

TERMS OF REFERENCE (ToR)

For workshop Rapporteur Services for CATA Project Regional Workshop in Addis Ababa (28 September-2nd October 2026)

Biovision Africa Trust (BvAT) seeks to recruit competent and highly motivated rapporteur to provide services during CATA Project Regional Workshop in Addis Ababa on Agroecology Integration into CAADP Kampala Declaration Implementation and RASIPs.

1. About Biovision Africa Trust

Established in 2009 and headquartered at the icipe campus in Nairobi, Biovision Africa Trust (BvAT) is a Pan-African not-for-profit organization dedicated to alleviating poverty and enhancing the livelihoods of smallholder farmers. We serve as a leading catalyst for the agroecological transformation of African agri-food systems by bridging the gap between scientific research and practical, farmer-led solutions through robust knowledge dissemination and capacity building. Our continental impact is driven through the Farmer Communication Programme in East Africa, the AU's Ecological Organic Agriculture (EOA) Initiative, and the Knowledge Centre for Organic Agriculture (KCOA) hubs across all five regions of Africa. Guided by our 2025–2028 Strategic Plan, "Transforming Livelihoods Sustainably in Africa," we focus on six core priorities: strengthening climate resilience, advancing applied research and communication, fostering dynamic market systems, influencing policy reforms, ensuring institutional stability, and deepening strategic partnerships. Ultimately, we are committed to realizing a food-secure Africa where healthy people and thriving environments coexist sustainably.

2. Background about the Project

The Catalyzing Agroecology Transition in Africa (CATA) Project, funded by the EU through IFAD and co-implemented by the AU EOAI and FARA, supports RECs to integrate agroecology into RASIPs and CAADP implementation processes.

3. The assignment

Biovision Africa Trust and the Forum for Agriculture Research in Africa (FARA) have organised a workshop on “***Building the capacity of Regional Economic Communities (RECs) to integrate Agroecology into Regional Agricultural Sector Investment Plans (RASIPs)***”, from **28th September to 2nd October 2026** in Addis Ababa, Ethiopia. The workshop will bring together relevant stakeholders to strengthen the capacity of RECs to effectively integrate agroecology into RASIPs through peer learning, joint planning, institutional assessment and development of implementation frameworks.

A Rapporteur will be engaged to accurately document the key proceedings, discussions, outcomes and agreed actions of the workshop.

4. Objective of the assignment

The objective of the assignment is to document and synthesise the key discussions, conclusions, recommendations and action points arising from the workshop and produce a concise professional and technical report.

5. Scope of Work

The Rapporteur will:

- Attend and document the workshop proceedings.
- Capture key presentations, discussions, participant contributions and outcomes.
- Document key decisions, recommendations and agreed action points.
- Capture outcomes from group or breakout sessions, where applicable.
- Prepare a clear and well-structured workshop report.
- Incorporate comments and feedback from the organising team and submit the final report.

6. Deliverable

The main deliverable will be a **final Workshop Report**, covering:

- Background and objectives
- Summary of proceedings and key discussions
- Key outcomes and recommendations
- Decisions and agreed action points
- Conclusion and next steps

7. Duration

The assignment will cover the duration of the workshop (5) **working days**. The Rapporteur will have one week to finalise and submit the report to BvAT Project Coordinator.

8. Qualifications and Experience

The Rapporteur should have:

- A minimum of a Bachelor's degree in a relevant field.
- Demonstrated experience in workshop rapporteurship, meeting documentation or report writing.
- Excellent writing, listening, analytical and summarisation skills.
- Strong attention to detail and ability to work within tight deadlines.
- Excellent command of written and spoken English and French.

9. Reporting

The Rapporteur will work under the guidance of the **Project Coordinators from Biovision Africa Trust and FARA** and submit the draft and final report within the agreed timelines.

10. Confidentiality

The Rapporteur shall maintain confidentiality and ensure that all information obtained during the workshop is used solely for the purpose of the assignment.

HOW TO APPLY

Interested consultant should submit:

- A brief cover letter indicating relevant expertise and understanding of the assignment.



- An updated CV

If you are interested in the above assignment and can demonstrate your ability to meet the qualifications required, submit your expression of interest with the above-mentioned documents to procurement@biovisionafrica.org with the subject title: “**Workshop Rapporteur Services – CATA**”.

The closing date for applications is **21st September 2026**. Only shortlisted candidates will be contacted for interviews.

Biovision Africa Trust is an Equal Opportunity Employer.