



Adaptation Research Alliance

Accelerating Smallholder Agriculture Adaptation Co- Design Workshops

Nigeria

Duration

December 2023 – 31 October 2024

Title

Management and facilitation of co-design workshops focused on accelerating, strengthening, and scaling smallholder agriculture adaptation.

Background to activities

The Adaptation Research Alliance (ARA) is a global collaborative effort with over 200 members that seeks to catalyse increased investment and capacity for action-oriented research that supports effective adaptation to climate change – primarily in developing countries – at the scale and urgency demanded by the science. The ARA focuses on ensuring that increased ambition can be delivered through evidence-based action and recognising that practical action is required to minimize and avert loss and damage. We need a step-change on adaptation, collaborating with governments, business, and Civil Society Organisations (CSOs), to prepare for climate risks, mobilise further action, and increase adaptation financing.

The ARA operates within three strategic functions (Advocacy, Research Planning and Cooperation and Resource Mobilisation and Delivery) and four core values, which are operationalised through activities which enable its [Theory of Change](#).

Accelerating Smallholder Agriculture Adaptation co-design workshops will identify action research needs in two African countries through a process of co-creation. Co-creation in this case means a collaborative process of gathering grassroots input along with a technical exchange of ideas with international experts. The results will shape funded programs in a second phase. Workshops will focus on identifying priorities in the action-research space for accelerating, strengthening, and scaling smallholder ag adaptation to increase the reach and benefits of adaptation progress to date. A diversity of agriculture and climate stakeholders from research institutes, universities, government, NGOs, and private sector, including experts from multiple disciplines (e.g., social, economic, biophysical sciences) as well as those with traditional knowledge, will be invited to identify opportunities that respond to local priorities, leverage local capabilities, and have a high potential for impact.

Objectives

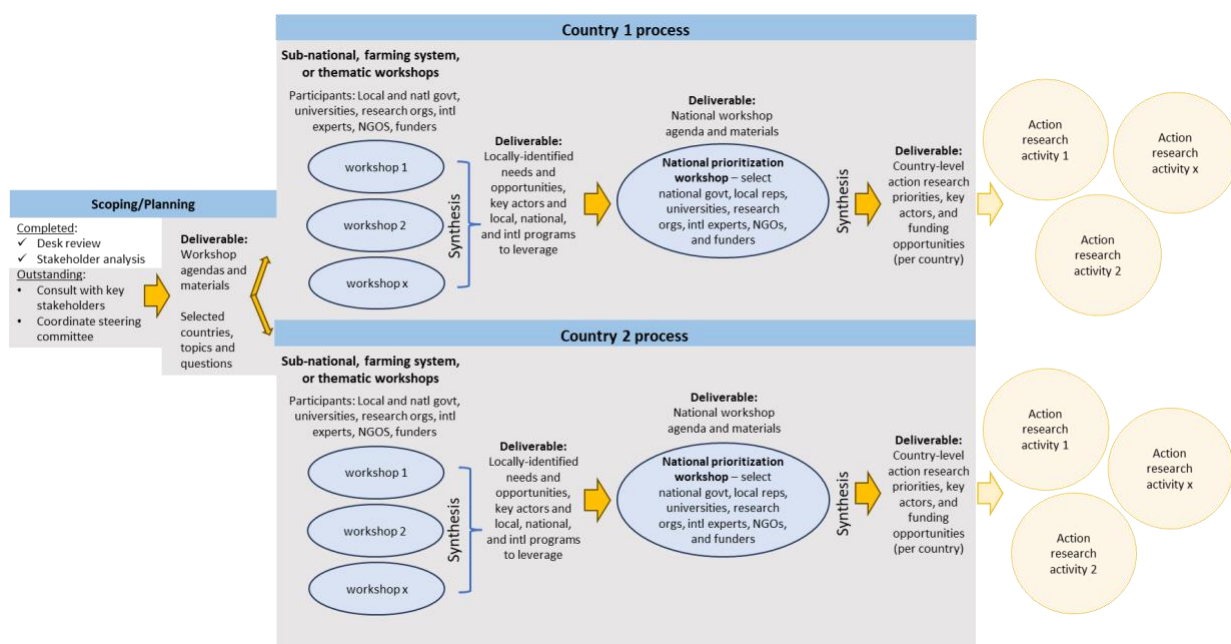
The ARA is looking for a Nigeria-based organisation to **manage the design, delivery and facilitation of a series of co-design workshops** that bring in relevant, local knowledge and voices to inform the strategic and scientific direction of future potential action-oriented research activities on climate change adaptation.

Problem being addressed: Adaptation progress is insufficient. In many cases, adaptation technologies, products, or solutions exist, but they fail to achieve scale. In addition, many donor and research efforts aim to support Small Scale Producers (SSP) adaptation, but they often lack

local ownership and a sound understanding of what is needed in the local context. Systemic changes in the agriculture research - use system is needed since adaptation is not a one-time, one-off activity. Ultimately, the agriculture research - action system needs strengthening so that there is capacity for on-going interventions to continue to adapt and build resilience to a changing climate.

An overview of a generalised co-creation process is outlined below. However, the ARA is looking for an organisation to **build on this proposed process to further refine or propose activities and develop the workshops** in collaboration with the ARA Secretariat and the Bill and Melinda Gates Foundation. As such, the ARA is looking for a Nigeria-based organisation with **good understanding of adaptation and resilience issues** including the constraints and barriers to adaptation actions that has **a good understanding of working in complex multi-stakeholder contexts (from government to communities), strong participatory design and facilitation skills, and familiarity with the landscape of agriculture systems and stakeholders**. The organization should be comfortable working closely with an advisory group to integrate input and feedback on planning and deliverables.

Below we present a basic framework for the co-creation process that can be used by the selected organisation to further design the overall process. Areas in grey are within the scope of this ToR. Some initial scoping steps have been completed separately, and action research activities on the right side of the diagram are planned for a subsequent phase.



The co-creation process will need to identify needs, opportunities, barriers and potential solutions. It is important to acknowledge the value of identifying both new and innovative solutions as well as leveraging existing successful practices that might still have untapped potential to strengthen smallholder agriculture adaptation.

This scope of work primarily aims to provide a suite of locally relevant and scalable adaptation-action-research interventions that could be funded by the Foundation. Successful implementation of this work will be identified as an agreed upon set of bottom-up interventions that are integrated into the Foundation's future funding; similarly, identification of investment opportunities such as new action-research collaborations that have the potential of being sustainable and scalable.

A small advisory group should be formed by the supplier including ARA Secretariat/ARA members/Steering Board, Gates Foundation Agriculture Development staff and other interested donors or key actors. The advisory group will provide strategic guidance and input to the workshop agenda, participant lists, communications about workshops, and other strategic decisions.

In delivering the co-creation process, the supplier should deliver national and sub-national engagements in country to validate and prioritize the findings, or another approach may be pursued to generate and synthesize stakeholder input. In order to focus the topics and scope of the workshops, a starting point of national adaptation priorities will be used and tested through the engagements. This can be validated and added to by the priorities of local stakeholders. Prioritization of bundled interventions will explore options that incentivize and reinforce adoption across interventions within the bundle.

While the ARA is proposing a series of workshops, the supplier may propose alternative or additional engagement modalities as workshops are not the only means of meaningful engagement.

The following topics may be included in the workshop design, to be refined with the advisory group:

- The scope of the workshops will begin with the national adaptation priorities as a means of bounding the wide scope of options. These will need to be explored for relevance/applicability with local stakeholders and needs. The workshops will be used to challenge the national priorities *via-à-vis* local needs and potentially provide alternatives or alterations to the priorities.
- Explore ways that the priorities interact with and depend on enabling and scaling signals and strategies (e.g., financial products, markets, advisories, enabling investments, behavior change activities, and policies that influence, incentivize, or dissuade adaptation like subsidies);
- Explore ongoing in-country and international research activities, interests, and capabilities related to the priorities and enabling and scaling approaches;
- Ideate and prioritize concrete action research ideas and partners that respond to priority needs and leverage capabilities, identifying what can be implemented now given the state of capabilities. Identification of what priorities need additional capacity building and what that capacity needs are in the long term.
- Explore viable business models, delivery models, scaling pathways that will be needed to unlock the scaling of adoption.

Draft guiding questions:

1. **Establishing purpose:** What adaptation challenges and solutions/strategies are most critical for smallholder ag in this geography, theme, or farming system? (*Likely developed in advance based on country assessments/plans, to be refined at the workshop so it doesn't dominate the discussion and we aren't reinventing the wheel.*)
2. **Solutions focus:** What adaptation solutions/strategies provide the greatest promise or benefits?
 - What can we learn from progress (successes and challenges) to date?
 - To what extent do they require bundled approaches, enabling or complementary investments, or incentives?
 - What knowledge gaps remain in the solutions space?
3. **Identifying action-research opportunities:** What additional evidence and experimentation is needed?
 - About economic, behavioural, gendered, and cultural barriers to scaling or accelerating adaptation and the strategies to address these barriers?
 - Around bundling, enabling and complementary investments, or incentives to accelerate or scale adaptation?
 - In other areas?
4. **Identifying evidence-based action opportunities:** What opportunities are there to tailor and/or deliver ag-climate information or evidence to relevant action partners to accelerate or scale adaptation?

In exploring the aforementioned questions, the co-design process should provide a prioritized list of action-oriented research and evidence-based action ideas for Nigeria. A national workshop should be convened to discuss, synthesize, and prioritize input from local workshops. The supplier may be asked to analyse the priorities identified in local workshops based on agreed criteria, e.g., feasibility, value chains, gender, etc, as preparation for the country workshop.

Activities

Establish an advisory group made up of key members of the selected organization, the ARA Secretariat, and funder(s). Other members can be considered, or additional experts may be consulted as needed.

It is expected that the selected organisation will engage with the advisory group to refine and plan activities. Once the plan is agreed, the selected organisation is expected to prepare and deliver workshops, including facilitation and synthesis reports. Back-end logistics for the workshops will be managed by the selected organisation, while the ARA Secretariat will help identify workshop participants from its membership.

Synthesis activities will be led by the selected organisation. The selected organisation will deliver written reports presenting the outcomes and knowledge generated from the workshops. The selected organisation will also identify potential scope and research questions that emerge from the co-creation process, that could inform the new programme.

The selected organisation will be required to engage with the steering group on the location, style, focus and agenda of workshops. Making use of existing meetings and events is preferred to save on travel costs.

The supplier will work with the ARA's Tracking, Learning and Sharing (TLS) Lead to develop and implement a Monitoring, Evaluation and Learning (MEL) framework

In order to effectively run co-creation workshops and generate appropriate knowledge, it's essential to consider and address gender dynamics to ensure inclusivity and effectiveness. Smallholder agriculture often involves women as active primary stakeholders, and recognizing and accommodating their distinct needs and perspectives can lead to more successful outcomes. A Gender Equity and Social Inclusion (GESI) plan will also be developed by the supplier.

Deliverables and outputs

- € Facilitation and management plan for the co-creation process in Nigeria
- € Workplan, including Gender Equality and Social Inclusion considerations for equitable stakeholder engagement and monitoring, evaluation and learning
- € Advisory group established to provide strategic guidance across the co-creation processes
- € Local workshop materials prepared (e.g., agendas, invitation lists, logistics arrangements)
- € Local workshops held and reports produced, including action research priorities
- € National workshop materials prepared
- € National workshop held and reports produced, including action research priorities, key actors, and funding opportunities

The ARA Secretariat in conjunction with the ARA members, will support the selected organisation to identify potential stakeholders for the workshops, and will manage communications that promote participation at the events.

Alternate deliverables may be proposed by the supplier based on their proposed co-creation process.

Reporting Requirements

Short meetings twice a month will be held with ARA Secretariat team member, to update on progress and challenges. This will include the kick-off meeting in December 2023/January 2024. Communication will also take place on an ad hoc basis via email, Skype and Zoom. Meetings with the steering team will also be scheduled as needed.

Timeline

	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24
Engagement, scoping & process design scoping											
Workshop planning											
National workshops and synthesis											
Sub-national workshops and synthesis											
Interim Report											
Final report											
Presentation of findings											

The final timeline and activities will be agreed in the kick-off meeting in February. However, the selected organisation may propose alternate timelines based on their proposed activities.

Budget, Personnel and Payment Schedule

The total budget from the ARA for personnel, activities and overhead costs is **120,000.00 USD**, which will be paid on milestone completion. We assume a 50:50 split in the total cost, for personnel and overhead (**60,000.00 USD**) and activities such as the workshop costs, travel, outputs, etc. (**60,000.00 USD**). However, the supplier may propose alternative breakdowns for personnel vs activity costs. All overhead costs **must be included within the total budget** of 120,000.00 USD and can't exceed 15% (for NGO's, Multilateral organisations and universities) and are not claimable for government agencies and other private foundations. Payment will be paid for completed output and not for total days. VAT is not applicable as the funds are administered from South Africa.

Application and eligibility requirements

Applicants should submit a proposal of how they plan to staff, execute, and budget for this ToR. This should include a plan for the development of workshops and integration of knowledge from local to national workshops. This plan is likely to be adjusted in consultation with the ARA based on the networks that can be mobilised through ARA members.

Networks that can be drawn on by the selected organisation to take part in the co-creation process will be viewed favourably.

Organisations must be registered and based in Nigeria.

The application should provide:

- A methodology for approaching this piece of work:
 - including details for the design of workshops and how knowledge will be transferred between engagements,
 - your approach to GESI.
 - approach for knowledge synthesis,
 - details of how the project will track progress and success, showing understanding of MEL. This will be further refined with the ARA TLS lead.
 - a list of networks that the supplier can draw on.
- Risk and mitigation assessment. Identification of key process risks or issues to the successful completion of the project and how these risks or issues will be mitigated.
- Track record of the organisation and individual(s) leading the project, in particular:
 - experience of multi-stakeholder consultation/co-production;
 - relevant expertise in for adaptation and resilience in smallholder agriculture, including work with national government and communities.
- Company profile and short bios of the executing personnel, including name(s) and profile(s) of the key personnel involved in delivery and a brief summary of their role in the project.
- A budget including personnel day rates and itemised expenses (e.g., flights, accommodation and food) in line with the ARA expenses policy (annex I).

These should all be provided in one PDF file no longer than **10 pages using Arial font size 11**. Content beyond the 10th page **will not be considered**. CV's can be included beyond the 10th page as an ANNEX. The application should demonstrate an awareness of the complexities of co-creation and facilitation and ways of approaching the challenges of online transdisciplinary engagements.

Please submit your application to secretariat@adaptationresearchalliance.org no later than **4 December 2023**.

Annex I: Adaptation Research Alliance Expense Guidance Note

Background to guidance note

This guidance note sets out eligible and ineligible expenses for funded assignments by SouthSouthNorth (SSN) under the Adaptation Research Alliance (ARA) Programme funded by the Bill and Melinda Gates Foundation. It should be used by suppliers when submitting a budget proposal and in project delivery for preparing any supporting documents such as invoices.

Travel, subsistence and accommodation

For travel undertaken by contractors or consultants in relation to the project, including air, rail, bus, car hire and other travel expenses, hotel and accommodation expenses, subsistence, travel management fees, travel documentation expenses should:

- Provide sufficient detail of the nature of the travel and the departure and arrival locations
- Be in line with the donor's policy, all journeys by rail, bus or air will be budgeted by a class of travel that is no more than "**standard economy**" class. Economy Premium/Business/First class travel will not be permitted under any circumstances
- Exclude Toiletry products, Alcohol, PPE including sanitizers and masks, service fees or tips and tobacco which are not allowable subsistence items and will not be reimbursed.

Particularly with regards to the daily limit for food and transport, reasonable food expenses are based around the notion of 3 meals per day. Public transport should be used where possible, and the individual should be able to motivate the reason for meal costs that are considered high.

All receipts/invoices including travel insurance invoices, should be itemised as per the reimbursement form for ease of reference. Remember, no receipt means no reimbursement.