

TERMS OF REFERENCE

DOCUMENTATION OF AWDF's TIMELINE

1. INTRODUCTION

The African Women's Development Fund (AWDF) was established in June 2000, as an Africa-wide philanthropic, grant making initiative to support the realization and fulfilment of African women's rights through funding of autonomous women's organisations. These organisations are contributing to the improved living conditions of beneficiaries, increased recognition and inclusion of women's rights issues in the development agenda and for the continuous struggle for social justice in their communities. With a mandate to fund in all 54 African countries, AWDF has provided grants and technical support to women's organisations in 42 out of these 54 countries since the beginning of its operation in 2001.

To achieve AWDF's vision for women to live in a world where there is social justice, equality and respect for women's human rights, AWDF mobilizes and disburses financial, human and material resources to support positive transformation in Africa. We receive our funding from international donor agencies, the private sector, African philanthropists, the African Diaspora and the international corporate community. We believe that, if women 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.

AWDF has been in existence for the last 19 years and is documenting its *herstory* to share the transformative journey the organisation has gone through and its contributions towards achieving its vision.

2. OBJECTIVES OF THE DOCUMENTATION

The main objective of the assignment is to document the timeline of AWDF since the inception of the organisation as the first African women's fund in 2000. This assignment includes capturing the transformative stories of the organisation and the role it played in strengthening the African women's movement.

The documentation process is intended to focus on the journey of growth and success of AWDF from 2000 to 2019 and will serve as a reference document for all other publications.

3. SCOPE OF WORK

The documentation process will be done through written documentation of the journey of the organisation from inception, to be also represented in a web-based timeline. The consultant is expected to undertake the following tasks (as applicable) to deliver on the objectives:

- Interview staff, Board and Founders
- Interview selected individuals and organisations including stakeholders and partners
- Conduct desk study to gather data and generate the timeline

- Produce written documentation of the historical and transformative journey of AWDF
- Create a vibrant and interactive web-based timeline with infographics and photos

4. APPROACH AND METHODOLOGY

The methodologies to be applied in this will be developed by the consultant in consultation with AWDF. The consultant will use different approaches to collect, verify and analyse data. The documentation process and the steps to be taken will be selected by the consultant with input from AWDF.

5. EXPECTED OUTPUTS

a. Deliverables

Management of the African Women's Development Fund expects the following:

1. **A written documentation of the history of AWDF**
2. **Copy of all interview recordings and/or transcripts**
3. **An interactive web-based timeline to interface with the AWDF website**

b. Reporting guidelines

1. The written documentation should be clear, concise and understandable, free of jargon.
2. The report's authors should support their inclusions and analysis with relevant data and state how this has been sourced and verified.
3. All photographs must be captioned with appropriate details

6. MANAGEMENT OF PRODUCTION OF TIMELINE

The AWDF Learning Committee, comprising Monitoring and Evaluation team, Communications team and Knowledge Management team will oversee the execution of this work and provide information and resources as required. The team will provide administrative support including compiling and forwarding all the necessary project documents and any other logistical arrangements that are required.

AWDF will also be responsible for funding the exercise, for disseminating the documents and conducting any other follow ups that might arise.

7. CONSULTANT'S PROFILE AND QUALIFICATION

AWDF is seeking to engage a consultant with extensive experience in the production of similar documentation. Among other things, the Consultant must have the following:

- Familiarity with the work of grant making foundations at the regional level – Africa
- Knowledge and experience in developing documentation of timeline of an organisation and transformative stories.

- Outstanding writing skills with the ability to synthesise information in a coherent, succinct and compelling format.
- An outstanding storyteller who will bring cohesion to the various components of the project.
- Expert knowledge and understanding of women's rights issues, movements, and organisations
- In-depth understanding of feminist principles and its contextual considerations

8. PROPOSED BUDGET AND TIME FRAME

The production of the AWDF's timeline will begin in August 2019 and is expected to span a period of 30 working days to complete and submit the final production. Turnaround time for feedback is not included and the deadline for submission of final product will be adjusted accordingly.

AWDF will provide the necessary resources for this exercise including key staff time. It will cover all expenses related to this exercise. The following are the proposed budget breakdown for the study:

- Consultancy fees
- Incidentals
- Any other unforeseen expenses

9. TO APPLY

Please send a CV and cover letter indicating your experience, approach and an indication of daily rates. Please also attach examples and/or weblinks to previous assignments of a similar nature.

Applications should be emailed to Zeytuna Azasoo, Monitoring & Evaluation Specialist: zeytuna@awdf.org by **26th July 2019**

Please mark subject line as '**Timeline Documentation Consultancy**'.