

# Terms of Reference

Developing a Guide to Documentation and generating evidence on programming methodologies- for African women's organisations working on violence against women

## 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.

## BACKGROUND TO THE CONSULTANCY

As part of our capacity building and donor advocacy roles, AWDF has embarked on a process to encourage African women's funds, allied philanthropic actors, and the African women's organisations that we support to engage with the growing field of knowledge production and programme development and implementation around evidence-based prevention of violence against women. In partnership with Raising Voices we have produced a [primer](#) for African women's organisations that helps explain the key research, evidence and the language used to frame evidence-based prevention of violence against women.

As follow up to this we are now looking to develop a guide to knowledge production and evidence generation for African women's rights organisations. Through this initiative we aim to help increase African women's organisations ability to contribute to the citable literature around evidence-based prevention of violence against women, grounded in an African feminist politics.

## OBJECTIVE AND SCOPE OF WORK

AWDF is producing a user-friendly guide to documentation and evidence generation around prevention of violence against women. The guide is targeted at African women's organisations and will help explain the key approaches to knowledge production. The guide will be written in easy to read, accessible language and include the following, although content may be expanded as needed:

- Framing around the concept of 'evidence' – academic and scientific standards and approaches, critiques, alternatives
- Ways to document practice- how to ensure rigour and adequate information is included, qualitative and quantitative information
- Feminist research ethics- including around consent, citation, documentation methodologies
- Collaborating with academic researchers – considerations and questions
- Where and how to publish your research and documentation
- How to create visibility around documentation, research and publications
- Tips on citation and how to ensure that your content is citable

- Brief guide to key terms used in research

The guide will be approximately 5-6 pages of text.

#### **METHODOLOGY**

- Discussion with AWDF team to clarify terms and overall scope of the consultancy
- Desk review of relevant documents
- Production of outline of the guide and key sources
- Production of first full draft for review and feedback by AWDF staff
- Production of second draft incorporating feedback
- Production of final text version with sign off from AWDF
- Brief feedback on designed version as needed

#### **LOCATION**

- This consultancy is desk based and will not involve travel

#### **CONSULTANTS PROFILE**

The consultant should have:

1. Extensive experience of feminist knowledge production on issues of concern to African women, and in-depth knowledge of conventions around knowledge production (including action research and non-traditional formats).
2. Experience of working in or with African women's organisations to produce knowledge desirable
3. An understanding of African women's rights broadly is essential; expertise on violence against women is a plus
4. Excellent writing skills and proficiency in English essential.
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.

Qualified African women candidates are encouraged to apply.

#### **DURATION OF THE ASSIGNMENT**

The assignment shall be for up to 12 working days including submission of final document.

The Consultant shall be required to submit the final document incorporating all comments by 5 May 2020.

#### **To apply**

Please send a CV, details of two referees, a cover letter indicating your experience and approach to this task, and your daily consultancy rate to [consultants@awdf.org](mailto:consultants@awdf.org)

Please put as in the email subject header: *Application for consultancy- Evidence generation guide*

Letters should be addressed to The Human Resources Manager

Submissions must be received **no later than 23 March 2020**.

