

Terms of Reference (TOR)

E-learning consultant- Capacity Building Programming

Background

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 transformative 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.

Background

For the last decade AWDF has complimented its grant making support with capacity building activities to ensure that women's rights organisations who receive grants from AWDF have the right skills sets, support and capacities to sustain their work. Training are offered to the staff of women's rights organisations in Africa and in select countries in the Middle East. Our key capacity building trainings cover:

1. Financial Management
2. Monitoring, Evaluation and Learning
3. Resource Mobilisation Bootcamp
4. Leadership and Governance strengthening
5. Communications
6. Effective Advocacy

Our training programmes are delivered for the most part through face to face facilitation over a period of 3-5 days in English and French, with interpretation in sign language and Arabic as needed. However, in light of the COVID 19 pandemic we are looking to re-design them for virtual delivery.

Purpose of the Consultancy

The AWDF Capacity Building Unit is seeking an expert consultant to work under the supervision of the Director of Programmes and Capacity Building team to advise on the design, structuring and delivering of online trainings. As part of this we will be taking into account both the need to review training approaches in the online environment, consider implications for participants with disabilities, security and privacy, and also ease of access to virtual platforms given that many participants have difficulties with internet connectivity. The consultancy will take place in two stages.

Stage 1: Review and recommendation (5 days)

- Desk review of existing training curricula and approaches, including existing online delivery
- Discussions with AWDF staff, facilitators and participants to understand training methods, internet connectivity concerns, and other needs
- Appraisal of the latest tools and approaches around e-learning/virtual capacity building for NGOs
- Production and presentation of report with review of AWDF training approaches and needs regarding the shift to virtual including:
 - best practices and key challenges regarding e-learning and online capacity building;
 - review of technical options (platforms and tools) for delivering virtual capacity building content including assessment of accessibility and ease of use,
 - ability to use platforms for delivery in both English and French and options regarding translation and disability, security/privacy considerations
 - Appraisal of cost, copyright and other considerations for long-term use;
 - Recommendations on way forward.

Stage 2: Re-design of trainings (10 days)

- Once a way forward is agreed, the consultant will work with AWDF and facilitators to develop an overall approach to online training curricula including an approach to delivering core modules, interactive assignments, lecture style delivery, participatory sessions, group work and individual work.
- Support AWDF staff and facilitators to develop pilot online trainings for 3 of the flagship trainings.

LOCATION

- This consultancy is desk-based and will not involve travel

CONSULTANTS PROFILE

The consultant should have:

1. Extensive experience in the e-learning and virtual training space, with a track record of work supporting activist NGOs to build online learning platforms and approaches - essential.
2. Understanding of issues around internet connectivity and accessibility is essential. Experience of questions around disability and online access desirable.
3. Experience of working in or with African women's organisations- desirable
4. Excellent writing skills and proficiency in English - essential. Knowledge of French is desirable.
5. Excellent interpersonal skills and flexible attitude
6. Proven ability to work to tight deadlines
7. Commitment to AWDF's values of feminist leadership, accountability, diversity, respect and solidarity- essential.

Qualified African women candidates are encouraged to apply.



Duration of Assignment

The assignment shall be for **15 consulting days**. It is expected that the assignment would start in August 2020.

How to Apply

Interested applicants should please submit a cover letter, CV, indication of rates and where possible links to prior work or key presentations to consultants@awdf.org.

- Please put “Consultancy: Virtual Training” in the subject header.
- Letters should be addressed to The Human Resources Manager
- Submissions must be received **no later than 27 July 2020**.