



Guidelines for Expressions of Interest in Hosting the 3rd Global Conference on Agricultural Research for Development (GCARD 3)

1. INTRODUCTION

GCARD3 is the third Global Conference on Agricultural Research for Development. Organized by the Global Forum on Agriculture Research (GFAR) and the CGIAR, it is part of a continuing, iterative reform process, and builds on what has gone before in, and around, the previous two GCARDs.

In 2010 the GCARD 1 processes of regional consultations, global analyses and multi-stakeholder conference dialogue, produced a Roadmap paving the way towards more responsive and relevant agricultural research. GCARD 2 (2012) explored the practical implications of partnership and pathways to impact and led to a range of fifteen new commitments to partnership, capacity development and foresight in the CGIAR.

80% of respondents to a survey on GCARD 2 found the conference sessions to have been either useful or very useful to their work, while 79% felt that the knowledge acquired is likely to change the design or implementation of their AR4D programmes and activities. 83% found the partnership sessions either useful, or very useful, to their work.

GCARD3 is a two-year consultation process focusing on stakeholder and partner priorities and based on national and regional stakeholder consultations designed to help shape the strategy and future direction of international agriculture research and innovation. It includes dialogue to foster the development of an integrated investment facility for agricultural innovation, to ensure that national systems can be empowered through direct investment and the required capacities, to provide effective uptake pathways able to make use of the products of agricultural research.

GCARD3 is an inclusive, participatory process and an opportunity to shape the future. It encourages conversations for change in setting a new agenda for agricultural research for development and new pathways for uptake. The overall outcome will be the clear – and transparent – identification of international research and innovation priorities, and what's needed in national innovation systems, to achieve future development goals, in particular for family farmers and poor communities.

After a series of consultations, a milestone event – the GCARD3 event – will take place the first quarter of 2016.

The location of the event is not yet finalized but will be chosen from national Expressions of Interest from countries in sub-Saharan Africa, taking into consideration a number of criteria.



2. CONFERENCE FORMAT

Building on the successes and lessons learned from GCARD1 and 2 Conferences, GCARD3 milestone event will follow a similar pattern of an open, inclusive and active dialogue, leading through to agreed actions. The program for the event will be designed in such a way as to encourage feedback and dialogue opportunities, enabling participants to have more time and space for networking and discussion. It will draw from prior meetings and consultations on key issues and make use of e-dialogues and other approaches to minimize travel costs wherever feasible.

The program for the event will be further developed however it is envisaged that the conference will span three days.

The GCARD3 event will be smaller in scale than previous GCARD events, but directly representative of, and drawing from, the wider consultation process, with participation balanced between partners and actors from the research through to the development sectors (including farmer organizations, NGOs, civil society and private sector).

3. BENEFITS TO AND RESPONSIBILITIES OF THE HOST COUNTRY

All participants and their organizations recognize the generosity of the host country and afford it special recognition for its contribution to facilitating the development of the global action plan and strategy for agricultural research for development.

GCARD brings together a wide range of stakeholders from around the world and provides a unique opportunity for global visibility and recognition of the host country as a key player in agricultural research innovation and development. It brings an international profile and focus to the agricultural issues in the country and region concerned and the opportunity to showcase national agricultural innovation. It brings a wide array of expertise and institutions together of considerable significance for the country's own agricultural systems and the development of new partnerships.

The host country, with the support of the GCARD3 Organizing Committee and a professional event planning organization, will be responsible for:

- Organizing local hosting arrangements, including arranging the venue, accommodation, visa and protocol for participants etc.;
- Recruiting members for a Local Organizing Committee and associated taskforces;
- Develop and carry out a resource mobilization plan to secure national funding for the Conference;
- Developing the budget for local investment and expenditure on the conference for approval by the GCARD3 Organizing Committee and endorsement by the GFAR Steering Committee and CGIAR Consortium Board;
- Managing a local bank account for pre- and post-conference deposits and disbursements;
- Identifying the venue(s) and hotel(s) for the conference and special event(s) in consultation with the GCARD3 Organizing Committee;
- With the GCARD3 Organizing Committee developing and implementing a public relations and marketing plan in the region concerned;



- Facilitating conference logistics on the ground, including external ‘virtual’ participation; and
- Provide national-level support to processes facilitating travel, in particular in regard to visa issuance for legitimate attendees.

4. EXPRESSION OF INTEREST

GFAR and the CGIAR Consortium – as joint implementers of GCARD3 – are seeking Expressions of Interest from countries willing to host the GCARD3 Global event.

Ideally such countries will:

- Be from developing/emerging economy countries in sub-Saharan Africa (in line with the established rotation);
- Be supportive and engaged with wider GFAR and CGIAR programmes and activities;
- Have national innovation and research systems that are multi-sectoral in approach and composition;
- Have active programmes in agriculture, agricultural research and development;
- Be committed to advancing agriculture in its country and region;
- Have linkage with programmes of international agricultural research and development;
- Provide substantial financial support and practical assistance to host the conference including venue and logistical arrangements;
- Have visitor visa requirements which should not present major problems for developing country delegates in terms of price and ease of obtaining and no other restrictions that might limit participation;
- Has points of interest and amenities that can add value to the participants visits to the host country and the conference location and can be readily accessed if away from the venue; and
- Can offer a venue easily accessed by delegates from around the world e.g. describe plane, train and local transport details and a venue and hotels that has good internet facilities and staff with a good command of English, French, and/or Spanish.

Ideally the host country should have a venue that can offer:

- Hotel accommodation (at least 350 hotel rooms) close to a suitable venue, in a variety of price ranges, including accessibility for people with restricted mobility (wheelchairs);
- Capacity for opening/closing plenary sessions involving up to 500 delegates, in theatre or classroom style (all in one room), with interpreter booths and audio-visual facilities;
- Exhibition space able to accommodate 150 posters per day;
- Associated catering facilities;
- Access to modern telecommunications and internet facilities and provision of audiovisual equipment to an acceptable standard;
- At least 6-8 rooms for concurrent sessions over 3 days (each spacious enough to seat around 100 people in a variety of seating arrangements, with interpretation booths as required);
- Two or more staff offices for the duration of the conference (plus at least 2 days prior to the first day of the GCARD); and



- Reasonable charges for the venue and associated services (e.g., catering, audio visuals, meeting room rental, printing costs, rental costs for poster boards, comparative costs of hotel rooms, etc.).

Requirements for the Expression of Interest

The Expression of Interest needs to indicate the country's particular interest in hosting the GCARD3 Global Event and provide any additional information that they deem relevant, including (but not limited to) the following:

- The name of the proposed host organization and letters indicating institutional support;
- Letter(s) of support from other agricultural research and rural development organizations in the country;
- An indication of the level of financial commitment and fundraising support offered for the GCARD3 Global event;
- Indications of type and level of technical and logistical assistance that could be provided in planning for and during the GCARD3 Global event;
- Indications of any assistance that may be provided during the GCARD3 Organizing Committee site visit and meetings, which will be arranged by the host country;
- Indications of preferred location/venue, preferably with several alternatives;
- Names and contact information of persons with whom the GCARD3 Organizing Committee can follow up and discuss matters such as convention and destination venues; and
- Indication of the country's ability to plan and manage the GCARD3 Global event bank account(s) in country.

The Expression of Interest should consider the expectations and requirements and indicate a strong level of national endorsement for the GCARD3 Global event.

The Expression of Interest should be submitted as a formal letter and accompanying documentation.

The Expression of Interest must be submitted by a Government representative who is empowered to offer this commitment by a Government Minister/official representative.

Countries interested in hosting the GCARD3 Global Event should kindly **submit an Expression of Interest by 17 July 2015** to:

GCARD Organizing Committee
The Global Forum on Agricultural Research
c/o Food and Agriculture Organization of the United Nations
Viale delle Terme di Caracalla,
00153 Rome, Italy
e-mail: fiona.chandler@fao.org
Tel: +39 (06) 570 55481
Fax: +39 (06) 570 53898

REVIEW OF EXPRESSIONS OF INTEREST AND SELECTION

The Expressions of Interest will be reviewed by the GCARD3 Organizing Committee, considering the stated criteria. Countries may be asked for additional information as necessary to inform necessary decisions. A selection will be made based on the Expression of Interest that best meets the stated criteria and matches the conditions and needs for the event.

SOME KEY NOTES

It should be noted that;

- The GCARD3 Organizing Committee provides the main guidance and decision making for all GCARD3 activities and events including the Global Event. It will oversee planning and implementation of the global event with key interest in the theme, participation, design, content, and communication.
- The final decision on the location of the Conference, within the selected Host Country, shall be made by the GCARD3 Organizing Committee, following discussion with the Host Country.
- The GCARD3 budget will provide for site visits by up to two (2) GCARD Organizing Committee members to meet the host country representatives, local and government authorities, and venue and destination bureaux for the purpose of planning and implementing the event.
- The Host Country will be invited to nominate a representative to sit on the GCARD3 Organizing Committee as an *ex officio*

TIME LINE

The time lines are consistent with the need for considerable advance preparation for events of the size and importance of GCARD3. Thus it will be necessary that:

- **17 July 2015 is the deadline for expressions of interest by prospective host countries;**
- In late July 2015 the GCARD3 Organizing Committee will review the Expressions of Interest in hosting the GCARD3 Global event and make a selection
- By beginning of August 2015 the GCARD Organizing Committee will announce the selected host country for the GCARD3 Global event;
- In September 2015 members of the GCARD Organizing Committee (or GCARD3 Implementing Team) will make a site visit to initiate planning, inspect the potential venues and meet with national societies, host country authorities and potential local sponsors;
- **The GCARD3 Global event is anticipated to take place in the first quarter of 2016**
- Between September 2015 and January/February 2016 (date to be confirmed), the GCARD3 Organizing Committee, Implementing Team and relevant Task Forces will work closely with the Host country on the planning and implementation of the GCARD3 Global event.