



**THE FORUM FOR AGRICULTURAL RESEARCH IN AFRICA
ON BEHALF OF: AFRICAN FORUM FOR AGRICULTURAL ADVISORY
SERVICES
(MDTF GRANT NO. TF095130)**

**REQUEST FOR EXPRESSIONS OF INTEREST
TERMS OF REFERENCE**

**FOR A CONSULTANCY TO ORGANIZE THE AFAAS SYMPOSIUM AND
GENERAL ASSEMBLY
Ref.: 3.5.1/L/I/E/P**

1- BACKGROUND

The African Forum for Agricultural Advisory Services (AFAAS) is the umbrella organisation for Agricultural Advisory Services (AAS) in Africa. Its objective is to create efficient, effective and synergistic linkages and partnerships between AAS of member countries to improve the delivery of these services to farmers. It operates within the framework of the Pillar IV of the Comprehensive African Agriculture Development Programme (CAADP), which has the objective of enhancing the livelihoods of African farmers and pastoralists and is spearheaded by the Forum for Agricultural Research in Africa (FARA). Hence FARA is supporting the institutional development of AFAAS as well as strengthening its linkages with other umbrella bodies contributing to CAADP Pillar IV.

Continental in scope, AFAAS operates via Country Fora that bring together a wide range of actors involved in supporting agricultural development in its member countries. The Fora provide a mechanism for the diverse actors – including the farmers - to exchange information, share lessons, identify opportunities for providing services to each other, and for innovating on how to provide advisory services in their domains of work. The formation of the Fora is initiated within the countries. The role of AFAAS is to facilitate the Fora in the different countries and to ensure the accessibility of appropriate and up-to-date knowledge on advisory services from a range of sources within and outside Africa.

As one of the first steps to pursuing this objective, AFAAS will hold a symposium with the general objectives being to share information, stimulate Country Fora, increase awareness of AFAAS, and hold a General Assembly (GA). The venue of the Symposium and the GA shall be Accra, Ghana and it shall last 3 days (2 days symposium, one day GA). It is expected that the Symposium will attract about 300 people. AFAAS will set up a committee to provide technical guidance in organizing the Symposium.

2- OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to organize the AFAAS symposium and GA, scheduled for April 2010.

3- SCOPE OF WORK

The event management consultant will undertake the following tasks, in close consultation with FARA, AFAAS and especially the AFAAS Communications Consultant:

- a. Coordinate and manage all logistical details for the event, which entails but is not limited to: identifying travel agencies to manage the participants' logistics, organize and oversee the booking of venue, hotel accommodation and booking of participants' travel
- b. Identify service providers to produce the necessary communication material (posters, flyers, etc.) for the event, compile the communication material in close collaboration with AFAAS and oversee their timely submittal to the service provider
- c. Coordinate and manage provision of, among other areas: translation, simultaneous interpretation, audio visual, printing and copying services, stakeholder materials (e.g. bag, pen, paper), photography, social event/ dinner, local transport, protocol issues, visa issues, special requirements (wheelchair access etc.), security, all payment related issues; to be coordinated in agreement with the AFAAS Secretariat and FARA
- d. Identify service providers for the communication management of the event who could assist in reporting, write the minutes, and in close collaboration with the AFAAS communications consultant compile the material, distribute the proceedings or material before, during and after the event
- e. Identify service provider to host and organize exhibitions during the event. This includes the design and set-up of the exhibition hall, coordination and communications with participants of exhibition and their material

4- OUTPUTS OF THE ASSIGNMENT

All logistics for the symposium and the GA are organized and managed professionally. Timelines for when each task will be undertaken will be agreed upon with AFAAS and FARA upon the beginning of the assignment.

5- REPORTING

The Consultant shall report to the AFAAS Management Consultant/ ED and closely collaborate with FARA

6- REQUIRED QUALIFICATIONS AND EXPERIENCE

- a. At least 5 years of experience managing similar large-scale events at international level
- b. Knowledge of the host country infrastructure, facilities and service providers
- c. Good written and oral communication skills in English and French
- d. Knowledge of technical tools to manage international events that can be used for the symposium

7- DURATION OF ASSIGNMENT

50 days, spread on an agreed schedule over a period from the start of the consultancy on until April 2011

8- APPLICATIONS

The Forum for Agricultural Research in Africa (FARA) now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.).

A consulting firm will be selected under the Consultant's Qualification Selection method in accordance with the procedures set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, (May 2004 revised May 2006 and May 2010).

Please send expressions of interest to:

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In case further information is needed, you may contact AFAAS directly:

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Management Consultant

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Deadline for the submission of expressions of interest: 15 days from the date of publication of this advert.