



RESILIENT AFRICAN FEED AND FODDER SYSTEMS PROJECT

COUNTRY ASSESSMENT OF THE EFFECT AND IMPACT OF RECENT AND ONGOING CRISES ON AFRICAN FEED AND FODDER SUPPLY CHAINS

CAMEROON

TERMS OF REFERENCE FOR NATIONAL ASSESSMENT COORDINATOR

TERMS OF REFERENCE FOR THE NATIONAL ASSESSMENT COORDINATORS

1. Introduction and Context

The African Union InterAfrican Bureau for Animal Resources (AU-IBAR) is a specialized technical Office of the Department of Agriculture, Rural Development, Blue Economy and Sustainable Environment (DARBE) of the African Union Commission (AUC). AU-IBAR's mandate is to support and coordinate the utilization of livestock, fisheries and wildlife as a resource for both human wellbeing and economic development in the Member States of the African Union (AU) and Regional Economic Communities (RECs).

AU-IBAR and the Bill & Melinda Gates Foundation (BMGF) are collaborating in the implementation of an action: “**Evidence Driven Short Term Solutions to Build Resilience and Address the Adverse Effects of Crises on African Feed and Fodder Systems**” commonly referred to as the ‘Resilient African Feed and Fodder Systems Project’ (RAFFS Project). This emergency and short-term action will contribute to understanding the effect of recent and on-going global crises (3Cs: COVID-19, Climate Change shocks and the Conflict between Russia and Ukraine) on the African feed and fodder supply chain and subsequently their effects on the Livestock Sourced Foods (LSFs). This will generate an evidence base critical to shaping coordinated action to respond to the feed and fodder shortages that have led to huge losses of livestock (e.g., over 9.5 million livestock in the Greater Horn of Africa region alone), eroded livelihoods, loss of incomes, and driven up prices of highly nutritive livestock sourced foods making them inaccessible to sections of the population that need them most.

Feed constitutes 60 – 70% of the total cost of animal production: the crises have exposed the significant weaknesses and vulnerabilities in the African feed and fodder input and supply chains. Addressing feed and fodder shortages in the short-term ensures business continuity and sustainable livelihoods. The multiplicity and increasing frequency and severity of shocks and their complex and interlocking effects demands an approach that will also strengthen resilience in feed and fodder systems.

The action proposes strengthening analytical capacity for evidence-based decision making and attracting investment, identifying and upscaling viable existing approaches and innovative models, and harnessing partnerships for coordinated action to galvanize impactful immediate and short-term investments. Women, who are largely rural-based or in the informal sector, are disproportionately poor and vulnerable to the increased prices and unavailability of livestock-sourced foods. Working through the African Women in Animal Resources Farming and Agribusiness Network, established under the ambit of AU-IBAR, the action proposes interventions to ensure women’s meaningful involvement in gainful activities in the feed and fodder and the livestock sourced foods supply chains.

The Project Goal is to respond to the worsened food and nutrition security occasioned by recent crises that have negatively affected African feed and fodder systems and production of animal sourced foods.

The **Purpose** is to harness evidence driven solutions for short term interventions to enhance access to affordable and quality feed and fodder critical to ensure sustainable production of animal sourced foods.

The RAFFS Project has four Results:

- (i) **Result 1:** A Knowledge and Analytical Ecosystem for Informing Evidence Based Solutions Established
- (ii) **Result 2:** Viable business models, Strategic Partnerships, Catalytic Interventions for Coordinated Action Supported to Attract Enhanced Investment for Short Term Solutions to Feed and Fodder Shortages
- (iii) **Result 3:** Women Empowered to Participate and Benefit from Feed and Fodder and Animal Sourced Food Supply Chains to Enhance their Food and Nutrition Security
- (iv) **Result 4:** Policies, Regulations, and Institutions Reformed for the development of a more sustainable and resilient feed and fodder industry

2. Country Assessments

The RAFFS Project is planning to undertake country level Assessments to better understand the effect of recent and on-going crises on feed and fodder supply chains in the national priority livestock value chains (previously identified by stakeholders), and the related impacts on availability of and accessibility to the livestock sourced foods.

3. Expected Outputs of the Assessment

Output 1: The impact of the recent and on-going global crises on African feed and fodder systems/supply chain within the priority national livestock value chains, and the related impact on availability of livestock sourced foods.

Output 2: The status of data and digital capacities and ecosystem for generating evidence-based feed and fodder information.

Output 3: The level of meaningful and beneficial involvement of women in feed, fodder and animal sourced foods supply chains.

Output 4: The assessment of the feed and fodder development policy, regulatory and institutional frameworks.

4. Objectives of the Consultancy, National Assessment Coordinator

The RAFFS Project in conjunction with the Country Focal Point is seeking the expertise of a consultant to act as the National Assessment Coordinator to coordinate the country assessment. The National Assessment Coordinator will be responsible for the preparation of, effective and timely execution of the Feed and fodder assessment at country level, quality assurance throughout the Assessment, management

of Assessment Facilitators, undertake analysis and reporting on the findings, and reporting on the quality of the Assessment process.

5. Scope of the Consultancy

The National Assessment Coordinator shall:

- (i) Prior to the Assessment, in coordination with the country Focal Point and the RAFFS Project Team develop a comprehensive plan outlining the assessment's scope, objectives, methodology (including sampling, source and type of data, data collection tools and analytical approach), and timelines.
- (ii) Prepare a comprehensive literature review on the output areas appending a reference list dating no earlier than 2010 except for critical references
- (iii) Identify and engage relevant stakeholders (particularly the Key Informants, and the Discussion Group members) at the country level, including experts, communities, and institutions and schedule appointments for the assessment.
- (iv) Provide training to the three (3) Assessment Facilitators, ensuring a consistent understanding of assessment goals and methodologies based on data collection tools for the assessment.
- (v) Undertake and ensure that the Assessment Facilitators conduct briefing sessions for stakeholders and respondents to explain the assessment's purpose and process.
- (vi) Undertake and ensure that the Assessment Facilitators conduct Key Informant Interviews and Focus Group Discussions as per the established methodology including sampling, data collection tool and analytical approach).
- (vii) Undertake and ensure that the Assessment Facilitators collect accurate and reliable data from diverse sources and ensure data accuracy through careful review and verification of collected data/information.
- (viii) Ensure quality compilation and remittance of data and information
- (ix) Analyze the collected data using appropriate tools and methods.
- (x) Prepare and timely provide a comprehensive draft report that includes findings, analysis, and preliminary recommendations based on the provided assessment themes.
- (xi) Prepare a report on the quality of the Assessment process

6. Deliverables

- (i) An Inception Report outlining the execution plan of the in-country assessment, including:
 - a. A comprehensive review of literature in line with the Assessment outputs with key references no earlier than 2010, with exception of a few critical references (5 – 10 pages).
 - b. A detailed implementation and logistics plan and budget for the assignment within the

assessment with structure and budget ceiling.

- c. List of relevant respondents/stakeholders (source of primary data) at the country level for the assessment, in-line with the categories provided by the project and scheduled appointments.
 - d. List of needed information/data (and collection formats) in alignment with the assessment framework and Terms of Reference (TORs).
 - e. Data Collection Guidelines to ensure a quality briefing and guidance of the selected respondents on the purpose of the assessment and the roles of respondents, and needed data/information
 - f. Training guidelines for the Assessment Facilitators to ensure quality Coordinate Focus Group Discussions, and Key Informant Interviews in alignment with the assessment framework and Terms of Reference (TORs).
- (ii) A compilation of all the data and information collected, and documents used or generated during the assessment and submit to the country focal person within 2 days of completion of the assessment.
- (iii) A Report on the Assessment process to the RAFFS Project Team and Country Focal, including challenges in the field that may affect the final report's quality.

The draft country Assessment Report, the methodology, results, findings, and challenges. The report should include all relevant materials (e.g. photos with tagged geolocations, session reports, list of respondents). The draft will be reviewed by both the National Focal Point and RAFFS team and feedback will be sent in one week to the National Assessment Coordinator for completing and updating the report. The National Assessment Coordinator will be expected to re-submit the final Report with the input integrated within a week.

7. Duration

The duration of the assignment shall be 30 calendar days.

All the proposed activities listed in this TOR should be completed within one month including a literature review, preparation of the Assessment tools, training and supervision of Assessment Facilitators, execution and management of the Assessment, data compilation, analysis and reporting.

8. Confidentiality

All documents and data acquired from the records and during the interviews and meetings are confidential and will be used solely for the project.

The deliverables and all material linked to the assessment (produced by the consultant or AU-IBAR itself) shall be confidential and proprietary in nature and may not be shared with 3rd parties without the written consent of AU-IBAR and/or the relevant national authorities.

9. Remuneration and terms of payment

- The National Assessment Coordinator's fee will be \$6000 to be paid upon the successful completion of the assignment, submission of the satisfactory final report, and fulfillment of the terms outlined in the terms of reference.
- Other costs related to the activities such as cost of meeting venues, materials and tools for data collection and analysis, will be covered by AU-IBAR according to the approved implementation and budget plans provided by the consultant within the Assessment Plan and in accordance with AU-IBAR financial rules and regulations.
- The Consultant must provide and utilize their own computer for this assignment.

This consultancy assignment does not carry any expectation of employment, extension or conversion to another type of contract with AU-IBAR.

10. Supervision and Coordination

The National Assessment Coordinator will be under the overall supervision of the RAFFS Project Coordinator, in consultation with AU-IBAR Program Staff. The National Assessment Coordinator will work closely with the RAFFS Country Focal Point to identify and coordinate teams for the assessment. AU-IBAR will hold a training session with the National Assessment Coordinator on assessment tools developed and the approach to the assessment.

11. Requirements

11.1 Qualifications

- A minimum of a Master's degree in any of the following: Social Sciences, Business Administration, Monitoring and Evaluation, Agriculture Economics, Animal Science, Veterinary Medicine or related fields of expertise.
- Demonstrated expertise and extensive experience in coordinating national/large assessments or similar projects.
- Experience with the feed and fodder sector is an added advantage

11.2 Specific Professional Experience

- Proven knowledge and understanding of the livestock sector related to the assessment.
- Strong project management skills to plan, execute, and oversee the entire assessment process.
- Proficiency in data management: primary qualitative and quantitative data collection methods (e.g., Surveys, Key Informant Interviews, Focus Groups Discussions), and secondary data (literature review, census, project reports, etc.) collection.
- Experience in data analysis and interpretation to draw meaningful conclusions and insights.

11.3 Other skills and competencies

- Coordination and collaboration skills: The Consultant/National Assessment Coordinator requires good coordination skills, which will enable him/her to work in teams and coordinate with a diverse range of professionals and the national facilitators. Collaboration skills will involve sharing ideas, respecting opinions, meeting deadlines.
- Understanding of research ethics and commitment to maintaining confidentiality and data protection.
- Communication skills: The National Assessment Coordinator should have good communication skills:
 - a. Strong writing skills to prepare clear and concise assessment reports with actionable recommendations.
 - b. Ability to synthesize complex information into comprehensive and easily understandable reports.
- Critical thinking and analytical skills to interpret data and identify patterns and trends.
- Strong capacity to work with and engage a diverse range of stakeholders.
- Supervisory capacity to manage the Assessment Facilitator and to identify and address challenges during the assessment process.
- Efficient time management skills to meet deadlines and ensure timely completion of the assessment.
- All reports and consultancy outputs will be in English. In the course of execution of the assignment, proficiency in local languages will be required for engagement with relevant to the assessment country or stakeholders.

12. Selection Criteria

Criteria	Scores (%)
Qualifications	25
Specific Professional Experience	50
Other skills and competencies	20
Working language(s)	5

13. Application Procedures:

13.1 Interested individuals should submit their applications which should include the following:

- (i) A brief technical proposal indicating the approach to the assignment, including the proposed methodology and work plan, objectives, activities to be carried out, data, data collection tool, and

analytical approach, expected outputs, outline of the content and a clear timeframe to carry out the assignment.

- (ii) A recent Curriculum Vitae (CV).
- (iii) Copies of identification documents
- (iv) Signed declaration on exclusion criteria

13.2 The entire proposal, along with all supporting documents, should not exceed 8 A4 pages and should be in pdf format.

13.3 All applications are to be submitted on or before **6th October 2023 at 12 Noon, Nairobi time** via email to procurement@au-ibar.org. The subject of the email should be indicated as "**Cameroon National Co-ordinator, Assessment of the Effect and Impact of Recent and Ongoing Crises on African Feed and Fodder Supply Chain Systems**"

13.4 Request for clarifications may be sent to procurement@au-ibar.org and should be received by 2nd October 2023.