

Terms of Reference

Capacity Building Consultant (Short term contract)

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

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 capacity to sustain their women's rights work and organisations in Africa. AWDF applies different methodologies including feminist coaching and skills training in its capacity building activities and these have produced effective results in many cases. Our key capacity building trainings cover:

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

Purpose of the Role

The purpose of this role is to work in collaboration with the Capacity Building Specialist (CBS) under the Capacity Building Unit (CBU) to actively implement the work of the Capacity Building Unit in contributing to making the unit's work robust, visible and achieving results. The role holder will contribute to Capacity Building design, approaches and methodologies as well as supporting with the planning, coordination and implementation of activities related to the Unit's flagship programmes. The role holder will also assist with monitoring, analysis and writing of reports including needs assessment, post training and other reports as required under the Unit.

Specific Responsibilities

Key to this role will be someone with practical knowledge, interest and skills for capacity building, training development or training management, with some ideas/experience on feminist approaches and methodologies to pro-actively contribute to the day-to-day project implementation. The role holder should have the ability to communicate effectively, both orally and in writing, evaluate, interpret, analyse and to prepare accurate and complete reports and other documents.

specifically, the person shall:

- Work pro-actively to contribute to the day-to-day project implementation and ensure conformity to expected results and project work-plans
- Support and contribute to documenting activities under the Unit such as capacity building project stories, articles, blogs etc.
- Actively assisting in assessment and compilation of grantee and donor reports as directed by the CBS (including report, needs assessment and post training assessment reports and the documentation of CB activities)
- With supervision from the CBS contribute to collecting and collating information on programme progress, tracking programme outcomes.
- Support when the need arises in the planning of CB Unit activities and events including coordinating visa letters, travel planning and other logistical arrangements for trainings and convenings, in partnership with the Administration Department.
- Support prepare claims for CB Unit activities in accordance with Finance Department policies.
- Support with the implementation of new CB Unit initiatives as they arise including virtual and online CB training programmes, grantee peer learning, grantee networking sessions etc
- Participate in CB trainings where necessary to gain knowledge of the flagship programme
- Assist the Unit communicate with Francophone grantee partners in a timely manner
- Translate some simple documents from English to French and French to English for the Capacity Building Unit
- Any other duties that may be assigned in furtherance of the CBU's work.

Deliverables

- Carry out work as outlined in the Terms of Reference (TOR) and provide monthly reports of work done.

Competencies

- Demonstrate commitment to AWDF's vision, mission and core values
- Must have practical knowledge, interest and skills for capacity building, training development or training management, with some ideas/experience on feminist approaches and methodologies
- Ability to communicate effectively, both orally and in writing
- Proven ability to problem-solve, and think creatively to develop and implement
- Demonstrates openness to change and ability to manage complexities

- Ability to create rapport with grantees and others to engage with them about their work on women's rights
- Highly resourceful and motivated with a demonstrable commitment to women's rights.
- Self-directed, independent person who takes initiative and works well as a team member.
- Ability to work in an environment of diverse cultures
- Ability to work independently with little or no supervision

Qualifications

- Post graduate degree in Gender, Women's Rights, Organisational Development, social work, development studies, management studies, or other related fields
- Excellent oral and written communication skills.
- Excellent computer skills, in particular mastery of all applications of the MS Office package
- Knowledge of women's rights issues

Work experience:

A minimum of 3 years work experience in human rights, social justice/rights-based development. Experience in organisational capacity building and African women's rights organisations.

Language

English and French are the working languages of the African Women's Development Fund. For this role, fluency in English and French is required and knowledge of Arabic would be an advantage

Duration of Assignment

This assignment shall be for a period of 6 months. It is expected that the assignment would start in the 2nd week of November, 2020.

Location

AWDF offices, Justice Sarkodie Addo Avenue, East Legon, Accra - Ghana

How to Apply

Interested and qualified persons should please submit their cover letters and applications by email to Consultants@awdf.org (ref. Capacity Building Consultant) not later than Friday, 6 November, 2020.

Qualified African women are encouraged to apply.