



CONSULTANCY

TERMS OF REFERENCE (TOR)

DEVELOPING A STRATEGIC PLAN AND GUIDELINES FOR MANAGING AND UPDATING RESOURCES ON THE MADIPHS DATA CATALOGUE

ABOUT US

CABI is an international, intergovernmental, 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 has had a presence in Africa for over 100 years and has offices in Kenya, Ghana and Zambia. Our African centres strive to improve livelihoods and work with the communities to address the problems they face using sustainable approaches. Our Member Countries set CABI's strategic direction in development, research and scientific publishing, helping countries tackle problems in agriculture and the environment while addressing global issues of concern such as food and nutrition security, gender equity and climate change.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad and Tobago, the UK, the USA and Zambia.

You can learn more at: www.cabi.org

1. Background

The Malawi Digital Plant Health Service (MaDiPHS) is a five-year project (July 2022 – July 2027) led by the Norwegian Institute of Bioeconomy Research (NIBIO) and funded by Norway. The project aims to establish a national agricultural plant health service in Malawi, based on the coordination of internationally developed digital systems to support pest and disease management of key crops, including maize, tomato, cassava, groundnuts, and banana.

MaDiPHS is implemented through the following work packages (WP):

- WP1 focuses on communication and extension, promoting user interaction and capacity building through a co-production approach.
- WP2 addresses data organization and management, identifying nationally and internationally relevant data, tools, and services to adapt to Malawi's local conditions.
- WP3 develops an international integration platform for coordinated access to data from multiple digital systems.
- WP4 establishes a national digital client and sustainability plan, hosting the plant health service under a national government institution.
- WP5 develops pest risk models and decision support systems at the farm level.

Under WP2, CABI and NIBIO have developed the MaDiPHS Data Catalogue, an open-source tool based on the CKAN platform. The catalogue manages metadata of agronomy data, crop pest and disease data, weather data, and knowledge resources such as factsheets and guides. This resource repository follows the FAIR principles — ensuring data is findable, accessible, interoperable, and reusable.

To ensure that the MaDiPHS Data Catalogue continues to serve Malawian users, stakeholders and partners effectively beyond the project's end in June 2027, it is necessary to develop a strategic plan and guidelines for the responsible management and updating of the catalogue's resources.

2. Objective of the assignment

To develop a strategic plan and guidelines that ensure effective management and regular updating of data and knowledge resources in the MaDiPHS Data Catalogue.

3. Scope of Work

- Develop an appropriate methodology for managing and updating data and knowledge resources in the catalogue.
- Review related knowledge, data, practices, and literature pertaining to data update guidelines.
- Facilitate the development of a robust strategy for data and knowledge resource updates.
- Produce a report outlining guidelines for updating data and knowledge resources based on the literature review and consultations.

4. Tasks

Task Description	No. of Working Days
Clear understanding of the MaDiPHS Data Catalogue	3
Review of related knowledge, information in the MaDiPHS Data Catalogue, practices, and literature	10
Develop a robust strategy plan for data and knowledge resource management in the MaDiPHS Catalogue	2
Total	15

5. Reporting and Deliverables

The consultant is required to submit their deliveries in the following three stages:

S/N	Description of Activities	Deliverables	Payment	Due Date
1	Inception Report: - Proposed methodology - Detailed work plan - Time scale - Strategy plan outline	Submission of the inception report outlining methodology, work plan, timeline, and strategy plan for data and knowledge management	20%	One (1) week after contract signature
2	Draft Strategy and Guidelines: - Desktop research and findings - Draft report including guidelines based on research and consultations	Submission of draft strategy and guidelines for managing resources in the MaDiPHS Data Catalogue	40%	One (1) month after contract signature
3	Final Strategy and Guidelines: Finalised report incorporating feedback	Submission of final strategy and guidelines	40%	One and a half (1.5) months after contract signature

Please note:

In addition to the above deliverables, the consultant shall submit:

- Monthly progress reports until the completion of the assignment.
- All documentation in English using Microsoft Word (soft copy).
- The main body of reports written in simple, non-technical language.
- Any technical material presented in annexes.

6. Reporting and Supervision

The consultant will report to the CABI MaDiPHS Project Manager, and coordinate with national data holders' focal points in Malawi. CABI will provide technical support, background documents, and facilitate stakeholder engagement.

CABI will provide Review and feedback on deliverables.

7. Consultant Responsibilities

- Develop and implement the work plan and methodology.
- Deliver reports and updates within agreed timelines and standards.
- Engage stakeholders and incorporate feedback in deliverables.

8. Qualifications and Experience

- Advanced university degree (Master's or higher) in a relevant field.
- At least six years' experience in knowledge management strategy development, preferably related to data platform management and guideline development.
- Experience working with government partners, NGOs, and development partners, especially in the agricultural sector.
- Strong technical review, communication, and report writing skills.

9. Competencies

- Excellent oral and writing communication skills in English.
- Knowledge and ability to use the computer for research and report writing.
- Ability to work in a multicultural environment.
- High standard of ethical conduct, honesty and integrity.
- Respect for diversity and inclusion

10. Ethical Considerations

The consultant shall maintain confidentiality and adhere to ethical standards throughout the assignment.

11. Duration of Assignment

The duration of the assignment shall not exceed 2 months and is envisaged to commence on 15th September 2025 and be completed by 15th November 2025, with the Consultant expected to take 15 working days over 2 months (from the day of signing the contract to completing the assignment).

12. Proposal Submission

Interested candidates should submit:

- A CV with relevant experience and three professional references.
- **Technical proposal**, including qualifications and approach.
- **Detailed Financial proposal**, specifying the professional fees for this assignment.

13. How to Apply

All Interested consultants should upload all the required documents 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 also 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;

The deadline for submission of proposals is 24th July 2025

Note, proposals will be reviewed on a rolling basis.



Visit us on [LinkedIn](#) to find out more about working at CAB

Africa

Ghana

CABI, CSIR Campus
No.6 Agostino Neto Road
Airport Residential Area
P.O. Box CT 8630,
Cantonments
Accra, Ghana
T: +233 (0)302 797 202
E: westafrica@cabi.org

Kenya

CABI, Canary Bird
673 Limuru Road,
Muthaiga
P.O. Box 633-00621
Nairobi, Kenya
T: +254 (0)20 2271000/20
E: africa@cabi.org

Zambia

CABI, Southern Africa Centre
5834 Mwange Close
Kalundu, P.O. Box 37589
Lusaka, Zambia
T: +260 967619665
E: southernafrica@cabi.org

Americas

Brazil

CABI, UNESP-Fazenda
Experimental Lageado,
FEPAP (Escritorio da CABI)
Rua Dr. Jose Barbosa De
Barros 1780
Fazenda Experimental
Lageado
CEP: 18.610-307
Batutut, San Paulo, Brazil
T: +55 (14) 3880 7670
E: y.colmenarez@cabi.org

Trinidad & Tobago

CABI, 59 Gordon Street,
Curepe, St. Augustine
TUNAPUNA 331323

Trinidad & Tobago

T: +1 868 6457628
E: caribbeanLA@cabi.org

USA

CABI, One Lincoln Street
24th Floor
Boston, MA 02111
T: +1 (617) 682 9015
E: h.jansen@cabi.org

Asia

China

CABI, Beijing Representative
Office
Internal Post Box 85
Chinese Academy of
Agricultural Sciences
12 Zhongguancun Nandajie
Beijing 100081, China
T: +86 (0)10 82105692
E: china@cabi.org

India

CABI, 2nd Floor, CG Block,
NASC Complex, DP Shastri
Marg
Opp. Todapur Village, PUSA
New Delhi – 110012, India
T: +91 (0)11 25841906
E: india@cabi.org

Malaysia

CABI, PO Box 210
43400 UPM Serdang
Selangor, Malaysia
T: +60 (0)3 894329321
E: cabisea@cabi.org

Pakistan

CABI, opposite 1-A,
Data Gunj Baksh Road
Satellite Town, PO Box 8
Rawalpindi-Pakistan
T: +92 51 9292062/ +92 51
8434979
E: cabi.cwa@cabi.org

Europe

Netherlands

CABI, Landgoed Leusderend 32
3832 RC Leusden
The Netherlands
T: +31 (0)33 4321031
E: netherlands@cabi.org

Switzerland

CABI, Rue des Grillons 1
CH-2800 Delemont
Switzerland
T: +41 (0)32 4214870
E: europe-CH@cabi.org

UK

CABI, Nosworthy Way
Wallingford, Oxfordshire
OX10 8DE, UK
T: +44 (0)1491 832111
E: corporate@cabi.org

CABI, Bakeham Lane
Egham, Surrey
TW20 9TY, UK
T: +44 (0)1491 829080
E: microbialservices@cabi.org
E: cabieurope-uk@cabi.org