

Terms of Reference for the engagement of a workshop facilitator for the RAENS Annual Reflection and Planning Meeting, Lusaka, Zambia, 3rd to 6th February 2026

1 BACKGROUND AND CONTEXT

The Research for Agroecology Network Southern Africa (RAENS) project seeks to establish a robust, innovative, and sustainable multi-actor transdisciplinary agroecology research and knowledge network in Southern Africa. Its aim is to strengthen existing initiatives, showcase the potential and scalability of agroecology, facilitate shifts in agricultural training and research towards agroecological and regenerative approaches to food, fibre, and fodder production, and to inform policy, thereby creating an enabling environment for agroecology uptake, research, and training.

RAENS is coordinated by the Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) and involves eight implementing partners:

- University of Cape Town (UCT), South Africa (project lead)
- Lilongwe University of Agriculture and Natural Resources (LUANAR), Malawi
- Sokoine University of Agriculture (SUA), Tanzania
- Marondera University of Agriculture, Science and Technology (MUASt), Zimbabwe
- Zambia Agricultural Research Institute (ZARI), Zambia
- Center for International Forestry Research and World Agroforestry (CIFOR-ICRAF), Malawi
- Research Institute of Organic Agriculture (FiBL), Switzerland
- Young Professionals for Agricultural Development (YPARD), Germany

The RAENS annual reflection and planning meeting provides a platform for partners to reflect on project implementation, align workplans, and discuss strategic issues affecting the project's success.

2 JUSTIFICATION

To ensure that the annual meeting achieves its intended objectives, the engagement of a professional facilitator is required. The facilitator will help the meeting planning team design an effective agenda, manage discussions constructively, and foster a collaborative and productive environment. This role is critical to ensure that the meeting yields actionable outcomes, aligns partners' plans for 2026, and addresses strategic project challenges efficiently.

3 OVERALL OBJECTIVE OF THE ASSIGNMENT

The facilitator is to guide the RAENS annual reflection and planning meeting (3–6 February 2026) to ensure productive discussions, constructive engagement, and concrete outputs that will support the project's success.

4 SCOPE OF WORK

The facilitator shall:

- Review available meeting documentation and objectives;

- Advise the meeting planning team on agenda design to maximize productive contributions;
- Hold preparatory discussions with the RAENS project team to understand expectations.

During the 3–6 February 2026 meeting, the facilitator shall:

- Guide and coordinate the discussions to ensure objectives are met;
- Lead energizers and engagement activities to maintain participant focus;
- Assist in moving discussions forward as needed;
- Ensure that a meeting scribe captures key points and decisions;
- Liaise with the RAENS project team to summarize discussions into actionable outputs.

5 METHODOLOGY

The facilitator will use participatory approaches to ensure full engagement of all participants and the achievement of meeting objectives.

6 SUPPORT TO THE FACILITATOR

CCARDESA and all project partners will provide the facilitator with:

- Relevant project documentation;
- Guidance on meeting objectives and participant expectations;
- Logistical support during the meeting, including daily lunch;

7 EXPECTED DELIVERABLES

- A fully facilitated 4-day RAENS annual reflection and planning meeting;
- A synthesis of the key points of discussions from the meeting, capturing main conclusions, decisions, and follow-up actions.
- Inputs to a summary of meeting outcomes and recommendations for 2026 implementation.

8 QUALIFICATIONS AND EXPERIENCE OF THE FACILITATOR

The facilitator should meet the following minimum requirements:

- Education: Master's degree in Environment, Natural Resource Management, Development, Facilitation, or a related field, or equivalent;
- Experience: At least 5 years of experience in facilitating multi-stakeholder workshops or planning meetings;
- Language: Fluent in English; knowledge of French or Portuguese is an added advantage;
- Skills: Demonstrated ability to facilitate discussions, synthesize outcomes, and produce concise reports; familiarity with agroecology or agricultural development is desirable;
- Location: Lusaka-based with own transport to the meeting venue.

9 DURATION AND INDICATIVE SCHEDULE

The assignment will span approximately 4 days for the meeting itself (3–6 February 2026), with immediate follow-up to support the synthesis of meeting outputs as needed.

10 REPORTING

The facilitator will report to the RAENS Project Coordinator at CCARDESA, who will be responsible for oversight, coordination, and acceptance of deliverables.