengthening of current regional centers of leadership**

### **1) BACKGROUND**

The Centre for Agricultural Research and Development for Southern Africa (CCARDESA) has been coordinating the implementation of multi-country programmes in Southern Africa since its establishment in 2010. Some of these programmes have been supported by the World Bank and includes the multiphase Food Security Resilience Program (FSRP) which is being implemented in Southern and Eastern African regions and coordinated by CCARDESA and IGAD respectively. The first 6 year phase (2022 to 2028) in Southern Africa started with Madagascar, and extended to Tanzania, Comoros and Malawi. In Eastern Africa, the project is being implemented in Ethiopia and Kenya. More countries are expected to join the programme in both regions. The FSRP focuses on building resilience of the food systems of countries and regions by using smart approaches that circumvent the effects of climate change on agriculture. A combination of short-term and long-term actions have been planned and will be executed as responses to the unfolding food security crisis. CCARDESA will implement regional activities planned under the Multiphase Programmatic Approach (MPA's) four core components through (i) building resilient agricultural production capacity (ii) supporting sustainable development of natural resources in agricultural landscapes (iii) Support the value chain actors to get to the market, and (vi) Promoting food systems resilience in national and regional policymaking.

### **2) JUSTIFICATION THE CONSULTANCY**

In its coordination role of the Food Systems Resilience Project (FSRP), CCARDESA is expected to contribute to increasing the resilience of food systems in Southern Africa in order to reduce the impact of climate change on the farming systems and food insecurity. The programme is expected to deal with and resolve the underlying structural challenges of food insecurity and reduce beneficiaries' sensitivity to unpredictable climate events, crises and conflicts through building resilient food production capacity, promoting the sustainable use of natural resources, enhancing food marketing, fostering resilience-focused public policies, and improving regional coordination. These will be achieved through discharging the specific roles of (i) coordinating and promoting collaboration among regional and national agricultural research and extension systems (NARES) through regional and international cooperation; (ii) facilitating the exchange of information and technology among the

SADC regional R&D institutions; (iii) promoting SADC region partnerships between public, private, civil society and international organizations in R&D; (iv) improving agricultural technology generation, dissemination and adoption in the region through collective efforts, training and capacity building; and (v) strengthening national R&D institutions by mobilizing human, financial and technological resources to implement and sustain demand-driven activities.

To effectively discharge its roles, CCARDESA needs to generate information on the priority needs of the NARES to be able to fulfill their mandate of conducting impact research focusing on commodities that they have the comparative advantage of and with the potential of having spillover effects towards addressing the food insecurity issues in the SADC region; including climate resilient, adaptation and mitigation. The report is expected to generate practical recommendations for establishing new Regional Centers of Leadership (RCoLs) and also strengthening the NARES.

### **3) OVERALL OBJECTIVE OF THE ASSIGNMENT**

The overall objective of this assignment is to assess the needs of the National Agriculture Research and Extension Systems (NARES) for them to be able to conduct agricultural research and extension services for use in supporting the establishment of new Regional Centers of Leadership (RCoLs) and strengthening the existing RCoLs.

### **4) SCOPE OF ASSIGNMENT AND SPECIFIC TASKS**

#### **4.1 Scope of the Assignment**

The scope of methods should be selected to fit the purposes and context of the needs assessment and able to set priorities and criteria for solutions to be used by CCARDESA and partners for sound decision-making to improve the capacity of human, physical, and financial resources with the aim of improving the delivery of programs, services, organizational structure and operations, or a combination of these elements. The consultant will be expected to synthesise data and draft the assessment report and present the findings of the assessment during validation meetings and update the report based on comments received and also taking into consideration the objectives of the assignment which are:

i: To identify the capacity gaps (human, infrastructure, financial, institutional policies, etc.) of the established Regional Centers of Leadership (Malawi, Mozambique, and Zambia) in discharging their mandates as leaders in Maize, Rice, and Legume based farmings systems, respectively, and in responding to Resilient Agricultural Production with respect to climate change and management of natural resources in agricultural landscapes.

ii: To identify the priority research and development commodities for the NARES (except Angola, Lesotho, Malawi, Mozambique, and Zambia), their regional competitiveness, and prevailing capacity gaps (infrastructure, human, financial e.t.c)

for prioritizing interventions to support the establishment and operationalization of RCoLs.

iii: To assess high-level policies, initiatives, institutional arrangements, and even budgeting decisions that have cross-cutting relevance to food systems resilience, including supporting the sustainable management of RCoLs and natural resources.

iv. To identify CCARDESA's role in strengthening the RCoLs response to the challenges of food security and resilience.

## **4.2. Specific tasks**

### **4.2.1: Identification of the capacity gaps for the RCoLs and NARES**

Under needs identification, the consultant is expected to categorize the countries into two thus:

**Group 1:** The countries with already established RCoLs. These countries were capacitated through CCARDESA to establish Regional Centers of Leadership based on their priority commodities. Malawi was capacitated to be the Centre of Leadership in maize-based farming systems, and Mozambique became a leader in rice-based farming systems. At the same time, Zambia was supported to become a leader in Legume based farming systems. The countries were supported in improving infrastructure and human capacity through long- and short-term trainings. The consultant is expected to analyze how the RCoLs utilize the facilities and identify the emerging challenges that will require further support to operationalize and sustain the RCoLs fully. In addition, the consultant is expected to generate lessons for use in supporting the establishment of the new RCoLs.

**Group 2:** The second category comprises the countries that have not established RCoLs in the priority value chains. This will target 13 SADC Countries, excluding the three Countries with already established RCoLs (Malawi, Mozambique, and Zambia) and the Countries currently being supported to establish the RCoL (Angola and Lesotho). The consultant will be expected to establish the priority commodities and determine the capacity needs of these countries to establish a Center of Leadership in the specific commodities.

The consultant is also expected to analyze the agricultural/farming technologies and services to identify gaps for supporting the upgrading of existing national centers through institutional linkages with regional and international networks and academic and research institutions; for coordinating specific knowledge and expert exchange programs working with national and regional centers.

**4.2.2: Assessment of high-level policies, initiatives, institutional arrangements, and even budgeting decisions that have cross-cutting relevance to food systems resilience.**

The consultant will review policies, assess entry points for building a resilience-focus into national planning mechanisms and policies, and develop a new-generation framework for carrying out agricultural public expenditure reviews (PERs) that offer insight into opportunities to better align public resources with resilience-informed policy priorities. The consultant will carry out policy and value chain analyses, needs assessments, and other analytical work, notably focusing on seed production and regulatory systems, intellectual property rights, and biosafety regulations to activities on regional policy dialogue.

**4.2.3 Identify the actions and resources required for CCARDESA to strengthening the research system’s response to the challenges of climate change.**

**5. DURATION OF THE ASSIGNMENT**

The consultant is expected to undertake the assignment within 35 days spread over a period of 60 calendar days from the date of contract commencement.

**6. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES**

The reporting requirements and timelines for deliverables are as shown in the Table below:

S/No	Deliverable/Reports	Timelines after contract commencement	Format of submission
1	<b>Inception report</b> spelling out the proposed <b>needs assessment approach</b> , analytical framework, data collection strategy and methodologies, assessment tools, time scale, resources, and validation plan for the delivery of the final assessment report.	1 Week	Softcopy in MS Word and pdf versions
2	<b>Draft needs assessment report</b> with all the components as explained in one above. with recommendations and priorities for addressing the capacity gaps of the RCoLs.	6 Weeks	Softcopy in MS Word and pdf versions
3	<b>Final needs assessment report</b> , including the comments from the validation meeting.	8 Weeks	4 bound hardcopies and a Softcopy in MS Word and pdf versions

## 7. PAYMENT SCHEDULE

The proposed payment schedule based on the satisfactory performance of the contract, which will be negotiated with the successful consultant, will be as presented in the Table below:

S/No	Deliverable/Reports	Timelines after contract commencement	Percentage of the contract amount
1	Inception report	2 Week	40%
2	Draft needs assessment report	7 Weeks	30%
3	Final needs assessment report	9 Weeks	30%

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

## 8. MINIMUM REQUIREMENTS FOR THE CONSULTANT'S QUALIFICATIONS AND EXPERIENCE

The consultant shall be well qualified and experienced as required and appropriate for execution of the assignment. The consultant should possess necessary technical capacity and resources to perform the assignment of such nature including relevant equipment and software. The Consultant shall have the following minimum qualifications and experience:

- **Education:** At least a Masters degree in Agriculture, Social Sciences, development studies, Strategic Management, or equivalent.
- **Experience:** At least fifteen (15) years of professional experience in conducting capacity gap assessment studies with emphasis in human, infrastructure, financial, and institutional policies. .
- **Experience:** Minimum of ten (10) years experience in leading assessment of policies at national and regional levels preferably in Agriculture.
- **Language Requirements:** English will be the working language. Knowledge of French and Portuguese will be an added advantage.
- Demonstrable ability to write concise technical papers and synthesis reports on subjects related to the assignment; and
- Experience in policy analysis will be an added advantage

## 9. ESTIMATED TIME-INPUTS FOR THE CONSULTANT K

10. The estimated time input for the consultant for the assignment is 35 staff-days spread over the duration of the assignment of two calendar months.

## MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

The Consultant will report to the FSRP Regional Coordinator, who will be responsible for the assignment's overall technical and administrative issues.

The Consultants' personnel will, on reasonable notice, participate in meetings and discussions as required by the Regional Coordinator.

All meetings, discussions, presentations, training materials and deliverables shall be in the English language.

## **11. OBLIGATIONS OF THE CLIENT**

The Client will provide the following support to the Consultant where necessary:

- (i) Office space, office equipment (shared printer, copier, scanner), stationery, internet access, and transport services for official use in the delivery of the services.
- (ii) All available relevant documentation to the consultant, such as the Project Appraisal Document, Periodic reports, Implementation Manual, etc.
- (iii) Contacts of key stakeholders.
- (iv) Introductory letters to key stakeholders to facilitate communication.
- (v) Facilitate review and dissemination meetings with key stakeholders; and
- (vi) Facilitate liaison with other program implementing partners.

## **12. OBLIGATIONS OF THE CONSULTANT**

The Consultant shall be responsible for the provision of all the necessary resources to carry out the services such as international travel, project transportation for visits in countries, subsistence allowances, accommodation, information technology, and means for communications, reporting materials, insurance, and any other required resources.

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements and are provided in a timely manner.

## **13. PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS.**

All the reports, data, and information developed, collected, or obtained from the implementing agencies etc. Client, and other Institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the Services, the Consultant shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.