



PEACE, PROSPERITY AND  
REGIONAL INTEGRATION

## **REQUEST FOR PROPOSALS**

**RFP/ICPAC/12/2020**

### **Terms of reference**

## **Technical Review and Editing of the IFRAH Strategic Plan (2019-2023)**

### **Background**

Intergovernmental Authority on Development is regional economic community of African Union while IGAD Climate Prediction and applications Centre is a specialized institution of IGAD that is responsible for fostering climate services and knowledge to enhance community resilience for prosperity in the Greater Horn of Africa.

The IGAD Food Security, Nutrition and Resilience Analysis Hub (IFRAH) was established in 2018 with the aim of becoming a premier analytical information and knowledge hub on Food Security, Nutrition and Resilience (FSN&R) Analysis in the IGAD Region. The hub integrates food security and resilience units within IGAD as well as FSNWG and IPC - through recognizing their interlinkages and synergetic functions and harnessing them along with information from other IGAD specialized institutions as a basis for an Early Warning to trigger early action. The IGAD Food Security, Nutrition and Resilience Analysis Hub (IFRAH) is based at ICPAC Nairobi to coordinate issues of food security, Nutrition and resilience.

IFRAH recently undertook a process to develop its strategic plan for the period 2019-2023 and a draft report from the exercise is in place. IFRAH is looking for an experienced editor who will review and ensure that the Strategic Plan document and its key messages are codified and communicated in an accessible language and highlighted clearly for internal and external audiences.

### **Overall objective of the consultancy**

The overall objective of the consultancy is to conduct a technical review and editing of the draft IFRAH Strategic Plan.

### **Specific Objectives**

The aims of this consultancy are to:

- 1) Review, edit, copyedit and proofread the draft IFRAH Strategic Plan and produce a final version ready to be formatted for publication. This will also include developing a precise executive summary and making the Logical framework clear and precise.
- 2) Review and/or redesign the Theory of Change (ToC) to make it more meaningful.

## **Key tasks to be accomplished by the consultant**

Review, edit, copy-edit and proof-reading of draft IFRAH Strategic Plan (max. 20 pages including Annexes, figures, tables and boxes)

- Edit, copyedit and proof-read the draft IFRAH Strategic Plan and produce a final version that will be ready for design and publication. 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 findings, drafting of a precise Executive Summary as well as improving the Logical framework to ensure clarity. The editing process might entail substantive re-drafting and synthesizing of parts of the existing text in order to make the report more readable and understandable to non-expert audiences. More relevant text such as on the expansion of IFRAH functions, scope, objectives, outcomes and outputs can be suggested for addition to the Strategic Plan. Design of the IFRAH Strategic Plan is not included in the tasks of this consultancy.

Review and/or redesign the Theory of Change (ToC) (max. 1 page).

- Review the draft ToC as indicated in the draft Strategic Plan and make amendments where necessary. The amendments may include among others; re-drawing the ToC. The final ToC must be agreed upon with the IFRAH Coordinator.

## **Deliverables**

- Edited, copyedited and proofread Strategic Plan approved by IFRAH,
- Revised Theory of Change agreed upon with the IFRAH Coordinator

## **Timeframe and fee**

This consultancy is based in Nairobi Metropolitan Area. The consultancy fee will be paid as a lump sum amount after acceptance of the two deliverables. The assignment should be completed within five (5) working days upon signing of the contract.

## **Supervision**

The consultant will be supervised by Doreen S. Nanyonga, the Knowledge Management and Monitoring and Evaluation Expert. Dr. Abdi Jama, the IFRAH Coordinator will be closely associated to the discussion with the consultant and review of draft and final products.

## **Communication and travel**

The consultant is expected to interact with the supervisor and other relevant colleagues. Costs related to communication should be included in the professional fees.

## **Qualifications and experience**

- The potential consultant should hold a minimum of a Master degree in Agricultural sciences, Natural resource management, resilience, communication, strategic management and any other qualifications that are relevant to the assignment. Possession of a PhD in the above areas is an added advantage.
- Demonstrated experience in communication and editing.
- High level English essential.
- Demonstrated experience in Monitoring and Evaluation specifically in Strategic Plan development.
- Excellent interpersonal skills

## **Proprietary rights**

Outputs delivered under this consultancy contract will remain the property of IGAD.

## **How to apply**

Interested candidates are requested to send in the below;

1. Technical proposal:

Qualified candidates are requested to email a Cover Letter and Curriculum Vitae (CV). The CV should indicate your relevant experience, education and availability for the assignment.

2. Financial proposal:

The financial proposal should Indicate your daily rate for the assignment. Clear break down of costs should be provided

**Applications submitted without a daily rate will not be considered. Only shortlisted candidates will be contacted**

**Applications to be sent to the Email below by 11<sup>th</sup> May 2020.**

The financial proposal should be separate and password protected. Password should be sent to the Procurement Person when requested through official email ([procurement@icpac.net](mailto:procurement@icpac.net)). Please ensure that the proposals are attached as files. The subject of the email must clearly specify the title of the Consultancy.

**The Director**

**IGAD Climate Prediction and Application Centre (ICPAC)**

**Ngong town, Kibiku area,**

**P.O. Box 10304 GPO 100, Nairobi, Kenya**

**Tel (+254) 20-3514426**

**Email: [procurement@icpac.net](mailto:procurement@icpac.net) CC [director@icpac.net](mailto:director@icpac.net)**

