



CCARDESA
Centre for Coordination of Agricultural Research and Development for Southern Africa



RAENS
Research for **AGROECOLOGY** Network | Southern Africa

Terms of Reference

Facilitation Services for a Workshop on Co-Design of RAENS ICKM Framework and Revision of CCARDESA ICKM Strategy

May 2026

A. BACKGROUND

The Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) serves as the regional coordinating body for agricultural research, innovation, and knowledge systems in the Southern African region under the mandate of the Southern African Development Community (SADC). In this role, CCARDESA facilitates collaboration among national agricultural research institutions, universities, extension systems, policy actors, and development partners to strengthen agricultural transformation across the region. To advance sustainable agricultural systems, CCARDESA is implementing the Regional Agroecology Network for Southern Africa (RAENS), a regional initiative funded by the European Union. The RAENS project aims to strengthen agroecological transitions across Southern Africa by promoting research collaboration, knowledge exchange, capacity development, and policy engagement.

RAENS brings together a network of regional academic and research institutions that contribute to strengthening agroecological knowledge systems, research evidence, and training across the region. Key partner universities involved in the RAENS initiative include: The project brought together a diverse consortium of institutions, including Lilongwe University of Agriculture and Natural Resources (LUANAR) in Malawi, Sokoine University of Agriculture (SUA) in Tanzania, Marondera University of Agricultural Sciences and Technology (MUA) in Zimbabwe, Zambia Agricultural Research Institute (ZARI) in Zambia, the Research Institute of Organic Agriculture (FiBL) in Switzerland, the World Agroforestry Centre (ICRAF) in Zambia and Malawi, and Young Professionals for Agricultural Development (YPARD) in Germany.

These institutions contribute to RAENS through research collaboration, training, knowledge generation, and strengthening linkages between science, policy, and practice in agroecology. Within the RAENS framework, CCARDESA plays a central coordination role, facilitating regional collaboration among universities, national agricultural research institutions, and policy stakeholders. The organisation also leads regional knowledge management processes, ensuring that research outputs, innovations, and lessons emerging from agroecology initiatives are effectively documented, shared, and translated into policy and practice.

Knowledge Management is therefore a critical component of the RAENS initiative, as agroecology relies heavily on knowledge exchange, local learning processes, and cross-border sharing of experiences. Effective Information, Communication, and Knowledge Management (ICKM) systems are necessary to capture innovative decision-making, facilitate learning across countries, and strengthen evidence-based decision-making.

The RAENS requires a practical ICKM Framework to guide coordination, documentation, and scaling of agroecology practices among its members. In Parallel, CCARDESA is strengthening its Information, Communication, and Knowledge Management (ICKM) systems to enhance knowledge sharing, learning, and impact across the SADC region.

To address this, CCARDESA will convene a **3-day expert co-design workshop in Johannesburg in June/ July 2026**, to jointly develop the RAENS ICKM Framework and revise key components of the CCARDESA ICKM Strategy. To facilitate this process, CCARDESA seeks to engage a Consultant/Facilitator to develop the framework and revise the ICKM knowledge management strategy.

B. OBJECTIVES

The specific objectives of this assignment are to:

- Develop RAEN's KM Framework
- Review implementation performance of the 2020–2025 CCARDESA ICKM Strategy.
- Identify priority pillars for 2026–2030 aligned with agroecology scaling and continental, regional priorities.
- Draft the ICKM 2026-2030 ICKM Strategy
- Develop a draft results framework with clear indicators and targets.
- To facilitate a focused participatory workshop

C. Expected Outcomes

- Develop KM Framework
- Develop Draft ICKM Strategy
- Participants have attained applicable and sound knowledge of the RAENS Project
- Stakeholders are empowered with practical skills to support the development of the KM Frame and the KM Strategy development.

D. WORKSHOP APPROACH

The workshop aims to provide an opportunity for participants to interact with peers, share experiences, and learn from each other. The workshop will consist of presentations and group discussions. Among other things, participants from the 8 member states will share current, specific country experiences in implementing their KM component and in supporting CCARDESA.

The fundamental principles of the workshop are intended to be as follows:

- *Participatory*: Sessions must engage all participants to ensure maximum dialogue and networking.
- *Collaborative*: The facilitation methodology must encourage collaboration throughout to create the foundation for future networking among the participants
- *Interactive*: Sessions must be interactive, using group work where possible to stimulate experience sharing and learning.
- *Output-oriented*: The facilitation must enable tangible outputs for each workshop objective

Approximately 15 participants, comprising CCARDESA staff and representatives from each participating country, are expected to attend. CCARDESA will provide the draft Workshop Program, any background documentation, and workshop materials (Data Projector, flip chart boards, paper, pens, etc.).

E. OBJECTIVES & SCOPE OF WORK FOR THE CONSULTANCY/FACILITATION ASSIGNMENT

CCARDESA is seeking a qualified facilitator consultant with proven expertise and experience to provide services as follows:

- I. Work with CCARDESA to conduct a 3-day workshop, including the following;
 - Facilitate the 3-day workshop, including direct proceedings of the workshop, and achieve the workshop objectives
 - Review existing CCARDESA ICKM Strategy and RAENS documents
 - Prepare a brief facilitation plan and workshop agenda
 - Identify key sections for revision and co-design
- II. Post-workshop assistance

- Prepare a summary report on the workshop, framework, and ICKM Strategy, synthesizing important issues discussed or agreed upon in line with the workshop objectives.

F. EXPECTED DELIVERABLES OF ASSIGNMENT

The key deliverables include:

- i) Physical presence at, and facilitation during the workshop
- ii) A record of workshop deliberations.
- iii) Participation in all workshop deliberations
- iv) Workshop report produced and submitted electronically to CCARDESA within 10 working days after the workshop.
- v) RAENS ICKM Framework
- vi) Revised ICKM Strategy

G. DURATION

The facilitator will devote a period of no more than 10 working days to preparing for and facilitating the workshop, and to compiling a workshop report, the REANS Framework, and the Revised ICKM Strategy.

H. Duty Station

CCARDESA will facilitate travel to and from the training venue in Johannesburg, South Africa. The training will be face-to-face for NARES, ICKM, and relevant stakeholders.

I. REPORTING

In line with the deliverables, the following is expected:

- i) The facilitator will lead the debrief session with CCARDESA at the end of each day of the workshop
- ii) The facilitator will submit the workshop report (max 10 pages including Annexes).

J. QUALIFICATIONS AND WORK EXPERIENCE OF THE CONSULTANTS

- A minimum of a master's degree in Agricultural Economics, KM, or a closely related field,
- At least 7 years' experience in the alignment of SADC KM strategies, policies, and AU to country-level implementation.
- Proven ability to work both independently and as part of a team
- Experience in similar assignments (with similar audiences)
- Experience in working with regional organizations in SADC Region
- At least five years of relevant experience in facilitating collaborative workshops for large regional organizations
- Excellent analytical, writing, and communication skills.
- Experience with multi-cultural environments in a variety of settings
- Knowledge and experience of innovative workshop facilitation principles and methods
- Fluency (spoken and written) in English is essential; working knowledge of other SADC languages will be an advantage.

K. ASSIGNMENT MANAGEMENT

The RAENS Coordinator will be the focal point person for CCARDESA and can be reached at nrasambo@ccardesa.org

You can submit your expression of interest to:

The Executive Director
Attn: Procurement Officer
CCARDESA Secretariat
Private Bag 00357, Gaborone, Botswana
E-mail: registry@ccardesa.org copy to bmakara@ccardesa.org