

CALL FOR EXPRESSIONS OF INTEREST

Recruitment of an individual junior consultant to support the KM unit in collecting, reporting and monitoring contents of CORAF's catalogues and MITA platform

Call opening date: October 3, 2024

Call closing date: October 15, 2024

CEIN° 18-2024

The West and African Centre for Agricultural Research and Development (CORAF) was founded in 1987. CORAF (www.coraf.org) currently includes the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

CORAF's vision in its Strategic Plan 2018-2027 is a future where people and communities in West and Central Africa will achieve food and nutrition security and prosper. Its mission is to achieve sustainable improvements in agricultural productivity, competitiveness and markets in West and Central Africa.

To meet this challenge, CORAF relies on four (4) core functions that are: i) coordination and capacity building; ii) scaling up technologies and innovations; iii) the creation of an environment conducive to technology flows and increased trade at the regional level; and iv) knowledge management and learning.

In the process of implementing the knowledge management system, it is planned to develop digital platforms to support the activities of CORAF departments and business units.

As part of the optimization of this system, CORAF wishes to recruit a junior consultant to support the KM unit.

The CORAF Executive Director invites candidates with the required qualifications indicated in the terms of reference to express their interest in this call.

The interested consultant must submit an application indicating that they meet the requirements for the position concerned (CVs, references concerning the completion of similar contracts, experience in a similar field, experience under similar conditions, etc).

The selection will be based on the rules contained in the CORAF manual of administrative, financial and accounting procedures.

Interested candidates can obtain further information from the CORAF Executive Secretariat via a.nadinga@coraf.org with copy to procurement@coraf.org.

Expressions of interest must be submitted by e-mail to the following address: procurement@coraf.org **no later than October 15, 2024, at 17:00 GMT.**

**The Executive Director
Dr Moumini SAVADOGO**

TERMS OF REFERENCE

Recruitment of an individual junior consultant to support the KM unit in collecting, reporting and monitoring contents of CORAF's catalogues and MITA platform

1. Context

The West and African Centre for Agricultural Research and Development (CORAF) was founded in 1987. CORAF (www.coraf.org) currently includes the National Agricultural Research Systems (NARS) of 23 countries in West and Central Africa: Benin, Burkina Faso, Cameroon, Cape Verde, Central African Republic, Chad, Congo, Côte d'Ivoire, Democratic Republic of the Congo, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Liberia, Mali, Mauritania, Niger, Nigeria, Sao Tome and Principe, Senegal, Sierra Leone and Togo.

CORAF's vision in its 2018-2027 Strategic Plan is a future where people and communities in West and Central Africa will achieve food and nutrition security and prosper. Its mission is to achieve sustainable improvements in agricultural productivity, competitiveness and markets in West and Central Africa.

CORAF, a major player in agricultural research in West and Central Africa, recognizes the crucial importance of knowledge management to promote sustainable agriculture development in the region. As part of its strategic plan, CORAF pays particular attention to knowledge management as a key pillar of its activities. To meet this imperative, the organization is implementing an improved knowledge management system, including innovative digital solutions.

As part of the optimization of this system, CORAF wishes to recruit a consultant. e junior to support his KM unit in content management of his MITA platform and T&I catalogues.

2. Objectives

The consultant will be responsible for collecting, organizing and classifying relevant content for the CORAF MITA platform and the CORAF T&I catalogues in collaboration with the National Agricultural Research Systems (NARS) and partners.

3. Tasks

The tasks of the consultant include:

- Ensure, in collaboration with the Knowledge Management Officer, the development of CORAF's agricultural technology and innovation (T&I) catalogues, as well as their update on the CORAF MITA platform.

- Collect and organize relevant information to enrich CORAF databases and documentary resources (MITA, T&I catalogues), collaborating with SNRA and partners.
- Monitor and ensure the traceability of technologies and innovations presented by CORAF's specialization centers and international centers as well as purchase intentions for each MITA event.
- Provide technical support to platform users.
- Support any other knowledge management initiatives deemed relevant.

4. Expected results and deliverables

At the end of the service, the consultant will produce the following results:

- Development of CORAF T&I catalogues: Catalogues on the T&I updated before and after each MITA event.
- Update of the MITA platform: Regular update reports and enriched database.
- Follow-up of the T&I presented at MITA events: Post-event traceability reports and updated database.
- Technical support and MITA platform improvement: Technical support reports and recommendations for improvements.

5. Profile required

For this assignment, we are looking for a consultant with the following profile:

- Master's degree in agronomy, information science and communication, or any related field.
- Proficiency in content management tools and methods and content management system (CMS).
- Experience in collecting, organizing and classifying large amounts of data, documents and digital resources.
- Have experience working in the agricultural sector.
- Experience in managing a digital platform.
- Excellent communication and teamwork skills.
- Demonstrated ability to train and support users in the use of IT tools and systems/platforms.
- Experience in graphic design would be an asset: graphic design tools such as Adobe Creative Suite (Photoshop, Illustrator, InDesign) or equivalent.
- Be able to speak and write fluently in French or English, a good working knowledge of the other language would be an asset.

6. Duration and location

The mission time is six (6) months with a possibility of renewal.

The consultant will work closely with the CORAF team and may be based at CORAF or work remotely depending on project needs.

7. Terms of submission

The interested consultant must submit an application indicating that they meet the requirements for the position concerned (CVs, references concerning the completion of similar contracts, experience in a similar field, experience under similar conditions, etc.).

Expressions of interest must be submitted by e-mail to the following address: procurement@coraf.org no later than October 15, 2024, at 17:00 GMT.

NB: Only shortlisted candidates will be contacted.

CORRUPTION, CONFLICTS OF INTEREST, SEXUAL EXPLOITATION, ABUSE AND HARASSMENT

Fraud, corruption: bidders, suppliers, contractors and their subcontractors must observe the strictest rules of ethical conduct when signing and performing contracts. In particular, they must avoid any act of corruption and any fraudulent, collusive, coercive or obstructive maneuvers with the aim of granting or obtaining a contract awarded by CORAF. Any deviant behavior will be subject to appropriate sanctions (cancellation of the contract, exclusion from future contracts awarded by CORAF, dismissal of CORAF staff guilty of these acts).

Conflicts of interest: CORAF rules require that any company participating in a procurement procedure is not in a situation of conflict of interest. Two scenarios can be considered:

- The company provides goods, works or services (other than consulting services) which follow or are directly related to the consulting services for the preparation or performance of a project which it has provided or which its affiliated company has provided;
- The company (including its staff) has a close business or family relationship with a CORAF staff member: i) who is directly or indirectly involved in the preparation of the bidding documents or contract specifications, and/or in the evaluation process for said contract; or (ii) who could be involved in the performance or supervision of the same contract.

The term "**Sexual Exploitation and Abuse (SEA)**" includes the following meanings:

- "**Sexual Exploitation**" (SE), defined as abusing or attempting to abuse a state of vulnerability, differential power or trust for sexual purposes, including but not limited to profiting monetarily, socially or politically from the sexual exploitation of another person;
- "**Sexual Abuse**" (SA), defined as any physical intrusion or threatened physical intrusion of a sexual nature, either by force or under unequal conditions or by coercion;
- "**Sexual Harassment**" (SH) is defined as any unwelcome sexual advance, request for sexual favors or other verbal or physical behavior with a sexual connotation by Contractor staff towards other Contractor staff or the Client;

Any company that proves to be in a situation of conflict of interest or of sexual exploitation, abuse or harassment will not be granted a contract from CORAF.

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