

Terms of Reference

Consultancy- Annual Report Writer

March-May 2020

1. 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'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.

OBJECTIVES OF THE CONSULTANCY

AWDF is seeking to engage a consultant to write the AWDF 2019 Annual report which covers major activities undertaken in 2019 across the organisation along with key financial and statistical data. The assignment includes providing a strong, visually appealing and dynamic graphic layout of the 15 page report, capturing AWDF's brand and essence.

Under the supervision of the Director of Programmes, the writer will produce the text of AWDF's 2019 Annual Report.

SCOPE OF WORK

The tasks of the consultant include:

- Create initial brief and hold discussion with AWDF regarding theme, content to be covered and materials to be consulted
- Outline report structure including key statistics, boxes and final financial and grants information for feedback by AWDF staff
- Review of source materials including internal reports and annual audit
- Produce draft report in line with AWDF Style Guide
- Draft and edit report text 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
- Engage with graphic designer via AWDF as needed to clarify content or review layout

LOCATION

- This consultancy is desk based and will not involve travel

CONSULTANTS PROFILE

The consultant should have:

- 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.

Qualified African women candidates are encouraged to apply.

DURATION OF THE ASSIGNMENT

The consultant should deliver the initial outline by 9 April 2020, and final draft by 5 May 2020

To apply

Please send a CV, cover email, writing sample and indication of your daily consulting rate to consultants@awdf.org with the email subject header: *Application for consultancy- Annual Report Writer*

Emails should be addressed to The Human Resources Manager

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