

Terms of reference

Consultancy: 2021 Annual Report Writer/Content Developer

About AWDF

The African Women's Development Fund was established in June 2000, as an Africa-wide philanthropic, grant making initiative to support the realisation and fulfilment of African women's rights through funding of autonomous women's organisations on the continent.

AWDF believes that if women and women's organisations are empowered with skills, information, sustainable livelihoods, opportunities to fulfil their potential, plus the capacity and space to make transformatory choices, then we will have vibrant, healthy and inclusive communities. To achieve this, AWDF mobilises financial, human and material resources to support local, national, and regional initiatives for transformation led by African women.

As an organisation AWDF is committed to changing the narrative around Africa women, and highlighting African women's agency, expertise, leadership and ability to transform societies towards justice.

BACKGROUND TO THE CONSULTANCY

As part of our knowledge production, and impact communication, AWDF annually compiles and publishes the experiences, achievements, lessons and contributions made through the work of the African women's rights organisations we work engage.

Moreover, our Annual Report doubles as a technical and solidarity document with which we analyse critical issues from the intervention and connect with the African feminist movement on broad issues faced across the spectrum. Thus, the report covers major activities undertaken in the year from across the organisation and among grantee partners entailing stories of change, best practices, key financial and statistical data.

OBJECTIVE AND SCOPE OF WORK

AWDF is seeking the services of a technical writing specialist to collaboratively build content for our 2021 Annual report. The consultant will lead conceptualisation of the report's theme, flow, essence and structure in line with the major achievements, experiences, occurrences and politics in the movement within the year.

The consultant will work closely with AWDF's Knowledge Management specialist to accomplish the following;

- Propose and discuss the report theme, structure and format with the KM team (content presentation, best use of case studies, visual elements, etc.)
- Review background materials, including but not limited to, the AWDF publication guidelines, most recent Annual Reports' style and flow, 2021 Mid-Year and Annual Review reports and other published research products (as necessary) accessible on AWDF's knowledge and visibility platforms.
- Corroborate collected content through one-on-one (telephone/zoom) discussions with team leads, profiled partners etc.
- Consult external sources as determined by the KM team
- Draft and edit report text – including charts and graphs, as needed – of not more than 40 pages, ensuring accuracy and currency of all content.
- Outline report structure including key content sections, impact story analyses, statistics, boxes and financial and grants' information for feedback by AWDF staff.
- Produce draft Annual report text in line with AWDF publications guidelines on style.
- Review and finalise the Annual report content per AWDF's input including charts and graphs and indication of any visual elements to be developed by the graphic designer.
- Produce final report incorporating all feedback from AWDF.
- Provide any leading notes to the graphic designer via AWDF as needed to clarify intended picture of the report.

METHODOLOGY

- Discussion with AWDF team to clarify terms and overall scope of the consultancy
- Review and engage with the necessary versions of the draft versions
- As deemed necessary, plan and undertake interviews with any grantees, staff, key informants in the movement to achieve the report's story flow, and capture insightful quotes, short stories, poems etc. to deepen the report.
- Production of first updated draft incorporating relevant feedback and content from reviews and any new material for feedback by AWDF staff
- Production of second draft incorporating feedback
- Production of final Annual report text version with sign off from AWDF
- Offer brief feedback to guide the design and layout of the report

CONSULTANT'S PROFILE

The consultant should have:

Proven capacity to undertake technical writing, impact analysis and communication (qualitative and quantitative) and research skills.

- Feminist writer with communication skills
- Extensive experience of feminist content production on issues of concern to African women



- University degree in the Humanities, Social Sciences or field relevant to the work
- Proven experience in report writing evidenced by at least one sample of work
- Demonstrated research skills and excellent writing skills in English
- Knowledge of women's rights in Africa is essential; experience of producing reports for African women's organisations is a plus
- Excellent interpersonal skills and flexible attitude
- Proven ability to work to tight deadlines
- Commitment to AWDF's values of feminist leadership, accountability, diversity, respect and solidarity.

Location

This consultancy is desk based and will not involve travel

DURATION OF THE ASSIGNMENT

The timeline for the completion of the work will be May 15. The work is expected to take 15 costed days spread over the period March 01 to May 15, 2022.

How to apply

Please send a CV, 2 samples of past similar work and indication of your daily rate in US Dollars to consultants@awdf.org with the email subject header: Application: Annual Report Writer. Submissions must be received no later than **February 15, 2022**.