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IKI INTERNATIONAL CLIMATE INITIATIVE

Terms of Reference

Revision of the CCARDESA ICKM Strategy (2026–2030) and Integration of the Communication and Visibility Plan

November 2026

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

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. CCARDESA is a consortium partner in the IKI Growing Greener – Herding for Health project, which supports improved rangeland and livestock management in Botswana, Madagascar, South Africa and Zambia.

The project is implemented by a consortium comprising Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), Conservation International South Africa, Peace Parks Foundation and CCARDESA.

The consortium works with country partners and communities to support sustainable rangeland management, strengthen livestock management practices and share lessons across project sites.

CCARDESA leads Output IV on knowledge management and capacity development. This role includes documenting project experience, supporting learning across participating countries and sharing practical knowledge on rangeland and livestock management.

Effective Information, Communication, and Knowledge Management (ICKM) helps the project capture field experience, share it with communities, practitioners and policymakers, and use it to improve implementation.

The project requires to **Integrate the IKI Growing Greener Communication and Visibility Plan as well as revise the 2020-2025 ICKM Strategy to 2026–2030.**

CCARDESA seeks a consultant to facilitate a three-day expert co-revise workshop in Johannesburg in June/July 2026 to revise the CCARDESA ICKM Strategy.

OBJECTIVES

The specific objectives of this assignment are to:

- Review implementation performance of the 2020–2025 CCARDESA ICKM Strategy.
- Identify priority pillars for 2026–2030 aligned with regional and continental priorities, including sustainable rangeland and livestock management.
- Draft the 2026–2030 CCARDESA ICKM Strategy and integrate the IKI Growing Greener Communication and Visibility Plan as a dedicated section of the strategy.
- To facilitate a focused participatory workshop

B. Expected Outcomes

- A draft CCARDESA ICKM Strategy that incorporates the IKI Growing Greener Communication and Visibility Plan.
- Participants understand the IKI Growing Greener project and their roles in implementing its ICKM Framework.
- Stakeholders gain practical skills to contribute to the framework and strategy.

C. WORKSHOP APPROACH

The workshop will use presentations and group discussions to help participants learn from one another. Representatives from the SADC Region will share their experience in knowledge management, communication and visibility.
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 ICKM Focal point persons from the SADC region, 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.).

D. SCOPE OF WORK FOR THE CONSULTANCY

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 the existing CCARDESA ICKM Strategy and integrate Communication and Visibility Plan and relevant project documents.
- Prepare a brief facilitation plan and workshop agenda.
- Working with participants, identify the sections of the strategy that need revision.

II. Post-workshop assistance

- Prepare the workshop report, draft and finalise the revised CCARDESA ICKM Strategy, incorporating the workshop decisions.

E. 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) Revised 2026–2030 CCARDESA ICKM Strategy with a dedicated section incorporating the IKI Growing Greener Communication and Visibility Plan, and a draft results framework with indicators and targets.

F. DURATION

The facilitator will devote no more than 10 working days to preparing for and facilitating the workshop, compiling the workshop report, and revising the CCARDESA ICKM Strategy.

G. Duty Station

CCARDESA will facilitate travel to and from the workshop venue in Johannesburg, South Africa.

H. 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).

I. 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.

J. ASSIGNMENT MANAGEMENT

CCARDESA will designate the IKI Growing Greener focal point for this assignment.