



TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF AN EOA TRAINERS' MANUAL DESIGNER

GENERAL INFORMATION

Services/Work Description:	Recruitment of Consultant to review, complete and design the layout with illustrations of the Ecological Organic Agriculture Trainers' Manual
Project/Program Title:	KHEA
Post Title:	EOA Trainers' Manual Designer
Duty Station:	Virtual
Duration:	3 weeks
Expected Start Date:	After Signing the contract and inception meeting

1. BACKGROUND

Biovision Africa Trust (BvAT) is the lead coordinating agency of the Knowledge Hub for Organic Agriculture in Eastern Africa (KHEA) project with co-hosting arrangements with the Participatory Ecological Land Use Management (PELUM) Uganda. The KHEA project part of the continental Knowledge Centre for Organic Agriculture in Africa (KCOA) project.

The KCOA is an initiative supported by the German Ministry of Economic Cooperation and Development (BMZ) and executed by GIZ (Gesellschaft fuer Internationale Zusammenarbeit). The aim of the project is to successfully establish Knowledge Hubs of organic agriculture with actors in the regions of Eastern, Western, Northern, Central, and Southern Africa as an innovative strategy for promoting Organic Agriculture (OA) in Africa. GIZ coordinates the establishment of a Continental Digital Knowledge Platform as an important part of the KCOA project. The KHEA project is in phase II of implementation for 2 years (June 2022- May 2024).

For Eastern Africa, the overall goal of the KHEA project is to ensure the integration of Ecological Organic Agriculture into the various countries' agricultural systems in the region. The KHEA project is now being implemented in five countries of Kenya, Uganda, Rwanda, Tanzania, and Madagascar. KHEA serves as a platform for knowledge sharing, capacity building, market development of organic products, and collaboration among various stakeholders in the organic agriculture sector.

The project focuses three main areas:

- Component A:** Collecting/preparing knowledge in organic agriculture: Technical and methodological knowledge for the promotion of organic agriculture, including processing and marketing, is prepared, and validated in relation to the context of the participating countries and stakeholder groups.
- Component B:** Dissemination of knowledge to many users: Validated knowledge, strategies, and good practices in the field of organic agriculture adapted to the contexts of the countries participating in the Eastern African knowledge hub, are disseminated to various target user groups.

3. **Component C:** Networking within agricultural value chains: Key actors in the organic agriculture value chains of the participating countries in Eastern Africa network in an exemplary manner to strengthen markets and consumption patterns for organic products.
4. **Component D:** Advocacy & Policy: has been introduced and will be incorporated in the next phase of implementation.

The KCOA Project aligns with the Ecological Organic Agriculture Initiative (EOA-I), an African Union-led continental undertaking with the oversight of the African Union Commission (AUC) Department of Rural Economy and Agriculture.

2. ABOUT THE ASSIGNMENT

KHEA is developing a training manual on Ecological Organic Agriculture with an objective of providing technical knowledge on various aspects of organic agriculture and agroecology that will equip the manual users with skills and competencies on promoting practicing ecological organic agriculture and marketing organic products.

The trainer's manual is a product of deliberations of a team of master trainers drawn from the KHEA CIPs and project team of Biovision Africa Trust (BvAT). It has 13 modules touching on various critical agroecology-related thematic areas. BvAT is therefore seeking the services of a professional to revise and finalize this document to a usable state.

3. OBJECTIVES

The overall purpose of this assignment is to complete and design a layout with illustrations of the KHEA's Ecological Organic Agriculture Trainers' Manual, ready for print and as a PDF. The Consultant will provide a high-resolution printable version and a light online version of the same manual.

Specific objectives of the revision include;

- Review, edit, and proof-read the modules under the Ecological Organic Agriculture Trainers' Manual.
- Edit and finalize the draft to ensure spelling, grammatical and factual accuracy, consistence, coherence and logical flow of the manual. are achieved.
- Ensure that all content is professionally and logically presented; without repetitions and redundant content.
- Review, verify, and edit to ensure the use of gender and culturally sensitive language are taken careof throughout the manual.
- The editing process will include a revision of the current text with tables and figures to achieve an optimal flow of information and presentation of the information.
- The editing process might also entail substantive re-drafting andf the existing text to make the document more readable and understandable to non-expert audiences. For this task, in addition to consulting the thematic area KHEA focal point, the consultant is expected to understand subject matter to ensure validity of statements.
- Work with a suitable graphics designer to design the layout with illustrations of the manual as per the details below:
 1. Cover page 250 gsm Glossy paper; with a full-colour photo
 2. Inside 150 gsm matte
 3. Maximum of 50 papers of text, including 4 pages of cover
 4. No. of sides printed:2
 5. Size: A4
 6. Colours: Full Colour

7. Binding: Saddle stitch

4. INSTITUTIONAL ARRANGEMENT

The work of the consultant shall be supervised by the KHEA Project Regional Knowledge Manager (RKM) assisted by the KHEA Project Communications Officer. The confirmation of acceptability of document contents, the authorization of disbursement of payment, and evaluation of performance shall all be undertaken by these two KHEA project personnel. The RKM may bring in other parties within the project to assist in the review of the outputs, as and when deemed necessary.

5. EXPECTED DURATION OF ASSIGNMENT

The assignment is to take 14 working days after signing of the contract

6. QUALIFICATION AND EXPERIENCE

The successful consultant shall meet the following minimum criteria:

A. EDUCATION

Minimum of a Master's Degree in Agriculture, Agroecology, Sustainable Food Systems, Mass Communications, or related field.

B. COMPETENCIES

- Expertise in Ecological Organic Agriculture is a must.
- Experience with editing and proofreading high-level documents and familiarity with style for writing training manuals is essential.
- Fluency in English is a must.
- Solid editorial skills with demonstrated ability for logical and analytical writing and editing.
- Ability to synthesize complex documents into key messages.
- Ability to work in a fast-paced environment and produce quality work in a short time, within deadlines.
- Ability to work independently.
- Strong, proven functional skills in analytical writing, conceptualization, producing high level documents such as, reports, research assessments.

C. EXPERIENCE:

- At least 2 years' experience in editorial related work and or. print media
- Demonstrated ability to write, edit or proofread reports for various audiences with portfolio that includes training manuals and other documents.

D. LANGUAGE

- Fluency in written and spoken English as well as excellent writing skills
- Computer literacy

7. HOW TO APPLY

The consultant is to submit the following documents to be considered for the assignment in the following manner:

- Personal Curriculum Vitae (CV) highlighting the qualifications that meet the minimum requirements stated in above, and at least three (3) references;
- Suitability statement explaining why he/she is the most suitable contractor for the work, and a brief methodology on how he/she will approach and conduct the work (1-2 pages only); and

- The Financial Proposal containing the final and all-inclusive (professional fees, all envisaged costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services.
- At least 2 samples of previous work done.

8. CRITERIA FOR SELECTING THE BEST OFFER

Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

1. Technical Criteria weight is **70%**
2. Financial Criteria weight is **30%**

Applications should be submitted to careers@biovisionafricatrust.org and cc info@biovisionafricatrust.org with the subject heading: Consultancy to complete and create a design layout with illustrations for the KHEA Manual.

Deadline for application is 10th February 2024. Only shortlisted candidates will be contacted. Kindly consider yourself not successful if you don't hear from us 14 days after the closure of the application deadline.