



NEPAD PLANNING AND COORDINATING AGENCY

ANNEX I

TERMS OF REFERENCE

TerrAfrica Knowledge Platform Content Expert (Agroforestry)

Position title:	TerrAfrica Knowledge Platform Content Expert (Agroforestry)
Position type:	Consultancy
Office/Project:	TerrAfrica Partnership
Conditions of work:	<ul style="list-style-type: none"> - “If negotiations with bidder(s) were to fail, NPCA shall, as of right, reject proposal(s) and cancel the bidding procedure, without thereby incurring any liability whatsoever towards bidder(s).” - The signature of a contract with a selected bidder shall occur within fourteen (14) working days after the date of submission of the contract failing which the negotiations shall be considered as broken off indefinitely and the proposed draft contract shall become null and void.”
Duration of contract:	45 work days (July 15 to September 9)
Requirement for travel & Location:	None/Remote work
Conditions of payment:	Hourly rate billed per calendar month (2 hours per day at \$ 50 USD an hour)
Qualifications:	<ul style="list-style-type: none"> - The consultant should have extensive knowledge and experience, in Sustainable Land and Water Management (SLWM), with particular emphasis in the following field: Agroforestry. The consultants will further have a good understanding of knowledge management and sharing. It is highly desirable that the consultant be familiar with the TerrAfrica program and the contents of its main publications on SLWM. -Masters Degree in Agriculture, Climate Change, Environment, Public Policy or any other SLWM related field
Competencies:	<ul style="list-style-type: none"> -Must possess excellent communication and written skills in English, and have knowledge of advanced and current raising issues in SLWM. -Experience with organization and delivery of online learning events including extensive experience in moderating online discussions/interactions is an additional advantage.

Direct Supervisor:	The consultant will be under the direct supervision of the TerrAfrica Coordinator and primarily report to M&E and Knowledge Management Officer.
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1. BACKGROUND

The New Partnership for Africa's Development (NEPAD) is a socio-economic flagship programme of the African Union (AU). NEPAD's four primary objectives are to eradicate poverty, promote sustainable growth and development, integrate Africa in the world economy and accelerate the empowerment of women.

TerrAfrica is an African-led partnership that was established in 2005 and aims at addressing land degradation in Africa by promoting scaled up, harmonized support for effective country-driven sustainable land and water management (SLWM) practices and interventions. Partners include 27 Sub-Saharan countries, the African Union, Regional Economic Communities, as well as development partners such as the UN bodies, the World Bank, EU, bilateral development partners and civil society. Partners collaborate on three main directions, at both national and international levels, which are: (1) coalition building and advocacy, (2) knowledge management, and (3) support to the preparation of scaled up SLM investments at country level.

TerrAfrica has developed a new interactive knowledge platform dedicated to serve members of TerrAfrica community working on SLWM. The platform has the potential functionality to (i) serve as a depository of best practices (tools, stories, approaches and innovations), and disseminate them to TerrAfrica communities and beyond, (ii) share knowledge and exchange ideas among peers and online experts within Africa and outside, and (iii) serve as a learning center to launch e-Courses, webinars, and online discussions. To make full use of this platform, this TOR is prepared.

2. OBJECTIVES

The main objective of this assignment is to: (i) act as a frontline contact point for the "Ask the expert" online help desk (or online clinic) of the TerrAfrica knowledge platform, and provide guidance and facilitate online knowledge sharing events in selected priority topics; and (ii) lead the delivery of knowledge sharing activities on SLM, including but not limited to video based learning sessions and online discussions as agreed with the NEPAD/TerrAfrica team.

3. RESPONSIBILITIES

Under supervision of the Program Manager, and in close coordination with other TerrAfrica team members, the responsibilities of the consultant will include but are not limited to the following:

1. Manage the "Ask the expert" help desk: This will include (i) informing the TerrAfrica communities about the platform; and select prevalent SLWM topics for the Q&A space, (ii) post questions online, monitor Q&A space daily; lead the Q&A input together working with fellow content experts, to provide answers within 24 hours, solicit expert help on questions that are out of his/her expertise. (iii) after Q&A accumulate to rich discussions, extract ideas and lessons, and post them onto the lessons learned section of the platform.
2. In addition to Q&A space, there is also a space to e-Discussion. The consultant will identify at least one topic for e-discussion based on interest emerging from the Q&A space.
3. Organize a video learning event on SLWM topics. Organize one e-discussion on SLM topics, including: topic selection (can be follow up discussion to a video learning event), draft session description and develop background materials, identify and make arrangements with expert contributors (1-3), facilitate and provide expert input into the online e-discussion, extract emerging lessons and post them to the lessons learned section of the platform. The e-discussion need to be

implemented in a highly interactive and user engaging way, aimed at providing practical advice on implementation of SLM practices.

4. Before the completion of the assignment, the consultant will work with NEPAD Knowledge Management Officer to prepare a report, documenting: best practices and lessons learned emerged from the interactions with users; identified barriers for implementation; recommend actions and activities to overcome the barriers under the TerrAfrica program.

Depending on the activeness of the Q&A space, and online discussion space, the consultant will spend 2-4 hrs a day on the above tasks 1-2. This means 11-20 days. The consultant must justify if the time is increased to more than 2 hr a day. For task 3, the consultant will spend 7 days, working with NEPAD TerrAfrica team and the World Bank team. For task 4, the consultant will spend 3 days.

4. DELIVERABLES

- Manage the “Ask the expert” help desk of the platform and answer user questions within 24 hours
- Organize 1-2 online e-discussions
- Deliver one video learning event
- Prepare a report on lessons and recommendations.

5. REPORTS AND SCHEDULE

The objective of the platform, and especially the activities subject to this contract, is to increase the capacity and empower the users through knowledge sharing, and support scaled up implementation of SLM in practice. Thorough the duration of this contract, regular feedback from the users will be gathered using surveys comments and interviews, as a way to measure the progress towards attainment of the objectives. In undertaking this exercise, the consultant will be expected to liaise frequently with the TerrAfrica Secretariat. There will be no on-site meetings. All work will be conducted by email and phone.

6. Payment

NEPAD pay the consultant as per agreed payment schedule.

7. COPYRIGHTS

All materials / documents arising out of this consultancy work shall remain the property of the NEPAD Planning and Coordinating Agency (NPCA).

8. SUBMISSION DATES

Deadline for submission of applications:

TORs approved by,

Head of Division: 17th July 2016

Signature:

Date: