



## Terms of Reference

Title of Consultancy Assignment:	OFAC stakeholder mapping and survey
Project:	Strengthening and Institutionalization of the Central African Forest Observatory (RIOFAC)
Reporting To:	Richard Eba'a Atyi, Yaoundé hub leader (CIFOR)
Geographical Scope:	Central Africa (COMIFAC Member States)

### Background

Established in 2007, the [Central African Forest Observatory](#) (OFAC) is a specialized unit of the Central African Forest Commission (COMIFAC), which provides up-to-date and relevant data on the forests and ecosystems of the region, with the aim of informing policy-making and to promote better governance and sustainable management of natural resources.

The project Strengthening and Institutionalization of the Central African Forest Observatory (*Renforcement et institutionnalisation de l'Observatoire des forêts d'Afrique centrale*, RIOFAC), funded by the European Union, gives continuity to a decade of efforts to establish and institutionalize OFAC. It is implemented by a consortium integrated by the Center for International Forestry Research (CIFOR), the Center for International Cooperation in Agricultural Research for Development (CIRAD), the company FRM Ingénierie, and the Catholic University of Louvain.

### Objectives of the Assignment

Producing a stakeholder mapping and survey that will allow OFAC supporting partners to better understand if OFAC is effectively reaching its target audiences, successfully influencing policy-making, and achieving impact.

### Scope of the Assignment

1. Producing a detailed stakeholder mapping of OFAC's communication target audiences (governments, private sector, NGOs, donors) in Central Africa.
2. Conducting an online survey amongst these stakeholders to understand their knowledge, experience, and satisfaction of OFAC's activities, online tools and publications.
3. Conducting a follow-up phone interview with a sample of 20 of these stakeholders to obtain more detailed (qualitative) information.
4. Producing a report summarizing the most important qualitative and quantitative findings of the survey.

### Deliverables

1. A detailed stakeholder mapping including 100-150 actors.
2. A report of no more than 5 pages presenting the main findings of the survey and interviews.
3. Relevant annexes, including all survey answers and records of interviews.

### Duration and Phasing

Duration of assignment: Three months (between 1 July 2020 and 30 September 2020)

Important deadlines:

- 31 July 2020: Delivery of stakeholder mapping and survey design.
- 31 August 2020: Presentation of preliminary results of online survey.
- 30 September 2020: Delivery of final report.

### Provider's specifications

- At least 10 years of experience working in the Central Africa region.
- Demonstrated knowledge of the different actors in the forestry and sustainable development sector in Central Africa.
- Perfect command of French.
- Previous experience in monitoring and evaluation (M&E) of communications, campaigning and advocacy projects.
- Technical knowledge of online survey tools.
- Previous experience working as a consultant for international organizations.
- Ability to work under tight deadlines and deliver high-quality products.
- Flexible location, preferably within the Central Africa region.

### Submission proposals

Interested consultants should send a detailed proposal including their CV and credentials, financial offer including daily rate and total cost, and proposed methodology/approach to **Ahtziri Gonzalez** ([a.gonzalez@cgiar.org](mailto:a.gonzalez@cgiar.org)) and **Arnauld Chyngwa** ([a.nganso@cgiar.org](mailto:a.nganso@cgiar.org)) by **29 May 2020** COB. Subject line should be: RIOFAC consultant\_LastName\_FirstName (Example: RIOFAC consultant\_Gonzalez\_Ahtziri)

Proposals can be submitted in French or English.

