

**CCARDESA/ACCRA Proof-Reading, Editing and Layout of Knowledge Products and other
Technical Documents on Climate Change and Agriculture**

SADC Adaptation to Climate Change in Rural Areas in Southern Africa (ACCRA) Programme

Terms of Reference

1. Introduction

The German Government through the Gesellschaft für Internationale Zusammenarbeit (GIZ) and the Southern African Development Community (SADC) have signed an agreement on the implementation of the SADC Adaptation to Climate Change in Rural Areas in Southern Africa (ACCRA) Programme which aims to increase the capacities of SADC Member States to integrate climate change into agricultural programmes and investments. This will be achieved through promoting regional knowledge dissemination on climate-smart agriculture and support the climate proofing of agricultural value chains.

ACCRA is implemented by GIZ and the Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA), funded by the Federal German Ministry for Economic Cooperation and Development (BMZ). CCARDESA is a Sub-Regional Organization (SRO) which was established in 2011 by the Council of Ministers of Agriculture of SADC.

ACCRA operates in two action areas: (1) Regional Knowledge Dissemination on Climate-Smart Agriculture, and (2) Climate Proofing of Agricultural Value Chains. The aim of the first action area is for SADC member states to have improved knowledge management systems for the dissemination of climate-smart agriculture (CSA). The aim of the second area is for SADC member states to increase their capacities to disseminate and finance climate-smart practices in agricultural value chains. The module objective of ACCRA is that: CCARDESA has increased the capacities of the SADC member states to integrate climate change aspects into agricultural programmes and investments. ACCRA contributes towards the implementation of the climate-relevant elements of the SADC Regional Agricultural Policy (RAP) and the SADC Climate Change Strategy and Action Plan (for more background on ACCRA see annexe 1).

In the context of CCARDESA's key role in regional knowledge dissemination, ACCRA seeks to support CCARDESA to produce high-quality knowledge products that will be posted on the CCARDESA online platform where they are visible and accessible to the SADC region and beyond. To do this, GIZ is seeking to engage a consultancy firm to proofread, edit and layout the English, French and Portuguese versions of a range of knowledge products to be posted on the CCARDESA website.

2. Background

CCARDESA is a sub-regional organisation (SRO) that was established by SADC member states to coordinate agricultural research and development (AR&D) among the 16 countries. Since its establishment, CCARDESA has been building its capacity to deliver on its mandate of empowering smallholder farmers to improve production efficiency and generate higher incomes through increased market engagement by supporting the uptake of sustainable agricultural practices in the face of worsening climatic conditions. Such a shift requires better access to appropriate information and harnessing of emerging practices and technologies, and coordination between member states on the sharing of agricultural research and

development findings, which can be converted to materials for use by agricultural extension officers. Over time, resources have been committed to developing agricultural practices and technologies which produce higher yields under certain climatic conditions with minimum damage to the environment. However, adoption and use of climate-smart and sustainable agricultural practices and technologies are still low in the region. Employment of appropriate systems, communication and information sharing tools as well as appropriate skills is paramount to improving information and knowledge sharing. The main objectives of CCARDESA are:

- Coordination of Agricultural Research & Development among 16 SADC member states, knowledge transfer, as well as developing new knowledge and communications products for different audiences;
- Facilitating collaboration among stakeholders of the national agricultural research and extension systems (NARES);
- Promoting public-private partnerships in regional agricultural R&D;
- Improving agricultural technology generation, dissemination and adoption in the region through collective efforts, training and capacity building.

CCARDESA aims to disseminate high quality climate-smart agricultural information to the SADC member states and to be a reliable source, broker and facilitator of the free movement of agricultural information in the region. To this end, CCARDESA has built a regional ICKM system which strengthens its capacity to manage and facilitate access to and the brokerage and sharing of agricultural information. It provides agricultural information of high quality, hence the bedrock or the basis for this consultancy which seeks to engage a consultancy who will edit the French and Portuguese translations of the 24 knowledge products that CCARDESA and ACCRA are producing which will need to be posted on the website. These knowledge products constitute approximately 629 pages in total (see overview of the products in point 6 of these ToRs).

As GIZ /ACCRA is trying to position CCARDESA to be visible in the SADC region, it is only critical and inevitable that CCARDESA provides high, quality knowledge products and information materials. It, therefore, goes without saying that CCARDESA requires to be strategically placed and visible to the extent of it becoming the first institution member states go to when in need of information about climate-smart agriculture, climate proofing of value chains and agricultural financing.

The rationale behind this assignment stems from the basis that information materials on the CCARDESA website are used by people in the region to make agricultural-based decisions, which later translate into actions. The information benefit individuals, communities, the nation and the region. Others use the information that is shared on the website to translate it into practices that informs future research.

The objective of this assignment will make and present CCARDESA as an organisation which shares the highest standard of technical knowledge products and research which is second to none thereby making it a regional one-stop centre for agricultural information.

3. Objectives

The objective of this assignment is to edit, proofread and layout a range of documents, including knowledge products (as per the below list). At the end of the assignment, the consultancy firm should present thoroughly proofread and well-articulated, clear documents which represent CCARDESA and ACCRA well to its end users (grammatically and syntactically correct, no typos, missing exclamation marks and any minor omissions).

4. Scope of work

A collection of knowledge products, technical materials and reports are being developed, totalling to approximately 629 pages (see overview of the documents in point 6). The knowledge products will have been translated from English into French and Portuguese and hence exist in these 3 languages. The technical materials and reports on the other hand only exist in English and will not be translated. All documents require the consultancy firm to:

- a. **Proofread** the products (correction of surface errors, typos, grammar, spelling, punctuation, etc.);
- b. **Edit** the products (language improvements, enhancement of overall quality of the text, its sharpness, consistency, clearness of expression and overall readability and appeal);
- c. **Source** photographs and pictures that will make the products attractive and relevant to its readers and insert these into the knowledge products and other documents (from GIZ as well as other permissible other sources, in close collaboration with GIZ colleagues);
- d. **Adjust layout** where required after editing; and
- e. **Layout** products and technical material according to CCARDESA's design as per its webpage and existing knowledge products.

Below under the chapter deliverables (in point 6 of the document), is a comprehensive list of knowledge products and other technical material and what attention each will require as a guide.

5. Organisation of the assignment

Working schedule and duration

The assignment should take place between 01 March 2020 to 30 September 2020. The consultancy services shall be scheduled as follows:

- Inception meeting with CCARDESA/ACCRA until 06.03.2020
- Editing, proofreading and minor adjustment of Layout of existing knowledge products and materials (No 6 to 33) until 31.05.2020
- Editing, proofreading and layout (minor or full development) of upcoming knowledge products and materials until 30.09.2020
- Submission of final products by 30.09.2020

Location

The consultancy firm should be home-based in a SADC Member State and will communicate virtually with the ACCRA Programme Manager and designated CCARDESA/ACCRA Communication Experts and Technical Experts as and when the need arises.

Logistics

The consultancy firm shall plan for all necessary arrangements related to the assignment. The consultancy shall make all practical and logistical arrangements. Two trips to Gaborone, Botswana, may need to be made during assignment. On both occasions the senior focal point would respectively spend two full days and three nights in Gaborone, Botswana. Travel costs must be included in the financial offer.

6. Reporting and deliverables

Reporting

During the assignment, the consultancy firm will provide regular feedback to CCARDESA, the GIZ-ACCRA project manager or the designated advisor.

Reporting shall be performed according to the working schedule and deliverables. The documents will have to be provided in digital formats in PDF and editable documents. GIZ and CCARDESA own all deliverables and materials developed under this assignment.

Deliverables

The consultancy firm shall edit, proofread and layout (minor adjustments or full layout) in editable word or ppt documents, pdf of other final publishing formats in standard publishing and minimum size in the languages as outlined below:

No.	CCARDESA Publication	Available by	Text editing & proof reading in English, French & Portuguese	Text editing & proof reading in English only	Minor adjustments on design & layout	Development of design & layout	No of Pages
Published knowledge products can be viewed here for font-size, word count and layout							
1	KP Best Bet Climate Smart Agriculture Practices/ Technologies and How to Support Climate-Smart Decision-Making	01.03.20 (English, other languages around end of March)	X		x		12
2	KP Best Bet Climate Smart Agriculture Options for Maize in SADC	01.03.20 (English, other languages around end of March)	X		x		16
3	KP Best Bet Climate Smart Agriculture Options for Sorghum in SADC	01.03.20 (English, other languages around end of March)	X		x		16
4	KP Best Bet Climate Smart Agriculture Options for Rice in SADC	01.03.20 (English, other languages around end of March)	x		x		16

No.	CCARDESA Publication	Available by	Text editing & proof reading in English, French & Portuguese	Text editing & proof reading in English only	Minor adjustments on design & layout	Development of design & layout	No of Pages
5	KP Best Bet Climate Smart Agriculture Options for Livestock in SADC	01.03.20 (English, other languages around end of March)	X		x		12
6	KP Climate Smart Soil Amendment Options for Maize & Sorghum	now	X		x		14
7	KP Climate Smart Planting Systems for Maize and Sorghum	now	X		x		14
8	KP Climate Smart Land Preparation Options	now	X		x		14
9	KP Climate Smart Seed Selection for Maize, Sorghum and Rice	now	X		x		16
10	KP Climate Smart Water Management Options for Maize and Sorghum	now	X		x		16
11	KP Climate Smart Water Management Options for Rice	now	X		x		18
12	KP Climate-Smart Agroforestry Options for Maize, Sorghum & Rice	now	X		x		14
13	KP Climate Smart Post Harvest Management Options for Maize, Sorghum and Rice	now	X		x		20
14	KP Climate Smart Diet Management Options for Livestock in the SADC Region	now	X		x		14
15	KP Climate Smart Pasture and Rangeland Management Options for Livestock in the SADC Region	now	X		X		18
16	KP Climate Smart Manure Management	now	X		x		18
17	KP Climate Smart Genetic Improvement Options for Livestock	now	X		x		14

No.	CCARDESA Publication	Available by	Text editing & proof reading in English, French & Portuguese	Text editing & proof reading in English only	Minor adjustments on design & layout	Development of design & layout	No of Pages
18	KP Climate Smart Pest and Disease Management Options for Livestock	now	X		x		20
19	KP Climate Smart Pest and Disease Control Options for Sorghum and Maize	01.03.20 (English, other languages around end of March)	X		X		18
20	KP Climate Smart Pest and Disease Control Options for Rice	now	X		x		14
21	KP Climate Smart Fertiliser Application Options	01.03.20 (English, other languages around end of March)	X		x		16
22	KP Options Paper for Improving Adoption of Climate-Smart Agriculture	01.03.20 (English, other languages around end of March)	X		x		10
23	Fact Sheet Digital Agriculture	01.03.20 (English, other languages around end of March)	X		x		10
24	Index-based insurance: how does it work and is it climate-smart?	01.03.20 (English, other languages around end of March)	x		x		10
Member state climate smart agriculture in value chain project documents							
25	Overview on / Compendium of concept notes, supporting analyses and studies	First quarter 2020		X		x	About 4
26	Vulnerability Study for Sorghum	now		X	x		65
27	Vulnerability Study in Livestock	First quarter 2020		X	x		tbd
29	Feasibility Study for Sorghum	now		X	x		22
30	Feasibility Study for Livestock	now		X	x		60
31	Pilot Study in the Maize Value Chain	now		X	x		28

No.	CCARDESA Publication	Available by	Text editing & proof reading in English, French & Portuguese	Text editing & proof reading in English only	Minor adjustments on design & layout	Development of design & layout	No of Pages
32	Pilot study in the Livestock Value Chain	now		X	x		20
33	Concept note for investment in CSA in maize-legume systems	now		X			28
34	Concept note for investment in CSA in sorghum systems	now		X			16
35	Concept note for investment in CSA in cattle-rangeland systems	First quarter 2020		X			20
Nn	And further products/documents as they arise over the course of the project						
	Total page no						629

7. Specification of inputs

Experience and requirements of the consultancy firm

For the successful implementation of this assignment, we are looking for a consultancy with the following knowledge and experience:

- Degree in Communication, Languages, or related field in English, French and Portuguese (Masters level will be an added advantage);
- Degree in Graphic Design and Layout (Masters level will be an added advantage);
- At least 10 years' experience in editing, proofreading and layout of agriculture and climate change related publications in English, French and Portuguese for public and private research, extension and development organisations;
- Excellent written and oral English, French and Portuguese communication skills;
- Should have all the necessary expertise, software and equipment in-house;
- Regional experience in southern Africa is highly desirable;
- Preferably locally based.

The consultancy firm is expected to specify other areas of expertise required, as deemed necessary and appropriate to accomplish the task based on his/her professional judgment.

The consultancy firm should provide references for previous editing, proofreading and layout/design products ideally in the area of agriculture and climate change in southern Africa.

Expendables

All costs for the fulfilment of the assignment must be covered by the consultancy firm's financial offer. It will also include financial and administrative support, office and operating costs.

The consultancy firm are to provide ACCRA with one senior focal point to communicate on each product/document and coordinate the deliverables.