



IGAD CENTER FOR PASTORAL AREAS AND LIVESTOCK DEVELOPMENT (ICPALD)

Terms of Reference (TOR)

Rapporteur Services for Regional and National Meetings on Pastoral Codes / Laws for the IGAD Member States

1. Background

IGAD is implementing a three-year project to facilitate free movement of persons and transhumance in the IGAD region. IGAD through its specialized institution for pastoral areas and livestock development, ICPALD has developed a transhumance protocol under a EUTF funded program. The protocol was developed through a very participatory process which included; technical consultation meetings held at each Member State between 2017 and 2018, national negotiation meetings with Member States' legal experts and policy makers held between 2018 and 2019, regional negotiation process, validation and endorsement by IGAD Committee of Ambassadors, adoption of the implementation roadmap by Sectoral Ministers on November 2020, and adoption by the 72nd extraordinary session of the IGAD Council of Ministers in June 2021. Although the IGAD Member states are committed to signing, ratifying and Implementing this timely protocol there is no formal legal or institutional framework to promote and secure healthy, safe and humane pastoral mobility across the borders in the IGAD region. The IGAD Member States have no policy or laws dedicated to holistically addressing pastoralism development, however some Member states have draft Pastoral laws in place.

To promote the domestication process of the Protocol, the IGAD Specialized Centre for Pastoral Areas and Livestock Development (ICPALD) engaged a legal consultant to draft a model regional law on transhumance in line with the provisions of the Protocol. The model law is aimed at helping the Member States to achieve harmonized legislation on pastoralism and transhumance. Through its specialized Centre for Pastoral Areas and Livestock Development, IGAD is organizing national meetings in the seven Member States to initiate the process of drafting pastoral laws and policies in line with the regional transhumance protocol. The National meeting will be preceded by a Regional validation meeting to validate the regional model pastoral law which will guide Member States in the process of drafting and enactment of national laws towards the domestication 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 and sensitize key actors on the protocol and its implication roadmap to the Member States towards domestication.
- b) Engage key legislators, policymakers and technical partners / stakeholders in a policy dialogue towards a draft national law on pastoralism and range management
- c) Initiate process of drafting national pastoral codes by key legislators, policymakers and technical partners / stakeholders in line with the transhumance protocol

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;
- Document the process of drafting national pastoral codes by key legislators, policymakers and technical partners / stakeholders in line with the transhumance protocol

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 5 months from

April to August 2023.

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 the Regional Validation Meeting on the Draft Model law and 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 the 7 meetings.

	Deliverable	Time frame
1	Report of the Regional Validation meeting for the Draft IGAD model law 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 Validation Meeting in Kenya
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 Kenya
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 Djibouti

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 South Sudan
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 Sudan
6.	(a) 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 minutes of the proceedings, presentations, agenda, participants list, written speeches and expert reports (if any). (b) Compiled report of regional and national meetings conducted with lessons learnt and key issues and recommendations	Submitted after the sixth meeting in Ethiopia

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 14th April 2023.