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## Terms of Reference

# Training Services In Malabo Commitments and Biannual Review Reporting at a National Knowledge Management & Malabo Workshop in Namibia and Mozambique

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April 2023

## **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.

## **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 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.

To bridge the knowledge gap and accessibility, CCARDESA in partnership with the Namibia and Mozambique 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 Malabo Declaration by other key staff in the government ministries and non-state actors including the youth
- Support Mozambique & Namibia to share their 3<sup>rd</sup> 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 Malabo Declaration of Key staff in the government ministries in Namibia and Mozambique.
- 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 Namibia and Mozambique.

### **C. Expected Outcomes**

- Participants have attained applicable and sound knowledge on the Malabo Commitments
- Participants informed on Namibia and Mozambique'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 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 30 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, including the following;
  - Facilitate the 3 day workshop including direct proceedings of the workshop and to achieve the workshop objectives including
  - The development of the training presentations and materials on Malabo commitments
  - The training the NARES, stakeholders, private sector and 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**

The facilitator will devote a period not exceeding 14 working days to prepare, facilitate at workshop and compile a workshop report.

## **H. Duty Station**

CCARDESA will facilitate the travel to and from the training venue Namibia and Mozambique. 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 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 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;