

## **Terms of Reference for a Consultancy to Develop a Regional Farmer Field School Curriculum on Climate Smart Agriculture**

### **1) INTRODUCTION**

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) is a subsidiary organisation of the Southern African Development Community (SADC). It was established in 2011 and started its full operations in 2013. CCARDESA has a mandate to coordinate agricultural research and development and contribute to better food security and livelihoods in the region. In the SADC region, climate change and other related factors have been significantly affecting agricultural productivity with negative implications on food security, mainly among smallholder farmers. As part of the response, CCARDESA received a grant from the World Bank to coordinate the regional implementation of the Food Systems Resilience Programme (FSRP). The FSRP's overall Programme Development Objective (PDO) is to increase resilience of food systems and preparedness against food insecurity in the participating countries.

The FSRP is implemented in phases, with the first phase focusing on Madagascar in Southern Africa, and Ethiopia in East Africa. CCARDESA is coordinating the regional FSRP implementation at the SADC level whereas the Intergovernmental Authority on Development (IGAD) is focusing on East Africa. The FSRP focuses on building resilience in the food systems of countries and regions by using smart approaches that circumvent the effects of climate change on agriculture. The programme aims to deal with and resolve the underlying structural challenges of food insecurity and reduce beneficiaries' sensitivity to unpredictable climate events, crises, and conflicts.

Overall, under Component 1 of the FSRP which is "(Re-)Building Resilient Agricultural Production Capacity", CCARDESA will develop and deliver agricultural/farming technologies and services. In this case, CCARDESA is expected to promote regional agricultural R&D among SADC member countries and collaborate with IGAD and other regional organizations by establishing a regional Farmer Field School (FFS) curriculum that follows an experiential learning model for Climate Smart Agriculture (CSA) involving the demonstration, practice, and application of learning materials on farmers' own plots.

## **2) JUSTIFICATION**

The impact of climate change multiplies farmers' vulnerability to a number of challenges such as poor rainfall, increasing temperatures, pest infestation, disease outbreaks, and unfavourable weather patterns resulting in reduced agricultural productivity. Substantial investments in adaptation are required to achieve increased food production to meet the food demand at both household and national levels. One such mechanism is adopting and scaling climate-resilient practices such as CSA.

CSA is an integrated approach of agricultural technologies or practices through which farmers can build food system resilience by managing landscapes such as cropland, livestock, forests and fisheries that address the interlinked challenges of food security and climate change. CSA aims to sustainably improve agricultural productivity, enhance food security, boost farmers' adaptive capacity and resilience to climate shocks and reduce greenhouse gas (GHG) emissions.

Generally, it has been observed that farmers (men, women & youth) within the region, have limited knowledge of CSA. In the hope of building the capacity of farmers for climate change resilience, CCARDESA, in collaboration with IGAD and other regional organizations through the FSRP, will establish a regional FFS curriculum on CSA with an experiential learning model involving demonstrations, practices, and applications of learning materials on farmers' plots. The objective of establishing the FFS curriculum is to capacitate farmers within the region to increase their knowledge and skills in CSA, share their expertise, and influence their attitude to use climate information in decision-making for more resilient agriculture.

Thus, CCARDESA seeks to engage the services of a suitable firm for this assignment.

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

The overall objective of the consultancy is to develop a regional Farmer Field School (FFS) Curriculum on CSA using an experiential learning model for demonstration, practicals, and application of learning content on farmers' own plots.

## **4) SCOPE OF WORK**

The consultant shall perform the following duties:

- i. Review existing relevant learning materials on Climate Smart Agriculture (CSA) and Farmer Field Schools (FFS) developed in the region, by SADC Member States or international partners;
- ii. In liaison with CCARDESA, set up a curriculum development team with experts from relevant regional institutions to make systematic decisions about the target audience, the scope and depth of the curriculum, learning objectives, modules, content, lessons, duration, teaching points, intended outcomes, methods and evaluation strategies;

- iii. Develop a CSA curriculum package using the principles of non-formal adult learning and ensure compliance with curriculum standards and best practices;
- iv. Develop a Facilitator's manual and a Participant's manual;
- v. Develop a delivery mechanism including training systems and tools, teaching methodologies (including experiential methods) and support material;
- vi. Develop a tracking system to allow CCARDESA and stakeholders to track whether the CSA curriculum is effectively incorporated into FFS events on the ground;
- vii. In collaboration with CCARDESA, organise and facilitate a consultative validation workshop for the draft curriculum, draft facilitator's manual and draft participant's manual;
- viii. Compile contributions from the validation workshop and provide a report of the meeting;
- ix. Incorporate inputs from the validation workshop to produce a final Training Curriculum Package on CSA to be used by SADC Member States;
- x. In liaison with CCARDESA, select test sites and conduct a formative evaluation of the curriculum materials developed; and
- xi. In liaison with CCARDESA, recruit and train facilitators from SADC Member States.

## **5) EXPECTED OUTPUTS/DELIVERABLES**

- i. Inception report, one (1) week after signing the assignment contract, detailing the methodology, workplan (including validation for delivery of final report).
- ii. A draft curriculum document, eight (8) weeks following the approval of the inception report, which addresses all items under the specific objectives.
- iii. A revised manual and a detailed end-of-assignment report which incorporate comments from CCARDESA and SADC countries, two (2) weeks before the anticipated date of end of assignment.

## **6) CONSULTANCY APPROACH**

This is a desk assignment. However, minimum travel might be required, which may be organised in consultation with CCARDESA.

## **7) DURATION OF THE ASSIGNMENT**

The Consultant is expected to conduct this assignment within 40 working days spread over 5 months.

## **8) QUALIFICATIONS AND WORK EXPERIENCE OF THE CONSULTANT**

### **8.1 Work experience of the firm**

**8.1.1** The Firm should have at least 15 years of experience and expertise in conducting similar assignments.

**8.1.2** The consulting team should have experience and/or be qualified in the areas as specified in 8.2 below.

### **8.2 Qualifications and experience of key staff**

#### **8.2.1 Team Leader – Climate Smart Agriculture expert**

The Team Leader will be required to have the following qualifications and experience:

- i. At least a Master's degree in Agricultural Sciences, Agricultural Extension, or related fields. A PhD in any of the above fields will be an added advantage;
- ii. At least 15 years of working experience in any of the above fields, including at least 10 years of practical experience in CSA;
- iii. Sound knowledge of CSA principles, practices, and approaches, including recommendations for climate-resilient crops, crop diversification, sustainable water management, and soil conservation;
- iv. Proof of evidence in training materials development in CSA. and/or delivering Farmer Field Schools training;
- v. Proven ability and experience in project management and leading consultancy teams;
- vi. Experience in working with Regional Organisations is highly desirable; and
- vii. Demonstrable ability to write concise technical papers, adapting the content to the knowledge level and cultural context of the target audience.
- viii. Knowledge of and involvement in programmes supported by international organizations such as the World Bank Group, EU, AfDB, etc. is also desirable.

#### **8.2.2 Curriculum Development expert**

- i. At least a Master's degree in Curriculum design and development, education or related field. A PhD in any of the above fields will be an added advantage.

- ii. A qualification in Competency-Based Education Training (CBED) will be an added advantage.
- iii. Minimum 10 years of experience in leading a curriculum development process.
- iv. Minimum 10 years in development of training materials and delivering training programs.
- v. Have profound knowledge of theories, techniques, and methodologies of curriculum and instructional design and proven experience in the aforementioned fields.
- vi. Skills in audit and evaluation processes that determine training program effectiveness.
- vii. Proof of evidence of effective knowledge and use of ICT-based applications in offering training.
- viii. Experience in design and/or use of self-directed learning (SDL) approach will be an added advantage.

## **9) MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT**

The Consultant will report to the FSRP Regional Coordinator who will be responsible for daily technical and administrative issues for the assignment. The Consultant's personnel will, on reasonable notice, participate in meetings and discussions as required by CCARDESA. All meetings, discussions, presentations, and deliverables shall be in English language.

## **10) OBLIGATIONS OF THE CLIENT**

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

- (i) All available relevant documentation to the Consultant, such as the CSA handbook, visibility materials and other related documents that will facilitate the Consultant's work;
- (ii) Contacts of key stakeholders;
- (iii) Introductory letters to key stakeholders to facilitate communication;
- (iv) Facilitate review and dissemination meetings with key stakeholders; and
- (v) Facilitate liaison with other program implementing partners.

The Client shall also be responsible for the provision of all necessary resources to facilitate the work, including international travel, subsistence allowances, accommodation and any other resources as may be required.

## **11) OBLIGATIONS OF THE CONSULTANT**

The Consultant is expected to undertake activities that will ensure outputs are consistent with the professional and legal requirements of the assignment and ensure that deliverables are submitted in a timely manner.

## **12) PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS**

All data and information obtained during this exercise and reports generated thereof by the Consultant, shall belong to the Client. No use shall be made of such materials without prior written authorization from the Client.

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