



Regional Agency for Agriculture and Food  
Agence Régionale pour l'Agriculture et l'Alimentation  
Agência Regional da Agricultura e Alimentação



## Terms of reference

**Selection of an individual consultant for the preparation of the country monograph on the RAAA's interventions in the Member States**

**Reference :** ARAA/BUDGET/2025/SCI/001

**Publication date :** 18 March 2025

**Deadline for replies :** 31 March 2025 at 17:00 GMT

## **I. Background and**

In January 2005 in Accra, the ECOWAS Heads of State and Government adopted the Community's agricultural policy, ECOWAP, which is the regional version of the Comprehensive Africa Agriculture Development Programme (CAADP), the agricultural component of NEPAD.

The aim of ECOWAP is to "contribute in a sustainable manner to meeting the food needs of the population, to economic and social development and to the reduction of poverty in the Member States, as well as of inequalities between territories, zones and countries".

It is based on a vision that takes account of the major trends in the regional agricultural sector, which is still characterised by low productivity and needs to be transformed into "modern, sustainable agriculture, based on the effectiveness and efficiency of family farms and the promotion of agricultural enterprises through the involvement of the private sector. Productive and competitive on the intra-Community and international markets, it must ensure food security and provide decent incomes for its workers".

Within the institutional framework for the implementation of ECOWAP, the Regional Agency for Agriculture and Food (RAAF) was created by regulation C/REG.1/08/11 and officially launched on 27 September 2013. Its mandate is to "ensure the technical implementation of regional programmes and investment plans contributing to the operationalisation of ECOWAS agricultural policy, by relying on regional institutions, organisations and stakeholders with proven expertise".

ECOWAS regional projects in the agricultural sector aim to meet the challenges of the sector and achieve the objectives of ECOWAP. These projects are part of a context in which the agricultural sector is of great importance to the region's economies, and aim to improve productivity, food security and living conditions for the population.

From 2013 to date, a series of regional projects have been implemented under the technical and administrative management of the RAAA with appreciable results. In order to highlight these results, the RAAA has undertaken the initiative of producing monographs for each ECOWAS member country in order to increase the visibility of the results achieved in the implementation of the "ECOWAS of the Peoples" vision.

## **II. objectives**

The general objective of the assignment is to produce a document of country monographs of the RAAF's interventions in order to increase the visibility of the results obtained in the implementation of the vision through the regional projects piloted by the RAAF.

Specifically, this involves :

- Taking stock of the major achievements made by each country through the regional projects piloted by the RAAF.
- In two (2) pages, summarise these achievements by country according to 's areas of intervention (livestock and pastoralism, fisheries and aquaculture, agricultural productivity and competitiveness, climate change and agro-ecology, environment, forests and biodiversity conservation, pesticide management, pest control, resilience, food and nutritional security, institutional and organisational capacity building).
- Edit the monograph document with illustrations of tangible results by country (images, graphs or tables)
- 50 copies of the final document will be printed in an appropriate layout and iconographic format to make the monographs attractive and easy to read.

### III. Expected results

At the end of the assignment, the following results are expected:

- the major achievements by country, through the regional projects piloted by the RAAF, are identified and documented,
- the achievements by country are summarised on two pages according to the agency's areas of intervention (livestock and pastoralism, fisheries and aquaculture, agricultural productivity and competitiveness, climate change and agro-ecology, environment, forests and biodiversity conservation, pesticide management, pest control, resilience, food and nutritional security, institutional and organisational capacity building),
- an illustrated monograph, including images, graphs and/or tables, is published,
- 50 copies of the final monograph are printed in a visually attractive, easy-to-read format

### IV. Deliverables

At the end of the service, six deliverables are expected:

- **Deliverable 1:** PDF summary report of achievements by country. This is a document detailing the major achievements made by each country through the regional projects piloted by the RAAF. The report can include key data, background information and results achieved in each country. A document has already been produced by the RAA in Word format, but needs to be summarised and updated.
- **Deliverable 2** PDF summary of achievements by country. This is a set of summary sheets (2 pages per country) presenting the main achievements by country, organised according to the themes of intervention.
- **Deliverable 3:** Finalised monograph document in PDF format. This is a complete monograph document for all the countries, including summary sheets with tangible illustrations (images, graphs, tables) for each country. This document must be structured in a way that is clear and attractive to readers.
- **Deliverable 4:** 50 copies printed in book format. 50 copies of the final monograph document, printed in an attractive, easy-to-read format. This includes a professional layout and well thought-out iconography, adapted for the target readers.
- **Deliverable 5:** Digital file of the final document. A digital file of the monograph document, in electronic format (Word and PDF) ready to be shared digitally for wider access, in addition to printed copies.

### V. Methodology for carrying out the assignment

The recommended sequence for the study is as follows:

- Data collection and analysis: identify all regional projects implemented by the RAAF between 2013 and the present. This information can be obtained from the RAAF's activity reports, ECOWAS publications on ECOWAP and the websites of the member countries' ministries of agriculture. For each project identified, collect key data such as title, objectives, geographical area of intervention, project duration, main results achieved (quantitative and qualitative), relevant indicators for each intervention theme. The data collected will be analysed to identify trends, successes, challenges and lessons learned for each project and each country.

- Organisation of the information by country and by theme: The information collected should be summarised in a table for each country, listing the regional projects, their objectives and their main results. For each country, the information should be organised in two-page summary sheets, following the themes defined above.
- Choice of illustrations and testimonials: we recommend selecting quality images, incorporating relevant graphs and tables, and gathering testimonials from beneficiaries.
- Writing and layout: this stage will be devoted to writing the monographs in language that is clear and accessible to a wide audience, avoiding technical jargon. The document will be neatly laid out in A4 format, with the emphasis on impact and results.
- Printing and delivery

Throughout the process, the consultant will work in close collaboration with and under the supervision of the RAAA's monitoring-evaluation and communication officers.

## **VI. profile**

The consultant must be a communicator, journalist and cartoon specialist, graphic designer, editor or other equivalent expertise.

They must have the following experience and skills:

- At least 10 years' experience in the field of syntheses for institutions, preferably international in scope, and in support for development policies, programmes or projects in the agriculture and food security sector in West Africa.
- Having completed similar assignments would be a great asset.
- Excellent written and spoken command of one of the three ECOWAS languages, and command of a second language would be an asset.
- Good knowledge of projects and programmes in the fields of agriculture and food in West Africa and good knowledge of ECOWAS agricultural policy (ECOWAP/SADCAP).

## **VII. Eligibility and qualifications**

The ECOWAS Commission, through the Regional Agency for Agriculture and Food (RAAF), hereby invites individuals to express their interest in providing the required services by providing information demonstrating that they have the necessary qualifications and relevant experience to carry out the assignment. The criteria for qualifications and experience are described in greater detail in the terms of reference.

The attention of interested individual consultants is particularly drawn to Article 117 of the revised ECOWAS Public Procurement Code ("Offences committed by candidates, tenderers and successful tenderers"), which provides information on corrupt or fraudulent practices in the competition or execution of a contract. In addition, please refer to the following specific information on conflicts of interest related to this assignment in accordance with Article 118 of the revised ECOWAS Public Procurement Code.

## **VIII. Technical specifications monograph to be printed**

**Format:** A4 closed

**Coated paper**

**Number of pages:** 35 pages

**Printing:** four-colour process chrome

**Lamination:** matt

**Weight:** 250 g

**Finish:** metal spine binding

**Quantity :** 50

## **IX. Length of assignment**

The assignment will cover a period of three months, at the end of which the document will be validated and the final version, after incorporation of comments, will be sent to the RAAF. The working time Man/Day for the Lead Consultant is 50.

## **X. File composition**

The application file consists of :

- a signed letter of expression of interest ;
- a recent signed curriculum vitae detailing the professional experience and similar assignments of each member of the consultant's team;
- technical document describing the proposed methodology and a detailed work plan for the assignment;
- three professional references (first and last names, current position, position at the time of collaboration with the Consultant, e-mail and telephone contacts);
- copy of the highest diploma(s) of each member of the consultant's team;
- copies of work or service certificates listed in the curriculum vitae.

## **XI. Submission of applications**

- Deadline for receipt of applications: **31 March 2025 at 17:00 GMT.**
- Submission links: applications must be submitted by download to the following address:  
Drive: <https://>
- Application format: the application must be in the form of a single PDF file.
- The ARAA reserves the right not to consider applications that do not comply with the above conditions for submission.

## **XII. Selection method**

A consultant will be selected according to the individual consultant selection method described in the ECOWAS "Procurement Regulations". Only short-listed candidates will be contacted. The RAAF reserves the right not to proceed with this notice.

## **XIII. Request for further information**

Interested consultants can obtain further information by writing to the following e-mail addresses: [procurement@araa.org](mailto:procurement@araa.org) ; cc: [lbarnabo@araa.org](mailto:lbarnabo@araa.org) , [bkpessiglo@araa.org](mailto:bkpessiglo@araa.org) and [plambonikolani@araa.org](mailto:plambonikolani@araa.org) with "**SCI001- country monograph**" in the subject line.