



## Terms of Reference

### **Consultancy: Coordination and Facilitation of a High-Level Study Visit by a Burundian Government Delegation to the Netherlands**



This assignment is perfect for someone looking to apply their experience and knowledge within an organisation that is focused on helping to deliver 8 of the Sustainable Development Goals: (1) No Poverty; (2) Zero Hunger; (3) Quality Education; (5) Gender Equality; (12) Responsible Consumption and Production; (13) Climate Action; (15) Life on Land; and (17) Partnerships for the Goals.

**We live in a world where the demand for multiple land uses constantly rises and climate change places additional stress on the sustainable use of natural resources. While solutions to issues such as hunger and poverty are now within our reach, how we act today will make a big difference to how we live tomorrow.**

## 1. Introduction and background

Agriculture remains the backbone of Burundi's economy, employing a significant proportion of the population and contributing to national food security, livelihoods, and economic development. The Government of Burundi is actively pursuing agricultural transformation, including among others strengthening agricultural advisory services, promoting sustainable pest management, improving export competitiveness, and enhancing plant health systems.

Supporting these efforts, a high-level study visit to the Netherlands is being organised for senior government officials from the Ministry of Environment, Agriculture and Livestock (MINEAGRIE), accompanied by representatives from the [PlantwisePlus Burundi](#) project implemented by CABI.

The Netherlands provides a highly relevant model for agricultural transformation. Despite its relatively small geographic size, it is one of the world's largest exporters of agricultural products. Its success is widely attributed to the so-called "**Dutch Diamond**" **approach**, which emphasises strong collaboration between government, private sector, research institutions, and civil society.

The study visit aims to expose the Burundian delegation to this integrated agricultural innovation system and facilitate learning from Dutch institutions across these four pillars.

To ensure effective planning, coordination, and delivery of the visit programme, CABI intends to engage a Netherlands-based organisation to support the mission.

## 2. Objectives of the Assignment

The overall objective of this assignment is to support the planning, coordination, and facilitation of a **7-day high-level study visit in the Netherlands** for a Burundian government delegation. The working language for the delegation will be French. CABI staff will cover translation from English (or Dutch) as needed.

The coordination partner will ensure that the visit programme is well organised, logistically efficient, and aligned with the learning objectives of the visit.

### Specific objectives

The assignment will aim to:

- Facilitate engagement with relevant Dutch institutions across government, private sector, research institutions, and civil society

By sharing knowledge and science, CABI tackles global issues like poverty, hunger, education, equality, sustainability, climate change and biodiversity. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting natural habitats from invasive species, and improving access to scientific knowledge.

CABI is an international, inter-governmental, not-for-profit organization that improves people's lives worldwide by providing information and applying scientific expertise to solve problems in agriculture and the environment. Our approach involves putting information, skills and tools into people's hands. CABI's 48 Member Countries guide and influence our work which is delivered by scientific staff based in our global network of centres.

CABI is committed to making a difference, playing its part in creating a brighter, more equitable and sustainable future.

You can learn more at: [www.cabi.org](http://www.cabi.org)

- Coordinate meetings and institutional visits aligned with the study visit learning objectives
- Provide local logistical coordination to ensure smooth implementation of the visit
- Support effective interaction and knowledge exchange between the Burundian delegation and Dutch stakeholders.

### 3. Delegation Composition

The study visit delegation will consist of approximately **11 participants**, including:

- Senior (DG level, PS level) officials from the Ministry of Environment, Agriculture and Livestock (MINEAGRIE), Burundi (approximately 7 participants), representing:
  - PS Agriculture
  - National Plant Protection Organisation (DPV)
  - Pesticide Regulatory Authority (ABREVPA)
  - Seed Regulatory Authority (ONCCS)
  - National Agricultural Research Institution (ISABU)
  - National Agricultural Extension Services (BPEAE)
  - National bureau for agricultural colleges (ITAB)
- Representatives from the PlantwisePlus project implemented by CABI (approximately 4 participants)

### 4. Scope of Work

The coordination partner will work closely with CABI to support the organisation of the study visit. The assignment will include the following components:

#### 3.1 Programme Coordination

The service provider will:

- Propose a both fitting as well as realistic visit plan, for approval by CABI
- Liaise with relevant Dutch institutions to confirm participation and availability
- Coordinate and schedule meetings with the proposed institutions
- Develop and refine the detailed programme of visits in consultation with CABI
- Ensure logical sequencing of visits to optimise learning and travel efficiency
- Organise logistics in a cost-efficient manner (hotels, local travels, food, etc)

The institutions to be visited may include (but are not limited to):

#### Government / regulatory institutions

- Centre for the Promotion of Imports (CBI – Transform Trade Together)
- National Plant Protection Organisation (NVWA)
- National Authority for Approval of Plant Protection Products (CTGB)
- Ministry of Foreign Affairs – Inclusive Green Growth Department
- Embassy of Burundi in the Hague

#### Private sector

- Koppert Biological Systems
- Eosta
- DLV Advisory (or other private extension service provider)
- Potato farmer (e.g. van den Borne)

#### Research and knowledge institutions

- Wageningen University & Research (WUR)
- Warmonderhof (or other Vocational Agricultural School)

#### **Civil society / Cooperative**

- Netherlands Food Partnership (NFP)
- LTO Nederland (or other farmers' organisation / cooperative)

Other institutions may be proposed for inclusion in consultation with CABI.

### **3.2 Logistical Coordination**

The coordination partner will support logistical arrangements for the visit, including:

- Coordinating local transport during the visit
- Supporting hotel booking arrangements
- Facilitating access to meeting venues where necessary
- Ensuring efficient movement of the delegation between institutions

International travel including visa applications will be arranged separately by CABI.

### **3.3 Facilitation of visits and meetings**

The coordination partner will:

- Facilitate introductions between the delegation and host institutions
- Provide on-site coordination during meetings and visits
- Ensure that sessions run according to schedule
- Support coordination of a final reflection session (roadmap preparation) at the end of the visit

### **3.4 Programme Documentation**

The coordination partner will provide to CABI, for sharing with delegates:

- A detailed programme agenda prior to the visit
- Briefing notes on the institutions to be visited
- A summary of key engagements and outcomes after the visit

## **5. Duration and Timing**

The assignment will cover the preparation, implementation, and immediate follow-up of the study visit.

- **Preparation phase:** approximately 3-4 months prior to the visit
- **Implementation phase:** 7-day study visit in the Netherlands
- **Follow-up:** overview report after the visit

The visit is tentatively scheduled for **mid-end August 2026**.

## **6. Expected Deliverables**

The coordination partner will deliver the following outputs:

- Proposed programme of institutional visits
- Confirmed schedule of meetings with host institutions
- Logistical coordination plan for the study visit
- On-site coordination and facilitation during the visit
- Brief summary report of the visit

## 7. Required Experience

The service provider should demonstrate:

- Proven experience organising international study visits or knowledge exchange missions
- Strong networks with Dutch agricultural institutions, research organisations, and private sector actors
- Experience coordinating high-level delegations
- Strong organisational and logistical coordination capacity
- Excellent communication and facilitation skills

Experience in **agriculture, food systems, and/or international development cooperation** will be an advantage.

## 8. Proposal Submission

Interested organisations should submit:

- A brief technical proposal outlining their approach to coordinating the study visit, demonstrating experience in delivering the requested services

A financial proposal for the services to be provided. The budget will cover:

- Programme coordination and planning
- Institutional liaison and scheduling
- On-site coordination during the visit
- Logistical support

International travel and accommodation costs in the Netherlands for the delegation will be covered separately.

All Interested consultants should upload their technical and financial proposals to the CABI contractors work suit platform using the link below

- For existing contractors who are yet to update their profiles <https://cabi.worksuite.com/invite/58edd5c5e4e14b44b49c4933f786d18b/>.
- For new contractors who should first create an account into the system and update their profiles. <https://cabi.worksuite.com/invite/d48e3ba552a6484eb3d2759f4aec5b38/>.
- For any queries/clarification/challenges in uploading the proposal, please write to [procurement-africa@cabi.org](mailto:procurement-africa@cabi.org);
- The deadline for submission of proposals is on or before **15<sup>th</sup> June 2026**.

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