



## **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 IN CAMEROON**

#### **TERMS OF REFERENCE FOR DATA MANAGEMENT CONSULTANT**

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### 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 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. The 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:**

The Data Management Consultant will collaborate closely with the National Assessment Coordinator to carry out Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs) as components of the consultancy project within the specified country. The consultant will be responsible for ensuring precise data collection, recording, documentation, and maintaining data integrity. Furthermore, the consultant will collaborate with the assessment team to provide clarity on questions and topics related to data management in feed and fodder.

## **5. Scope of the consultancy**

The Data Management Consultant shall:

- (i) Attend interviews and focus group discussions (FGDs) as an observer and data recorder.
- (ii) Record detailed notes during interviews and FGDs, capturing key points, responses, and discussions.
- (iii) Ensure that notes are clear, organized, and accurately reflect the content of the sessions.

- (iv) Collaborate with the Interviewer and FGD Facilitator to capture all relevant information through notes, audio/video recordings.
- (v) Compile and organize data from recorded notes, audio, transcripts, and other sources into a structured format.
- (vi) Ensure that data is categorized and labeled appropriately for easy reference.
- (vii) Collaborate with the Data Analysis Specialist to prepare data for analysis.
- (viii) Maintain data integrity and accuracy during the compilation process.
- (ix) Compile and organize data from recorded notes, transcripts, and other sources into a structured format.
- (x) Safeguard collected data, ensuring confidentiality and compliance with data protection and research ethics.
- (xi) Assist in preparing sections of the assessment report related to data compilation and summaries.
- (xii) Provide input for report sections that rely on the compiled data.
- (xiii) Collaborate with the Data Analysis and Reporting Specialist to ensure that data-related sections of the report are accurate and coherent.

## **6. Deliverables**

- (i) Detailed and organized session notes for all interviews and FGDs.
- (ii) Comprehensive records of key points and discussions.
- (iii) Structured and organized data compilation.
- (iv) Categorized and labeled data sets ready for analysis.
- (v) Contributed content for data-related sections of the assessment report.
- (vi) Collaborative efforts to maintain assessment report accuracy.

## **7. Duration**

The Data Management Consultant will work for a period of 12 working days to be completed over a three (3) calendar week period. All the proposed activities and outputs should be completed within his period.

The assignment will start immediately after signature of the contract by both parties

## **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 3<sup>rd</sup> parties without the written consent of AU-IBAR and/or the relevant national authorities.

## **9. Remuneration and terms of payment**

The total amount for the consultation will be \$3,600 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 e.g cost of meeting venues, ground transportation, materials and tools for data collection will be covered by AU-IBAR.

## 10. Supervision and Coordination

The Data Management Consultant will be under the overall supervision of the National Assessment Coordinator to identify and coordinate teams for the assessment. AU-IBAR will hold a training session with the country assessment team on the assessment tools and approach to the assessment.

## 11. Requirements: Qualifications, Experience & Skills

- University degree in Data Sciences, Information Management, Computer Science, Statistics, and any other related field of expertise.
- Demonstrated experience in qualitative data collection, techniques and methodologies including conducting KIIs and FGDs, ideally in similar assessment contexts.
- Proficient in data collection tools such as ODK, Kobo Toolbox, Google Forms, with the ability to troubleshoot technical issues during data capture.
- Strong communication and collaboration skills to work effectively with diverse stakeholders, Interviewers, Discussion Facilitators, and other team members to maintain data accuracy.
- Knowledge of and commitment to ethical research practices, including confidentiality and informed consent, when handling sensitive data during assessments.
- Awareness of and sensitivity to cultural diversity, especially in the context of the assessment's location.
- Capacity to work collaboratively as part of a team, including coordinating with other Assessment Consultants and RAFFs Project Staff.
- 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
General Experience of the Consultant	25
Specific Professional Experience	35
Other skills and competencies	10
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, objectives, activities to be carried out, expected outputs and a clear work-plan with timelines for carrying out the assignment.
- (ii) A recent Curriculum Vitae (CV).
- (iii) Copies of identification documents
- (iv) Signed declaration on exclusion criteria

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

- 13.2 All applications are to be submitted on or before **6<sup>th</sup> October 2023 at 12 Noon, Nairobi time** via email to [procurement@au-ibar.org](mailto:procurement@au-ibar.org). The subject of the email should be indicated as: "**Cameroon, Data Management Consultant, Assessment of the Effect and Impact of Recent and Ongoing Crises on African Feed and Fodder Supply Chain Systems**"
- 13.3 Request for clarifications may be sent to [procurement@au-ibar.org](mailto:procurement@au-ibar.org) and should be received by 2<sup>nd</sup> October 2023.