



Rapporteur/ Report Writer (RFP 14/87)

The Secretariat of the Pacific Community's (SPC) Land Resources Division and the European Union is working together through a new technical assistance program - the 'Pacific Agriculture Policy Project' (PAPP) to strengthen smallholder farmer livelihoods by promoting (i) stronger linkages to markets (ii) dissemination of information, research and learnings for sustainable crop production and (iii) evidence based policies that provide a coherent approach for production, research and development and growing an agricultural and forestry sector that is aligned to broader national development goals.

LRD and PAPP invites expressions of interest for rapporteurs or report writers based in the Pacific region and Timor-Leste to support various technical meetings, technical exchanges, forums and training workshops that are held from time to time in the Pacific region including Timor Leste. Rapporteurs are required to produce meeting summaries, outcomes, technical reports, and minutes of meetings. These reports will be provided through various LRD information portals, including the Pacific Agriculture and Forestry Policy Network (PAFPNet) which currently has over 600 users comprising farmers, government, extension officers, policy makers, private sector, researchers and other stakeholders. **Agriculture/ forestry tertiary students are also encouraged to apply.**

Scope of work:

The rapporteurs writers are expected to provide the following services/products:

- a) Rapporteur duties during the course of various designated workshops, meetings and technical exchanges
- b) Prepare minutes of the meetings or technical exchanges and list of participants
- c) Develop from the Technical Exchange presentations a series of Fact sheets/ material for Publications and dissemination through PAFPNet.
- d) Document organizational profiles of members present at the meetings ;
- e) Other duties as specified.

Interested applicants are requested to submit a proposal to carry out the specific tasks as outlined in the Terms of Reference (TOR) which can be obtained from the Secretariat's offices or downloaded from the SPC website (<http://www.spc.int/>) under procurement notices <http://www.spc.int/en/procurement-and-consultancy-opportunities.html> together with the Request for Proposal (RFP) and other related documents.

For any additional information or clarification on the RFP, send e-mail request to procurement@spc.int . The closing date for submission of proposals is **4.00pm (Fiji Time) on Friday 5th December, 2014** and the proposals need to be marked "CONFIDENTIAL" and addressed by mail to:

Request for Proposal (RFP 14/87)
Secretariat of the Pacific Community
Private Mail Bag
Suva
FIJI ISLANDS

or hand delivered to SPC offices at 3 Luke Street Nabua, Suva.