



## TERMS OF REFERENCE (TORS)

### CONSULTANCY FIRM TO CONDUCT AND DELIVER A SERIES OF HIGH-QUALITY CROSS-CUTTING ONLINE COURSES IN KEY SKILLS TO POSTGRADUATE SCHOLARS AND EARLY CAREER SCIENTISTS AT *icipe*

#### 1. BACKGROUND

The International Centre of Insect Physiology and Ecology ([www.icipe.org](http://www.icipe.org)), is a world-class research institution whose mission is to conduct insect science and design strategies for its practical application, to contribute to better health, food security and, ultimately, enhanced livelihoods across Africa. *icipe* was established in 1970 by the late internationally renowned Kenyan scientist, Prof. Thomas Risley Odhiambo, at a time when the very notion that insect science – or indeed, the then woefully small indigenous scientific communities – could contribute to a prosperous future for Africa must have seemed audacious to say the least. But *icipe* has progressed and flourished just as envisioned. Today, the Centre stands as a source of pride for Kenya and for Africa, with well-deserved regional and international acclaim as the only institution on the continent working primarily on insects and other arthropods, and a hub of scientific excellence and capacity building. This esteem has been achieved through unwavering commitment to the Centre’s original vision of elevating the lives of communities across Africa, by providing solutions that are environmentally safe, pre-empt the use of harmful chemicals, are affordable, accessible and easy-to-use, for the management of pests of crops, and disease transmitting insects.

The Centre's vision is to pioneer global science in entomology to improve the well-being and resilience of people and the environment to the challenges of a changing world, through innovative and applied research, alongside deep exploratory study, impact assessment, evaluation and sustainable capacity building. Our research focuses on 4 main areas: Human Health, Animal Health, Plant Health & Environmental Health:

**Animal Health** research focuses on development of integrated strategies and tools for control of vectors of animal diseases to enhance livestock health and productivity and welfare of livestock keepers. Research activities are geared towards detailed understanding of vector behaviour, population ecology and vector–host and vector–parasite interactions. The **Animal Health** theme has primarily conducted studies on tsetse flies (vectors of animal and human trypanosomosis), and ticks (which among others transmit East Coast fever).

**Human Health** research at *icipe* aims to contribute towards the reduction, elimination and eradication of vector-borne diseases. The Centre aims to achieve this goal by generating knowledge and developing sustainable tools and strategies that control vectors, break the cycle of transmission, and which can be integrated into other disease management efforts. The focus of Human Health research is malaria, leishmaniasis and some arboviral diseases.

**Environmental Health** research broadens the knowledge base on arthropods, their diversity and role in ecosystems. It also contributes to the conservation and sustainable utilisation of biodiversity, and defines strategies for climate change mitigation and adaptation.

**Plant Health** research at *icipe* aims to contribute towards improving agricultural production in Africa, with the overall goal of contributing to food security, human and environmental health, and to household and national economies. It endeavours to achieve these objectives through the development of integrated pest management (IPM) options for pre- and post-harvest pests, and for parasitic weeds in staple food crops; horticultural crops and commercial crops. *icipe's* IPM strategies and technologies eschew the use of the often expensive and harmful pesticides, utilising instead, biological control, biopesticides and habitat management strategies.

Another key function at *icipe* is **Capacity Building** which is deeply integrated into the organization's Research and Development programmes. The centre has a proud tradition and an excellent reputation as an incubator of some of Africa's best young scientists. Building the capacity of people and institutions is achieved through high-level training at postgraduate and postdoctoral levels Institutional development; nurturing and strengthening of African research and development organisations and institutions; dissemination of technologies to national agricultural and health research and extension systems through training.

## **2. OBJECTIVES OF ASSIGNMENT**

The primary objective of this assignment is to conduct a series of high-quality cross-cutting online courses in key skills to postgraduate scholars and early career scientists at *icipe* and partner institutes. The courses aim to equip the scholars and early career scientists with the essential core skills that are relevant for successful research and professional development. The courses include: Science paper writing, grant proposal writing, research management and governance and leadership training.

## **3. SCOPE OF ASSIGNMENT**

*icipe* intends to engage a Consulting firm to undertake three (3) different trainings as follows:

**Target groups:** The key target groups for training are (i) postgraduate Scholars and (ii) postdoctoral fellows and other early career scientists at *icipe* and partner institutes (national research institutes).

**Delivery method:** Instructor-led online training through Zoom. The Zoom platform will be provided through *icipe*.

**Language:** The course should be delivered in English.

#### **4. DESCRIPTION OF ASSIGNMENT**

##### **TRAINING 1**

###### **Science paper writing workshop**

This workshop aims to provide scholars and early career scientists with skills to write research papers for publication in peer-reviewed journals. Using an early draft of their own manuscript or an outline of their manuscript, together with detailed step-by-step instructions on writing the various parts of research papers, trainees will develop a more advanced draft of their manuscript during the workshop. This workshop should be highly interactive and hands-on, with substantial individual and group exercises.

- Expected number of participants: 30
- Expected duration of course: 5 days

##### **TRAINING 2**

###### **Grant proposal writing workshop**

This workshop aims to provide skills to scholars and early career researchers to overcome the key challenges faced when developing grant proposals. Training will include how to build and manage partnerships in collaborative projects. Wherever possible, training should focus on specific grant calls so that participants learn-by-doing to develop a draft of their proposal during the workshop. Workshops should be highly interactive and hands-on, with substantial individual and group exercises.

- Expected number of participants: up to 30
- Expected duration of course: 5 days

##### **TRAINING 3**

###### **Research management and leadership workshop**

This course aims to teach researchers who are new to management, and those with limited experience. The course will include the principles of ethics and compliance; research productivity and performance; the role of the research manager; research strategy and planning; project management; organization, structure and governance; academic leadership; promoting the research; publishing; risk management.

- Expected number of participants: up to 30

- Expected duration of course: up to 4 days

## 5. RESPONSIBILITIES

### i. *icipe*

Organize and make logistical arrangements for the virtual training including procurement of a suitable training platform and selection and invitation of participants.

### ii. Training Provider

- Early engagement with participants at least one (1) month before the training.
- An interactive training program suited for the trainees.
- Provide all Training materials – including presentations and handouts.
- Prepare a final training report on outcomes of the training program.

## 6. QUALIFICATIONS AND EXPERIENCE

The Consultancy firm must have sufficient (over 5 years) experience in delivering similar training programs to scientific research and development and higher education institutes, including international and national research centres and universities. The Consulting firm should have good working knowledge of *icipe*'s objectives and goals including nature and type of postgraduate scholars/early career scientists. It must be legally registered, fully incorporated, and tax compliant.

## 7. DURATION

- Science paper writing workshop - Expected duration of course: 5 days
- Grant proposal writing workshop - Expected duration of course: 5 days
- Research management and leadership workshop - Expected duration of course: up to 4 days

## 8. DELIVERABLES AND TIME FRAME

The deliverables of the assignment will be as follows:

	<b>Deliverable</b>	<b>Timeline</b>
1.	Science paper writing workshop	November 2022
3.	Research management and leadership workshop	November 2022
2.	Grant proposal writing workshop	December 2022
4.	Final report	Two weeks after the conclusion of each training workshop

## 9. APPLICATION GUIDELINES

### 9.1 Technical Proposal

- Specific experience of the Consulting firm relevant to the assignment. Please provide details of similar assignments undertaken.
- Technical capacity of the Team in terms of qualifications and competencies for the assignment. Please attach detailed CV.
- A customized training plan clearly articulating the objectives of the training.
- Methodology to be used during the assignment.

- v. Work plan clearly indicating the maximum time/duration required for the assignment.

**9.2 Financial Proposal**

Total discounted quote for the assignment clearly breakdown and showing all the chargeable taxes.

**10. PAYMENT TERMS**

The successful Consultancy firm shall be compensated subject to the provisions of the assignment based on deliverables as follows:

<b>Deliverable</b>	<b>Compensation</b>
Successful delivery of Science paper writing workshop	35%
Successful delivery of Research management and leadership workshop	35%
Acceptance of final report	30%