



## Call for Expression of Interest

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### Recruitment of an Individual Consultant in Charge of Writing the 2017 Consolidated Annual Report of CORAF/WECARD

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**Opening Date: November 13, 2017**

**Closing Date: November 27, 2017**

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**CEI N° 28-2017**

The West and Central African Council for Agricultural Research and Development (CORAF/WECARD), made up of the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa, is one of the four Sub-Regional African Organizations (SRO) which form the Forum for Agricultural Research in Africa (FARA). The vision and mission of CORAF/WECARD is, in essence, to achieve sustainable reduction of poverty and food insecurity through improved competitiveness, productivity and agricultural markets in West and Central Africa (WCA).

CORAF / WECARD operates on the basis of Strategic and Operational Plans, the latest of which cover the periods of 2007-2016 and 2014-2018 respectively. Through these plans, CORAF/WECARD aims to contribute to the achievement of the first objective of the Comprehensive African Agriculture Development Program (CAADP), which is an agriculture-based development that eliminates hunger, and reduces poverty and food insecurity. This objective will be achieved through the implementation of the agricultural policies of the Regional Economic Communities of West and Central Africa (ECOWAS, WAEMU, ECCAS and CEMAC).

For the visibility of all these results in 2017, CORAF/WECARD must publish its 2017 consolidated annual report. To ensure the quality of this document, CORAF/WECARD is soliciting a consultant specialized in reviewing and editing to support in the development and publication of the said report.

The objective of the consultancy is to write, in a concise style, easy reading, and a content accessible to the general public, the consolidated annual report 2017.

CORAF/WECARD now invites individual's consultants for the mission mentioned above. Interested consultants may obtain further information from the Executive Secretariat during normal office hours (08:30GMT to 17:30 GMT). The individual Consultant will be selected using the selection based on the individual consultant (IC) method in accordance with the World Bank guidelines on "Selection and Employment of Consultants under IBRD loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised on July 2014" The mission will have a maximum of 20 days from the date of signing the contract.

**Qualification and Experience of the consultant:**

**Selection Criteria**

<b>Criteria</b>
General Qualifications
Have proven knowledge in drafting and summarizing scientific documents
Knowledge of the regional and international context in agricultural research and development
Have good experience in data analysis and synthesis
Total Marks

1. The Individual Consultants will be evaluated on the basis of the criteria mentioned above and the preferred consultant will be invited for negotiation. 2. The consultants interested in this call must submit an Expression of Interest comprising: (i) references concerning the execution and experience of similar contracts and (ii) the CVs.
2. Expressions of Interest (Eol) must be submitted by e-mail at the following address: [procurement@coraf.org](mailto:procurement@coraf.org) Senegal not later than the **27<sup>th</sup> November 2017 at 11:00 GMT**.
3. CORAF/WECARD Executive Secretariat reserves the right to accept or reject any or all of the Eol or annul the Eol process at any stage without assigning any reason(s) whatsoever and without incurring any liability to the affected applicants(s). For more information, you will find attached the terms of reference of the mission.

**Dr Abdou TENKOUANO**

**Executive Director of CORAF/WECARD**



# Terms of reference

## Recruitment of an Individual Consultant in Charge of Drafting the 2017 Consolidated Annual Report of CORAF/WECARD

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## 1. Introduction

The West and Central African Council for Agricultural Research and Development (CORAF/WECARD), made up of the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa, is one of the four Sub-Regional African Organizations (SRO) which form the Forum for Agricultural Research in Africa (FARA). The vision and mission of CORAF/WECARD is to achieve sustainable reduction of poverty and food insecurity through improved competitiveness, productivity and agricultural markets in West and Central Africa (WCA).

CORAF/WECARD operates on the basis of Strategic and Operational Plans, the latest of which cover the periods of 2007-2016 and 2014-2018 respectively. Through these plans, CORAF/WECARD aims to contribute to the achievement of the first objective of the Comprehensive African Agriculture Development Program (CAADP), which is an agriculture-based development that eliminates hunger, and reduces poverty and food insecurity. This objective will be achieved through the implementation of the agricultural policies of the Regional Economic Communities of West and Central Africa (ECOWAS, WAEMU, ECCAS and CEMAC).

The Operational Plan is underpinned by a centralized and program-based management approach divided into three broad areas of research, each managed by a Program Manager; all program managers are based at the CORAF/WECARD Executive Secretariat. The research is organized in three areas as follows:

- ❖ **Technical Research** - is composed of five programs: [1] Livestock, Fisheries and Aquaculture; [2] Crops; [3] Natural Resource Management; and [4] Biotechnology and Biosafety - using an integrated research approach based on systems and commodities but employing new holistic and participatory methodologies.
- ❖ **Policy Research** - this category includes only one program [5] Policy, Markets, Trade and Institutions and Socio-economy which, through research, identifies and offers solutions to the key problems hampering the productivity and competitiveness of markets.
- ❖ **Effective delivery of research results** - it is done through the following two programs [6] Knowledge Management and [7] Capacity building- that improve access to information and knowledge management.

The activities implemented by the programs must contribute to achieving the results areas of the Operational Plan that are:

**Result 1:** The use of appropriate technologies and innovations in WAC is increased;

**Result 2:** The development of strategic decision-making options for policy, institutions and markets is increased;

**Result 3:** Institutional and human capacities in the field of agricultural research for development are strengthened;

**Result 4:** Demand for agricultural knowledge from clients - targets is facilitated and met;

**Result 5:** Production of results is actually effective by the Executive Secretariat of CORAF.

In 2017, CORAF/WECARD pursued to the implementation of activities related to programs and projects, as well as to corporate governance (management of the Executive Secretariat, statutory meetings of the General Assembly, the Scientific and Technical Committee and the Board of Directors, ...).

Advocacy both in the NARS and at international level allowed updating and forging new partnerships for the mobilization of CORAF/WECARD resources.

For the visibility of all these results in 2017, CORAF/WECARD must publish its 2017 consolidated annual report. To ensure the quality of this document, CORAF/WECARD is soliciting the service of a consultant specialized in reviewing and editing to support the development and publication of the said report.

### **Consultancy Objective**

The objective of the consultancy is to write, in a concise style, easy reading, and content accessible to the uninitiated, the consolidated annual report 2017.

### **Expected results**

- ❖ All the activities, results achieved, and difficulties encountered during the 2017 year are well documented;
- ❖ The cases of success and failure are analyzed and well presented in the form of boxes;
- ❖ A summary of the 2017 consolidated report is produced;
- ❖ A consolidated global document meeting international standards in terms of drafting is submitted on time;
- ❖ A dissemination plan is proposed by the consultant for visibility of the results achieved during the two years of exercise.

### **2. Tasks of the Consultant**

- Comply with the templates of the reports to be revised and edited;
- Rewriting technical information in simple terms;
- Summarize the important and key parts of the various documents;
- Provide simple, easy-to-read and understandable Report.

### **3. Documents to be available to the Consultant**

- ❖ The 2014-2018 Operational Plan;
- ❖ The publication policy of CORAF/WECARD;
- ❖ The semi-annual financial and technical reports of the Executive Secretariat 2017.

### **5. Duration of the mission**

The mission will have a maximum of 20 days from the date of signing the contract.

The consultant will work with the internal technical committee in charge of reviewing the Executive Secretariat's documents.

### **6. Obligations concerning the report**

The consultant must provide the Executive Secretariat of CORAF/WECARD with the Final Report in French or English in electronic format.

### **7. Remuneration**

In accordance with CORAF/WECARD policy on remuneration for services rendered, the consultant will receive a remuneration corresponding to his qualification and his level of experience. The terms of payment of the Consultant will be specified in the service contract to be signed between the Consultant and the Executive Director of CORAF/WECARD.

## **8. Profile of the Consultant**

The consultant must have the following profile:

- Hold a Master or PhD in one of the disciplines of agricultural science;
- Have proven knowledge in drafting and summarizing scientific documents;
- Knowledge of the regional and international context in agricultural research and development;
- Have good experience in data analysis and synthesis;
- Be proficient in English and/or be able to work in one of the two languages;
- Have a good command of Microsoft environment;
- Be available for the mission period.