



## Terms of Reference

### Drafting and Review of CNC Background Organizational Documents

#### Background:

The CAADP Non-State Actors Coalition (CNC) is a platform for African Non-State Actors engaged in agriculture comprised of food producers, pastoralists and fisher folks' organizations, civil society, private sector, women, smallholders, youth, media, and academic organizations. Through this platform NSA coordinate their support for the Comprehensive Africa Agriculture Development Programme (CAADP) agenda. Since 2010 CNC has been operating as a loose network of NSA within CAADP until it was fully launched at the 12<sup>th</sup> CAADP Partnership Platform on 27<sup>th</sup> March 2015 by Her Excellency Rhoda Peace Tumusiime, Commissioner for Department of Rural Economy and Agriculture of the African Union. The CNC has since its launch in 2015 been able with support from USAID Africa Lead/ US Government Feed the Future Program and its members to mobilize African citizens, to build capacities, develop institutional capacity and actively engage in and influence numerous advocacy and policy events within the CAADP process. The CNC is currently hosted for an interim period within the Headquarters of the Agency for Cooperation and Research in Development (ACORD) in Nairobi, Kenya.

#### The Task:

The CNC seeks the services of a qualified consultant to undertake the review and finalization of the background organizational documents. The review of background documents to be carried out will be done towards preparing the CNC for organizational formalization and registration. Hence the consultant must be knowledgeable and must have obtained some considerable demonstrable experience on organizational process design and management or related subjects. The Background documents to be reviewed include (but will not be limited to) the following:

1. Governance Framework;
2. Communications strategy;
3. Fundraising and resource mobilization strategy;
4. Membership strategy and associated document;
5. Code of Conduct;
6. Working Groups Operational Framework

This assignment would deliver the following specific Tasks:

1. Review of the CNC background documents made available to the consultant by CNC
2. Propose addition sections or whole institutional documents to be adopted by the CNC

In order to actualize the assignment, the consultant will undertake the following activities:

1. Liaise with the CNC coordinator on materials to be reviewed or drafted
2. Coordinate closely with the Coordinator, the Steering Committee as well as designated members of the coalition on an appropriate design and layout of the website
3. Receive feedback from the Coordinator and Steering Committee as well as designated members of the coalition and incorporate such
4. Review similar documents/ institutional frameworks of other organizations towards enriching the CNC background documents

**Application Procedure:**

To apply for this consultancy, interested consultants should submit a detailed application comprising of a Cover Letter with curriculum Vitae that summarizes the consultant's experience in relation to the assignment. The consultant must also provide evidence of similar work done as well as any other material that shows the quality of work they can deliver. Applications should be forwarded to the following addresses with Subject: **Drafting and Review of CNC Background Organizational Documents:**

Coordinator: Kop'ep Dabugat

Physical Address: C/O ACORD International, 4<sup>th</sup> Floor, ACK Garden Annexe, 1<sup>st</sup> Ngong Avenue, Nairobi, Kenya

Phone: +254202721172/ 85/ 86

Email: [info@cnafrica.org](mailto:info@cnafrica.org) and [info@acordinternational.org](mailto:info@acordinternational.org)

Not later than: 8 August 2016