



Terms of Reference

Consultancy - Annual Report Writer

July - October 2023

Background and Overview: About AWDF

The African Women's Development Fund (AWDF) has operated as a feminist grant-making fund since its establishment in 2000. Over the years, our work has aimed to resource local, national, and regional women-led organisations to promote women's rights and amplify African women's leadership in all spheres of life. As Africa's first continental women's fund, AWDF is a pioneer of African feminist movement-building and philanthropy on the continent. As we embody our African feminist values of transparency and accountability, we aim to craft an Annual Report that reflects our achievements and weaves together the inspiring stories of African women and girls in all their diversities, movements, and communities whose lives have been impacted by our work.

To achieve its mandate, the AWDF is looking for a consultant or a group of consultants to support the development of its comprehensive Annual Report.

AWDF's previous annual reports: [2021](#), [2020](#), [2019](#) and [2018](#).

Purpose of the Consultancy

AWDF seeks the expertise of an Annual Report Writing Consultant with a remarkable storytelling ability to compile, structure, and narrate the organisation's Annual Report for the fiscal year 2022. The consultant will infuse life into our accomplishments, struggles, and hopes, making the report a captivating testament to the collective efforts of the AWDF community.

Scope of Work

The consultant's responsibilities will include the following tasks:

- Immerse themselves in AWDF's rich tapestry by reviewing project reports, financial statements, and other relevant materials.
- Embark on a journey of discovery by conducting interviews or meetings with key staff, grantees, and partners, capturing the essence of their experiences.
- Collaborate with AWDF's Communications and Program teams, blending data to create a seamless and compelling narrative.
- Craft the report's structure, ensuring each chapter unfolds like a new chapter in a captivating book.
- Write the report's content in a way that demonstrates our impact, grounded in human interest stories and lived realities.

- Work with the designer to integrate infographics, charts, and visuals to underscore the impact of our collective journey visually.
- Facilitate a collective storytelling process where AWDF staff and management contribute their perspectives and insights to shape the report.

Key Deliverables

The consultant will be expected to provide the following deliverables:

- A detailed outline and work plan presenting the structure for the report.
- A draft version of the Annual Report, where the tales of resilience, courage, and power come alive, submitted in MS Word format
- Revised and final versions of the report, incorporating AWDF's input and feedback, enriching the narratives further.

Timeline

The project will be undertaken between August 01 and October 31, 2023. The first draft of the report should materialise within six weeks after the commencement of the contract, paving the way for subsequent iterations and finalisation following an agreed-upon schedule.

Management of the consultancy

AWDF's Executive Office and Knowledge and Voice Departments will oversee the execution of this work and coordinate the day-to-day activities. They will establish an administrative and technical support mechanism, including compiling and forwarding all the necessary project documents and guiding any other logistical arrangements required. We estimate the project will take approximately 20 working days between August 01 and October 31, 2023.

Consultant's profile and qualifications

The success of this report lies in the hands of a skilled and passionate Report Writing Consultant who possesses a unique set of qualities, experiences, and talents. To embark on this journey of weaving captivating narratives, the ideal consultant should have the following profile and qualifications:

- 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 in producing reports for philanthropic organizations that resource women's rights and feminist organizations and movements 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 and gender-diverse candidates, including those identifying as women, are encouraged to apply.

How to Apply

Interested applicants should send a brief technical and financial proposal to the Executive Manager at consultants@awdf.org with the email subject header: *Application for consultancy-Annual Report Writer*. Also, add a CV or profile of your previous experiences in a similar capacity.

Submissions must be received on or before July 24, 2023.