



Pan-African Farmers Organization

PAFO

Terms of References

Develop a digital platform, portal, repository to support MIS, cover farmers and their organizations database, as well as knowledge management system.

September 2025

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PAFO and AGRA are partnering through the Project “**Strengthening Institutional and Organizational Capacity of PAFO for Youth Work opportunities Agrifood Systems**” that seeks to strengthen youth platforms in continental and regional farmers’ organizations and enhance professionalization of farmers’ organizations in facilitating employment creation for young people within the agri-food sector.

These Terms of Reference (ToR) specify the scope, terms and conditions of appointment of a consulting firm specializing in designing a portal and related Web based applications

1. Overview of PAFO

PAFO is recognized as the representative body of African farmers organizations at the highest continental level. PAFO is currently composed of five African regional networks representing more than 80 farmers organizations of men and women from 54 African countries.

PAFO was created in October 2010 by its constituent assembly under the sponsorship of the African Union (AU). This constitutive assembly was the culmination of a process begun several years ago in collaboration with the five regional networks of farmers' organizations in Eastern Africa (EAFR), Central Africa (PROPAC), Western Africa (ROPRA), Southern Africa (SACAU) and Northern Africa (UMNAGRI).

PAFO is registered in Rwanda as an international non-governmental organization and is certified by the Rwanda Governance Board to operate legally and establish its headquarters in Rwanda under number 001/RGB/19. For more information about PAFO, please visit www.pafo-africa.org

2. Scope, terms and conditions for the appointment

- **Position:** IT Consultant
- **Level of consultancy:** Advanced/High level
- **Duration:** The portal design, feeding, training, maintenance and upgrading will be for 2.5 years (30 Months). Details are found on the deliverables table below
- **Project Focal point:** Programs Officer
- **Level of engagement and delivery:** Continental

2.1. Duties and Responsibilities

Output 2.1: Develop a digital platform, portal, repository to support MIS, cover farmers and their organizations database, as well as knowledge management system.

There is limited data as to how many farmers generally exist in the continent and are or members of PAFO, with PAFO referencing her representation of 80 million farmers in the continent. Through this project, PAFO seeks to build a robust digital platform that allows documentation of farmers' data and information, their organizations as well as provide access to valuable information especially as PAFO supports professionalization of FOs. The portal, repository and Management Information System would also have dedicated pages for RFOs and linked to their respective NFOs. The portal and repository will have tailored information for young agripreneurs engaged in various value chains and include business, job opportunities for youth and agribusiness enterprises across the continent. This centralized repository will contain valuable insights into the demographics, interests, and activities of young agripreneurs involved in agribusiness ventures. It will facilitate targeted outreach and networking initiatives to support the growth and development of young agripreneurs throughout the continent. Furthermore, this initiative will focus on the development and dissemination of information materials aimed at enhancing the knowledge and skills of young agripreneurs to enable them to take up investment opportunities in the agriculture sector. These materials will cover a wide range of topics relevant to agribusiness, including market trends, best practices, technological innovations, financial management tips, policy engagement, and advocacy. Besides, there will be the development of publications and knowledge management materials among young people in agribusiness.

The portal will include the following:

1. A repository that contains farmers and their organizational data including farmers location, crop/value chain, country and RFO. It will be designed to link national farmers organizations to RFOs and to the continental farmers database, that gives visibility of farmers organizations, the youth platforms, and sets the template for strengthening and professionalization of farmers organizations.
2. The portal would also provide marketplace data and information that would serve as an incentive to the farmers to use the platform to access work and market opportunities. The portal/platform would be linked to other database that provides information on job and work opportunities for young people.

Note: The portal will have interconnected and linked with PAFO MIS that already exist.

To execute the assignment, below are the Key Deliverables, subject to change and adjustments.

No.	Deliverables	Due date
1	Inception report	First week upon signature
2	Review of Inception report and Orientation meeting	Second week upon signature
3	Designing the portal and Consulting PAFO secretariat and members	1 month after signature
4	Presentation of the designed portal	2 months after signature
5	Testing and feeding the information	3 months after signature, before 31 December 2025
6	Training and dissemination Awareness raising session with members	4th Month-6th Month
7	Upgrading and maintainance	5th-30th month

The deliverables are subject to amendment upon bilateral exchange and environment scanning

2.2 Values and Skills

Core values: Integrity, professionalism, respect of diversity.

Essential skills:

- Technical knowledge requirements specific to the task;
- Accountability;
- Ability to coordinate with others;
- Ability to organize successful strategic reflection.
- Ability to work under pressure, meet strict deadlines and problem solving;

- Self-motivation;

2.3 Required profile

2.3.1 Consulting firm Profile

PAFO wishes to call for a consulting firm with an office in Africa, preferably in the country where PAFO is based and able to guarantee the entire mission.

This structure should have the following main profiles and demonstrate the following skills and abilities (List is not exhaustive)

- Proved experience and expertise in Web based application development, software development, data science, cloud computing, and IT consulting or related fields. These specializations often involve developing specific skills and expertise, allowing companies to offer tailored services to clients
- The firm to be legally registered in one of the African Countries
- The firm should not have been banned or sanctioned by host country for any legal matters
- The firm should have a well-established office with technical staff and advanced technological equipments and tools to undertake the assignment
- Expertise in the management of international projects;
- Expertise in the field of project engineering;
- Proven experience in facilitation and participatory decision making;
- Essential knowledge of the African context;
- Having updated Tax clearance certificate issued by the competent authority where the office is based;
- Clearly Understanding the scope;
- Having strong advanced practical experiences to develop, feed, maintain and upgrade similar portals/platforms, systems of International Organization or agencies such as UN Agencies;
- Having worked with Farmer organizations or African Union Commission and or its technical agencies in Africa on similar exercise would be an advantage

2.3.2 Key staff: Head of Mission

Profile:

- Minimum ten (10) years' experience in software development, IT consulting, web-based programming or related domains

- Has already led and designed, fed, piloted, maintained and upgraded the similar assignment in international field
- Fluent in both English and French language and/or in one with a deputy or a team member who masters both with similar or close profile
- Other advanced technical and communication skills

2.3.3 Other Consultants

Profile:

- At least Five (5) years of experience in software development, IT consulting, web-based programming or related domains
- Has already assisted in designing, feeding, piloting, maintaining and upgrading the similar assignment in international field
- Other advanced technical and communication skills
- Fluent in English or French. Knowledge of both is an asset.

3. Applications Procedures

Due date: 26 September 2025

Submission: Only electronic applications sent on email are accepted to: admin@pafo-africa.org and CC to finance@pafo-africa.org , program@pafo-africa.org

Documents to be submitted as attachment in only one PDF document:

- One (1) Technical and One (1) financial proposal
- Consultants Resume;
- Tax clearance certificate
- Professional references
- Other essential supporting documents

Payment is negotiable and Only Short-listed firm will be contacted for recruitment processes according to internal regulation of PAFO as amended to date.

END