



Eastern Africa Farmers Federation

P.O Box 13747-00800
David Osieli Road, 205
Westlands, Nairobi, Kenya

Tel: +254-204-451-691
E-mail: info@eaffu.org
http://www.eaffu.org

Ref: EAFF/GSRN/001/TA001/2024

Terms of References for Rapporteur services

1.0 Background and Context

1.1 About the Task

EAFF is seeking the services of a firm or consultant to provide Rapporteur Services.

1.2 Brief Description of EAFF

The Eastern Africa Farmers Federation (EAFF) is a corporate members-based regional farmers' organization founded in 2001. The membership consists of 24 national farmer federations, national cooperative organizations, and national commodity associations representing approximately 25 million smallholder farmers in ten (10) countries in Eastern Africa - Burundi, Democratic Republic of Congo, Djibouti, Eritrea, Ethiopia, Kenya, Rwanda, South Sudan, Tanzania, and Uganda.

EAFF's mission is to represent, lobby and advocate for Eastern African farmers' interests and build their capacities. The aim is to enhance regional cohesiveness and the social-economic status of Eastern African farmers. The federation voices the views and demands of farmers on issues such as markets, productivity, climate change, capacity building, information and fostering regional integration (e.g., through trade and harmonization of relevant policies).

1.3 About the activity (.....)

To be completed according to the specific meeting/conference/forum.



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2.0 Purpose and Objectives of the Consultancy:

The main objective of the assignment is to provide professional rapporteur services. Specifically, the consultant will be expected to:

1. Review all the relevant conference materials including Programmes, rapporteur guides, report outlines, presentations to ensure adequate understanding and preparation for the rapporteur.
2. Consult with the organizer to receive the necessary briefing.
3. Attending all the sessions assigned by the rapporteur and reporting team and taking notes accurately and comprehensively as per the rapporteur guide.
4. Compile daily session reports and submit the same to the reporting team.
5. Compile a comprehensive overall event report based on the daily rapporteur session reports.

3.0 Deliverables:

1. Duly filled rapporteur templates for each session.
2. Daily rapporteur reports.
3. Final event report

4.0 Indicative Schedule of Activities:

The task is expected to be undertaken during the meetings. Additional agreed number days will be allowed for compiling the final report.

5.0 Contract and Reporting Details:

Type of contract: The consultant will be offered a fixed-price contract to include all the activities and deliverables listed above.

Reporting. The consultant will report to the Rapporteur and Reporting Committee for all issues related to the task.



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6.0 Qualifications, Experience, and Skills:

The individual consultant will be expected to have a combination of the following academic and technical capabilities, experience, and competencies in order to deliver on the assignment.

1. At least a master's degree communication, or any relevant discipline.
2. Proven experience in facilitating and/or rapporteur in a similar event.
3. Demonstrated understanding of the African Agricultural landscape and especially issues around agricultural technologies.
4. High degree of independence, flexibility, and ability to meet strict deadlines.
5. Good references for reliability, dedication, and an ability to work unsupervised; and
6. Excellent communication, presentation, writing, and reporting skills.

Submission Criteria

Bids shall be submitted to the email below no later twenty-one days (21) days than 5.00Pm EAT of 19th April 2024 to procurement53@eaffu.org