



IGAD CENTER FOR PASTORAL AREAS AND LIVESTOCK DEVELOPMENT (ICPALD)

Terms of Reference (TOR) **for Rapporteur Services for National Meetings on Signing, Ratification and** **Domestication of the IGAD Protocol on Transhumance**

1. Background

IGAD has been implementing a project to facilitate free movement of persons and transhumance in the IGAD region. The project has supported drafting of the Protocols, Member State negotiations and adoption of endorsed protocols to enhance orderly cross-border mobility and migration, regional economic integration and development. The program is funded by the European Union Emergency Trust Fund for stability and addressing the root causes of irregular migration and displaced persons in Africa. As IGAD's specialized institution for pastoral areas and livestock development, ICPALD has been leading negotiations and adoption process of the IGAD protocol on transhumance that will enhance exploitation of the social and economic potential of the pastoral system in the region. The process of developing the IGAD Transhumance Protocol and the supplementary documents including the IGAD Transhumance Certificate and the Implementation Roadmap was very participatory in nature, and its adoption was equally preceded by Member States' legal negotiations. Though faced with challenges of COVID-19 pandemic, substantive milestones were achieved including the endorsement of the Protocol by the IGAD Committee of Ambassadors on February 2020, adoption of the Implementation Roadmap by the Sectoral Ministers in November 2020 in Entebbe, Uganda; and Adoption by the IGAD Council of Ministers of Foreign Affairs during the 72nd Extra-Ordinary Session held via video conference on 24th June 2021.

Through its specialized Centre for Pastoral Areas and Livestock Development, IGAD is organizing national meetings in the seven Member States to secure signatures from the Ministers of Foreign Affairs and seek ratification and domestication of the Protocol on Transhumance. The meetings will also seek to discuss drafting of national pastoral codes towards implementation of the Protocol.

2. Purpose of the Assignment

Specifically, the meeting will:

- a) Share the finalized Adopted IGAD protocol on transhumance with the technical, policy and legal experts at national level to examine its implication to the laws and policies governing the countries and lobby for ratification and domestication of the Protocol
- b) Initiate process of developing national pastoral codes with key legislators, policymakers and technical partners / stakeholders.
- c) Support the signing of the adopted Protocol by the Ministers of Foreign Affairs

For this reason, ICPALD is seeking a consultant who can be engaged as a rapporteur for the national meetings. Under the direct supervision of the Transhumance Expert the Rapporteur is required to ensure the successful documentation and reporting of the meeting proceedings.

3. Responsibilities /Tasks

- Note-taking on meeting proceedings, presentations, written speeches, plenary discussion;
- Advise moderators/facilitators of all sessions on documentation to be submitted to facilitate the production of the workshop report;
- Present summary of key conclusions and recommendations at the end of workshop session;
- Write a workshop report including all recommendations, key statements and agreed action points and timelines coming from the workshop participants;
- Include inputs made by Member states in the Communiqué for signing by the Minister of Foreign Affairs

4. Expected Deliverables

- Minutes of the proceedings and presentations with attachments of agenda, participants list, presentations, written speeches and expert reports;
- Report of the meetings including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and relevant data presented during the sessions

5. Consultancy Duration

The consultancy period shall be spread over a period of 6 months May to October.

6. Competencies

- Excellent written, verbal, organizational, analytical and interpersonal skills. Must be fluent in written and spoken English.
- Skills in writing reports and reviews, delivering presentations and defending recommendations.

- Cultural sensitivity and experience in moderating meetings of culturally diverse and international groups.
- Ability to integrate and summarize ideas in an analytical manner

7. Working Arrangements

- The Rapporteur will be provided with the background information of the meeting and related materials;
- The Rapporteur will be responsible for providing her/his own working station (i.e. laptop, camera/phone, etc.) and must have access to reliable Internet connection.

8. Payment Procedure

The consultant will be paid for each national meeting in the seven IGAD Member states upon submission of approved reports. Payment for the final national meeting will be made upon submission of both a report of the last national meeting and a compiled report of all 7 national meetings.

	Deliverable	Time frame
1.	Report of the first national meeting including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and annexure of minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any).	Submitted after the First Meeting in Sudan
2.	Report of the second national meeting including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and annexure of minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any).	Submitted after the second meeting in Uganda
3.	Report of the third national meeting including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and annexure of minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any).	Submitted after the third meeting in South Sudan
4.	Report of the fourth national meeting including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and annexure of minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any).	Submitted after the Fourth Meeting in Kenya
5.	Report of the fifth national meeting including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and annexure of minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any).	Submitted after the fifth meeting in Ethiopia
6.	Report of the sixth national meeting including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and annexure of	Submitted after the sixth meeting in Somalia

	minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any).s	
7.	<p>(a) Report of the seventh national meeting including key recommendations, conclusions, main lessons learned, key statements and agreed action points and timelines. Report needs to include several photos and annexure of minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any).</p> <p>(b) Compiled report of all national meetings conducted with lessons learnt and key issues and recommendations</p>	Submitted after the seventh meeting in Djibouti

Taxes

The consultant will be responsible for remitting his/her own taxes.

Insurance Cover

The consultant will be responsible for his/her own medical and life insurance cover for the duration of the assignment.

How to apply

Interested candidates should submit their applications accompanied by a detailed CV, copies of both academic and professional certificates; with referees and their interest and ability to undertake this assignment to beverlyne.nyanchera@igad.int; cc procurement@igad.int. All applications should be received not later than May 20th, 2022