



Panafrican farmers' organization
Organisation panafricaine des agriculteurs
المنظمة الإفريقية للفلاحين

TERMS OF REFERENCE (TOR)

RECRUITMENT OF A TRAINER

Training of Trainers (ToT) Program

Climate Change, Agroecology, and Nationally Determined Contributions (NDCs)

March 2025

1. Background and Rationale

The Pan African Farmers' Organization (PAFO) is committed to empowering farmers across Africa by enhancing their understanding and response to climate change. To facilitate this, PAFO seeks to organize a 4-day Training of Trainers (ToT) focused on Nationally Determined Contributions (NDCs), with particular emphasis on the topics of climate change adaptation interventions, mitigation of climate change impacts, negotiation and communication skills for climate policy.

Climate change is a key cross-cutting issue in PAFO's strategic plan, and the ToT program directly contributes to addressing this area by fostering a deeper understanding of how climate change affects agriculture and how farmers can respond to it. The focus on NDCs ensures that the training is directly aligned with global climate efforts, allowing farmers to contribute to climate action at both the national and international levels.

As part of the implementation of the Paris Agreement, NDCs play a crucial role in shaping climate policies and strategies at the national level. This training aims to strengthen the capacity of trainers to effectively communicate the role of NDCs in climate adaptation and mitigation, enabling them to disseminate the knowledge and skills within their communities and broader networks.

2. Objectives of the ToT Program

The main objectives of the ToT are to:

- Equip participants with a deep understanding of NDCs, with a focus on climate change adaptation and mitigation strategies.
- Provide participants with the tools and methodologies to effectively communicate and negotiate on climate change actions at both the community and national levels.
- Enhance participants' capacity to train other farmers and stakeholders in climate change adaptation, NDC implementation, and communication.

3. Purpose of the Consultant/Trainer

PAFO seeks an experienced trainer with expertise in climate change, NDCs, agroecology, and effective communication to lead the 4-day ToT program. The selected trainer will be responsible for:

- Developing a tailored training curriculum focused on adaptation, mitigation, negotiation, and communication within the context of NDCs.
- Facilitating engaging and participatory training sessions.
- Ensuring that participants gain the necessary skills to train others and influence national and local climate change policies.

4. Scope of Work

The trainer will undertake the following tasks:

1. Curriculum Development

○ Design and tailor a comprehensive curriculum that covers:

- The concept of NDCs and their role in the international climate regime.
- Climate change adaptation interventions and strategies relevant to agriculture and agroecology.
- Mitigation measures for reducing climate change impacts in agriculture.
- Effective negotiation skills for advocating climate action within national and international platforms.
- Communication techniques to convey complex climate change issues to a variety of stakeholders, including local communities, policymakers, and international negotiators.
- Ensure the curriculum is participatory, inclusive, and context-specific.

2. Training Facilitation:

- Facilitate the 4-day ToT program in a participatory and interactive manner, ensuring engagement through group discussions, role-plays, case studies, and practical exercises.
- Deliver content on:
 - Key principles of NDCs and their practical application in local settings.
 - Climate adaptation and mitigation strategies for the agricultural sector.
 - Techniques for communication, climate negotiation and effective policy dialogue.
 - Training on how to communicate climate change and NDC-related issues to diverse audiences.
 - Foster peer-to-peer learning and create an environment for knowledge exchange.

3. Assessment and Evaluation:

- Develop **pre- and post-assessments** to evaluate participant knowledge and progress.
- Collect and analyze feedback from participants regarding the effectiveness of the training.
- Offer recommendations based on the assessment results for improving future training programs.

4. Reporting:

- Prepare a final training report summarizing the key activities, outcomes, feedback, and any challenges encountered during the program.
- Provide detailed recommendations for improving the content and structure of future trainings.

5. Deliverables

The selected trainer will be expected to deliver the following:

1. A training curriculum and session plans.
2. Training materials (presentation slides, handouts, resource materials).
3. Pre- and post-training assessment tools.
4. A final report detailing the training process, feedback, and evaluation outcomes.

6. Qualifications and Experience

The ideal candidate should possess the following qualifications and experience (List is not exhaustive):

- Graduate degree in agroecology, environmental protection, environment management, agricultural economics, economic & development, international development and or related fields
- Proven expertise in climate change, climate adaptation and mitigation, climate finance, sustainability, agroecology, NDCs (Nationally Determined Contributions) or related area in agriculture and agri-food systems.
- Have at least 5 years of experience in conducting capacity-building programs or trainings on climate change, adaptation, mitigation, or related topics in agriculture or related areas.
- Have a solid understanding of climate change negotiation and policy advocacy within the international climate change framework (e.g., UNFCCC).
- Extensive experience in training-of-trainers (ToT) methodologies, especially for adult learners.
- Strong ability to communicate complex topics simply and effectively to diverse audiences.
- Being Fluent in English (Knowledge of additional languages e.g. French is an advantage).
- Experience in developing interactive, participatory, and practical training modules.
- Experiences working with Farmer Organizations

7. Duration of the Consultancy

The consultancy duration is estimated at 2 weeks, including:

- Preparation (curriculum development and material preparation) – 7 days.
- Training delivery – 4 days.
- Final reporting and evaluation – 3 days.

8. Location

The training will take place in Kigali, Rwanda and the trainer is expected to be present on-site for the full duration of the training program.

After the physical training a trainer will facilitate 3 online sessions as a follow up to Physical training.

9. Remuneration and Payment Terms

PAFO will offer a competitive remuneration package based on the trainer's qualifications and experience. Payments will be made in two installments:

- **50%** upon signing the contract and submission of training curriculum
- **50%** upon submission of the final report and approval by PAFO

PAFO will discuss with the successful candidate about detailed Terms and Conditions which will result in signing an agreement which will formalize the assignment.

10. Application Process

Interested consultants should submit the following:

1. A Curriculum Vitae (CV) outlining relevant qualifications and experience (3 pages max)
2. A technical proposal detailing the approach to facilitating the training, including an outline of the proposed curriculum.
3. A financial proposal indicating the expected fee for the consultancy with the basis of calculation.

Applications should be submitted to PAFO secretariat at by 12th April 2025 at the following emails:

program@pafo-africa.org, m.e@pafo-africa.org, policy@pafo-africa.org and cc communication@pafo-africa.org and info@pafo-africa.org

11. Evaluation Criteria (List not exhaustive)

Applications will be assessed based on the following:

- Relevant expertise in climate change, agriculture and agrifood systems, agro-ecology and NDCs.
- Quality and relevance of the proposed curriculum and training approach.
- Competitive financial proposal.
- Experience in facilitating ToT programs and working with diverse groups of participants

Note: Applications received after the above stated deadline will not be considered. Only shortlisted candidates will be contacted and the shortlisted candidates will seat for interview.