

Terms of Reference (TOR) for Grants Administration Consultant - African Women's Development Fund

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. AWDF is mandated to fund in all 54 African countries.

AWDF's current strategic plan "Shaping the Future" (2017-2021) focuses the organisations work around investments to build the best possible future for women in Africa. 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. AWDF in June 2020, put out a call for applications that ends in August 2020. AWDF is expecting to receive a high volume of applications in response to the call for application that has been put out.

Background

AWDF has launched call for applications for the Leading from the South (LfS) and main grants which closes on 14th April, 2021. We are expecting to receive high volume of applications in response to the call for application that has been put out.

AWDF is therefore looking for a short term Grants Administration consultants (2) to support the initial screening and processing of the expected applications. This is to ensure that every application is effectively screened and followed up to provide equal opportunity for every applicant.

Qualifications and Experience

The consultant should have a blend of relevant background and professional experience in the following areas:

1. A minimum of a Bachelors' degree in any relevant field with preference for a degree in Women's rights, social work, development studies, management studies, or other related fields.
2. At least three years experience working in an office environment with responsibilities involving administration and processing of information
3. Proficiency in the use of Microsoft Office tools especially Excel

4. Ability to speak and write good English. French will be an added advantage
5. Knowledge of women's rights issues
6. Meticulous administration skills and attention to detail
7. Good human relations
8. Capable of multi-tasking
9. Ability to work with minimum supervision
10. Ability to work in an environment of diverse cultures
11. Ability to keep confidential information
12. Must be available to start work latest on the 13th of April 2021
13. Excellent interpersonal skills and flexible attitude
14. Proven ability to work under tight deadlines

Scope of Work

1. The consultant will assist with checking and downloading emails for funding applications and appropriately filed into folders as directed
2. Group applications received appropriately as will be directed
3. Ensure that all the required supplementary documentations are appropriately downloaded together with the applications and filed appropriately.
4. Download applications into their appropriate folders
5. Enter key information from the downloaded applications into an excel sheet.
6. Prepare required basic statistics of applications downloaded appropriately
7. Support grant award processing
8. Support grant award process follow up activities
9. Support editing of grant processing documentations
10. Follow up on supporting documents for selected organisations
11. Support programme officers as they work on the grant award process
12. Undertake any other appropriate task that may be assigned
13. Will work closely with the Grants Administrator and Programme Officers
14. Will report to the Grants Manager

Duration of Assignment

The assignment shall be for 2 months from day of engagement. It is expected that the assignment will start from the 12th April and end 12th June, 2021.

How to Apply

Interested applicants should please submit their detailed CV plus cover letter to consultants@awdf.org (ref Grants Administration Consultant) by 26th March, 2021. Only shortlisted applicants will be contacted.

In line with AWDF's Mission, qualified African women are encouraged to apply