

Terms of Reference (TOR)
Knowledge Management Consultant
Consortium for Scaling up Climate Smart Agriculture in South Asia (C-SUCSeS) Project,
SAARC Agriculture Centre, Dhaka, Bangladesh

1. About SAARC Agriculture Centre (SAC)

SAC is the first Regional Centre established in 1988 by the South Asian Association for Regional Cooperation (SAARC) with a mandate to promote agricultural research and development as well as technology dissemination initiatives for sustainable agricultural development and poverty alleviation in the region. SAC has the responsibility to promote and enhance regional cooperation among SAARC Member States in fostering sustainable and resilient agricultural adaptation in South Asia. It is governed and supported directly by the Member States under the umbrella of SAARC.

2. About C-SUCSeS Project

South Asia is one of the world's most vulnerable regions in terms of climate change impacts. The region is still a predominantly agrarian society, with much of the population dependent on agriculture for their livelihoods, but the sector is at high risk from climate change. Agricultural production is severely constrained by extreme climate events whose frequency has increased in the past few decades. Climate change has thus emerged as a major challenge to farming systems' ability to respond to the increasing demand for food in a sustainable way. Consequently, sustainable intensification of agriculture and climate change adaptation have become inextricably linked agendas.

To integrate climate change adaptation and mitigation strategies with the overarching goal of ensuring food, nutrition, and livelihood security in South Asia, the International Fund for Agricultural Development (IFAD), SAARC Agriculture Centre (SAC), International Food Policy Research Institute (IFPRI) and SAARC Development Fund (SDF) have collaborated to establish the Consortium for Scaling-up Climate Smart Agriculture in South Asia (C-SUCSeS). The project will focus on promoting sustainable and resilient agricultural intensification in South Asia through enhanced capacity and evidence-based strategies to scale up climate-smart technologies. This will include accelerating the identification and scaling-up of viable Climate Smart Agriculture (CSA) interventions, and setting up efficient mechanisms for knowledge-sharing, policy dialogue, and cooperation in research and development programs on these technologies among SAARC (South Asian Association for Regional Cooperation) Member Countries.

The project has four following components: 1. Scaling-up of technically viable and gender-sensitive CSA technologies for smallholders in selected farming systems; 2. Policy analysis/advocacy and institutional development; 3 Knowledge management and capacity building; 4: Project management. IFPRI is the sub-recipient of the project and is responsible to implement activities based on the project documents in close collaboration with the Member States and Project Coordination Unit (PCU), SAC.

3. Scope of Work

The Consultant will work closely with the Project Coordination Unit at SAC, Member States, and IFPRI to accomplish the tasks. The responsibilities will include but not be limited to, the following:

- Reach out to SAARC member states, regional partners, and stakeholders to develop a CSA network of the Community of Practice (CoP) including researchers, entrepreneurs, farmer organizations, donors, and policymakers from across all the SAARC countries;
- Manage the design, development, and dissemination of effective outreach products as per the project's work plan and budget. This includes all knowledge management products and research outputs like briefs, reports, project website/microsite, climate-smart agriculture (CSA) network platform, blogs, newsletters, press releases, etc;
- Organize and coordinate all activities for the regional CSA network and host the network (members and management) as well as the CSA knowledge platform and all related training materials on the SAC project website page;
- Develop a strategic communications plan for launching a community of practice on CSA in South Asia, all products and outputs, and identify existing influencing opportunities and events at which to showcase them;
- Develop and package video modules on CSA technologies/innovations and participate in regional training programs for NARS scientists, government officials, and farmer leaders based on the prepared modules;
- Undertake social and mainstream media activities to promote the project activities and outputs throughout the development, launch, assessment, and final closing stages of the project;
- Liaising and maintaining relations with partner organizations and helping to identify new partnership opportunities;
- Fulfill any other duties, as assigned by the supervisor.

4. Deliverables

The key deliverables of this assignment are as follows:

- Develop a CSA network of the community of practice including researchers, entrepreneurs, farmer organizations, donors, and policymakers from across all the SAARC countries;
- Develop a strategic communications plan for launching of CSA community of practice, all products and outputs of the project at appropriate events;
- Develop four video modules on CSA training for sharing on the knowledge management platform;
- Create social and mainstream media platforms to promote the project activities and outputs throughout the development, launch, assessment, and final closing stages of the project.

5. Institutional Arrangement

- The Consultant will report to and be directly supervised by the Regional Programme Coordinator, C-SUCSeS project under the overall supervision of the Director, SAC;
- The Consultant will work in close consultation with IFPRI and get technical support from them;
- The Consultant will be given access to relevant information about the project for the execution of the tasks under this assignment (knowledge management plan of the project annex);
- The Consultant will be responsible for providing her/his own workstation and must have access to a reliable internet connection;
- The Consultant will engage regularly with the supervisor by email, virtual meeting, or any other means of communication on a weekly and/or as-needed daily basis;`

- The Consultant shall submit to the supervisor a monthly progress report on the status of the implementation of tasks;
- Payment will be made based on the progress of the tasks and complete payment upon acceptance and confirmation by the supervisor on the outputs delivered by the end of the contract term.

6. Required Skills and Qualifications

a) Minimum Qualifications criteria:

- Master's degree in Information and Knowledge Management, Communication and Media, Environment, Agronomy, Natural Resource Management, Economics, Development Studies, or closely related fields;
- 2 years of experience in communication and media, agricultural and development research, climate change, and technical drafting;
- Proficiency in English with advanced command of speaking and writing (can be demonstrated if the candidate has earlier worked in an English working environment, and/or has any formal English language training/ certification).

b) Technical Evaluation criteria:

- Demonstrated experience in developing a network of the community of practice and hosting a knowledge management platform;
- Demonstrated experience and skills in preparing and documenting video modules;
- Demonstrated experience in knowledge management and production of agricultural technical documents including policy briefs;
- Demonstrated experience and skills in editing agricultural documents in the English language and in organizing virtual meetings and side events at the regional level;
- Sound understanding of climate smart agriculture technologies and agriculture systems in South Asia;
- Fluency in other languages spoken in South Asia.

7. Documents to be submitted and the duration of the assignment

- Applicants must submit an application confirming the interest and availability of an individual for the assignment and/or CV including Education/Qualification, Professional Certification, and Employment Records/ Experience;
- The duration of the assignment is for one year (Jan 2023 – Dec 2023) for the development of CSA network of the community of practice and the creation of social and mainstream media platforms. \The development of training video modules as and when the training is conducted in 2023 and 2024;
- Submit your application via email to kingyel@hotmail.com or director@sac.org.bd together with your CV and other required supporting documents;
- The deadline for submissions of Applications is **29 December 2022, at 4 PM BST.**

8. Selection Criteria

The award of the contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
- b) Achieving the highest combined score (technical and financial).
- The technical criteria i.e. education, experience, and language will be based on a maximum 70 points;
- Only the top 3 candidates that have achieved a minimum of 50 points (70%) from the review of education, experience, and language will be considered technically compliant.
- SAARC Agriculture Centre reserves the right not to make a selection if the applicants are not competent to deliver the tasks.

Criteria		Max. Point 100	Weight
Technical	<ul style="list-style-type: none"> - Demonstrated experience in developing a network of the community of practice and hosting a knowledge management platform (30) - Demonstrated experience and skills in preparing and documenting video modules (15) - Demonstrated experience in knowledge management and production of agricultural documents and materials, including policy brief (10 points); - Demonstrated experience and skills in editing agricultural documents in the English language and in organizing virtual meetings and side events at the regional level (5 points); - Sound understanding of climate smart agriculture technologies and agriculture systems in South Asia (5 points); - Fluency in other languages spoken in South Asia (5 points). 	70 Points	70%
Financial	Lower Qualified Offer / Offer under evaluation x100	30 Points	30%