



Panafrican farmers' organization
Organisation panafricaine des agriculteurs
المنظمة الإفريقية للفلاحين

Terms of reference

**Consultancy to produce a case study on the FO4ACP Knowledge
Management event**

July 2023

Pan-African Farmers' Organisation (PAFO)

Kibagabaga, KG 25 Ave, Kimironko, Kigali, Rwanda

I. Introduction

Knowledge management is a key area for promoting learning, sharing good practice and maximizing the performance of farmers' organizations.

The Knowledge Management event of the FO4ACP program, organized by PAFO, under the topic: "Sharing the knowledge that makes us stronger", was an excellent opportunity to exchange good practices and successful experiences between FO4ACP implementing partners. A total of 41 case studies were selected for the event, of which 29 were presented or discussed during the sessions and 12 were presented on the market place.

The Pan-African Farmers' Organization (PAFO) is looking to recruit an experienced consultant to draw up a successful case study, to be presented at the event, around 6 Topics:

- Access to finance
- Business plans and their implementation
- Climate change and resilience,
- Agro-ecology
- Policy Engagement and Advocacy; Data collection for informed decisions.
- Inclusive approaches in FO4ACP

II. PAFO Overview

PAFO was created in October 2010 by its constituent assembly under the sponsorship of the African Union. This constitutive assembly was the culmination of a process begun several years ago in collaboration with the five regional networks of Farmers' Organizations.

PAFO is recognized as the representative body of African farmers' organizations at the highest continental level, based in Kigali. It brings the voice of 80 million African farmers integrated into nearly 70 national organizations, unions, federations, cooperatives, associations, etc., present in almost 50 African countries, and united in five regional networks: the East African Farmers Organization (EAFF); the Regional Platform of farmers organizations from Central Africa (PROPAC); The Network of farmers Organization and Agricultural Producers of West Africa (ROPPA); The Southern African Confederation of Agricultural Unions (SACAU) and the Maghreb and North African Union of Farmers (UMNAGRI).

Additional information on Pan-African Farmers Organization can be found on:

<https://www.pafo-africa.org>

III. Overview FO4ACP

The Farmers' Organizations for Africa, Caribbean and Pacific (FO4ACP) program aims to increase the incomes and improve the livelihoods, food and nutrition security, and safety of organized smallholders and family farmers in African, Caribbean and Pacific countries by strengthening regional, national and local farmers' organizations. The program is implemented by six regional farmers' organizations, PAFO, Agricord and the FAO Regional Office for Latin America and the Caribbean. They work closely with the national FOs, agri-agencies and sub-implementing partners in about 70 countries, with a potential outreach of over 52 million

smallholder farmers. Great emphasis is put on economic services, advocacy and institutional development of the membership-based FOs. The program is funded by the European Union (EU), the Organization of African, Caribbean and Pacific States (OACPS) and the International Fund for Agricultural Development (IFAD).

[Read more under the website](#)

IV. Objectifs de la mission Mission objectives

1. Overall objective

The overall aim of the FO4ACP Knowledge Management event case study mission is to make experiences accessible, to promote learning and the exchange of good practice between farmers' organizations, and to inspire continuous innovation in the agricultural sector.

2. Specific objectives

The specific objectives of the documentation assignment are:

- Sharing best practice :
- Building capacity :
- Encouraging peer-to-peer learning
- Inspiring innovation
- Improving the visibility of FOs through advocacy and communications activities at national, continental and international level.

V. Scope, duties, and terms for expertise

1. Duties and responsibilities

The expert is under the direct supervision of the Chief Executive Officer of PAFO. The expected duties and responsibilities, among others, will comprise:

Documentation of experiences:

- Examine the presentations, the report or the PTT submitted
- Organize interviews with representatives of farmers' organizations for additional information and deeper understanding of the experiences.
- Use the event template as an interview guide
- Select the most relevant and significant experiences for each topic, In consultation and consensus with the PAFO Secretariat
- Write summary documents for each experience presented, highlighting the objectives, approaches used, results and lessons learned.

- Organize information in a clear, structured way, providing concrete examples, quantitative and qualitative results and relevant recommendations.
- Work with the PAFO team to collect and integrate data

Comparative analysis :

- Carry out a comparative analysis of the different experiences presented at the event to identify common themes, good practices and success factors.
- Highlight lessons learned and cross-cutting recommendations that may be relevant to other farmers' organizations

2. Scope of work

The expert will report to PAFO's Executive Secretary and will be facilitated by PAFO's Communications Officer.

The mission is divided into two parts:

- The first part consists of developing and submitting the draft study report in English & French

The second part involves validation of the final mission report by the PAFO

The service will be the subject of an order letter based on the price offer submitted and the terms of reference for the assignment. It will be issued in duplicate and signed by both parties.

- The consultation will require virtual exchanges with the PAFO secretariat and member networks facilitated by the PAFO secretariat.

PAFO will provide the consultant with:

- ✓ Studies presented and discussed
- ✓ PPTs of the success stories presented.
- ✓ The necessary templates

The working languages will be French and English, depending on the country and regional organisation concerned.

3. Deliverables and timeline

The expert will deliver the following outputs:

Livrables	Dates
Case study compilation document	10 August 2023

10 Qualifications

The expert should have following qualifications and skills:

- African nationality
- Advanced degree in agriculture, rural development or related field
- At least five (5) years' proven experience in documenting successful experiences in the agricultural and farmers' organizations sector.
- Proven experience in working with FOs, governments, development partners and the private sector in Africa
- Excellent analytical, writing and communication skills.
- Knowledge of data management

11 Financial requirements

The expert is required to provide the estimation of the working days required to complete the mission and to make a proposal of his/her daily fees.

Payment for the consultancy will be made in three (3) installments upon satisfactory completion of the deliverables and submission of an invoice.

The total amount of the consultancy fee will be 30% inclusive of all taxes and expenses.

12 Conduct of the mission

The expert will report to the PAFO CEO and will be facilitated by the Communication officer of PAFO.

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- The first part is developing and submitting the draft of study cases report In English & French
- The second part comprises of validation of the study cases report by the PAFO and the submission of the final mission report.

The service will be the subject of an order letter based on the price offer submitted and the terms of reference for the assignment. It will be issued in duplicate signed by both parties.

- The consultation will require virtual exchanges with the PAFO secretariat and member networks facilitated by the PAFO secretariat.

The working languages will be French and English depending on the country and the regional organization concerned.

13 Critères d'évaluation

The following criteria will be used to evaluate proposals from potential experts:

- Technical expertise and experience in developing study cases report and documentation, in the field of agriculture or rural development and data management (40%)
- Demonstrated experience in working with FOs, governments, development partners, and the private sector in Africa (30%)
- Quality and relevance of the proposed methodology (20%)
- Financial proposal (10%).

14 Confidentiality and copyright

The expert agrees to the confidential nature of the strategy and the findings of his mission. PAFO owns the rights to all of the materials that will be produced under this research.

15 Proposal Submission

Interested experts should submit a technical and financial proposal to ceo@pafo-africa.org – communication@pafo-africa.org and with a copy to info@pafo-africa.org by **15 of July 2023**.

The technical proposal should include the following:

- A cover letter expressing interest in the consultancy and highlighting relevant experience
- A detailed methodology and work plan for completing the tasks outlined in the Scope of Work
- A CV of the expert
- Contact information for at least three professional references.

The financial proposal should include a detailed budget outlining all costs associated with the consultancy, including consultancy fees and any other expenses.

Only shortlisted candidates will be contacted!