Africa National Partnership convening, 22 September - 24 November 2020
Consultant Terms of Reference

*Girls Not Brides* is calling for applications from qualified consultants to assist in documenting, in a visual and accessible way, the outcomes and learnings of an online convening of African National Partnerships.

**Background**

*Girls Not Brides* is a global partnership of more than 1,400 civil society organisations from over 100 countries committed to ending child marriage and enabling girls to fulfil their potential. Members are based throughout Africa, Asia, Europe, the Americas and the Middle East. We share the conviction that every girl has the right to lead the life that she chooses and that, by ending child marriage, we can achieve a safer, healthier and more prosperous future for all. *Girls Not Brides* member organisations bring child marriage to global attention, build an understanding of what it will take to end child marriage, and call for the laws, policies and programmes that will make a difference in the lives of millions of girls.

**About Girls Not Brides Africa National Partnership convening**

*Girls Not Brides* is convening an online meeting around ending child marriage through collective engagement. There will be representatives from the National Partnerships (Ghana, Malawi, Mozambique and Uganda) and national coalitions (Cameroon, Kenya, Nigeria, Tanzania, Zambia and Zimbabwe) with whom *Girls Not Brides* works closely in Africa.

The objectives of the convening are to:

1. Enable cross-country relationship-building and learning, including around successes and challenges.
2. Strengthen the capacity of National Partnerships/coalitions and ensure their work is informed by the latest evidence and by what works to end child marriage.
4. Provide a platform for critical reflection on how the *Girls Not Brides* secretariat has been engaging with National Partnerships/coalitions and should engage in the future (in light of COVID-19) including how we see their role in the 2021-2024 National Partnership Strategy, including implications for national-level engagement.

**Objective of the assignment**

To document and present the outcomes and learnings of the online convening of African National Partnerships in a visual, condensed and easy-to-use way. The documentation should help us respond to the objectives of the convening mentioned above, providing an accessible learning tool for *Girls Not Brides* secretariat, National Partnerships and wider membership.
Deliverables

Working in close collaboration with the Girls Not Brides secretariat team, and in consultation with relevant member organisations, the consultant will draft an illustrated workshop report. This will involve:

- Getting familiar with the objectives, content, participants and outcomes of the convening.
- Taking notes during all ten online sessions, capturing key findings, direct quotes, opportunities and recommendations to integrate in the report.
- Documenting and condensing the outcomes and learnings of the convening into a designed workshop report of approximately 10 pages which may include infographics, charts and illustrations (e.g. to illustrate the results of relevant partnership-building tools). It should also reference Girls Not Brides’ brand guidelines and style guide in terms of language, logos, typography and colour pallet. An outline of the report content will be shared with the successful candidate in advance of the convening.
- Consulting Girls Not Brides member organisations to check the accuracy of the information when necessary.
- Consulting with the Girls Not Brides secretariat (Communications Team) to ensure the report is on brand.

Timeframe

The consultant will work with the secretariat for up to 7 days (approx. 49 hours) from mid-September to the end of November 2020. A draft report should be ready for internal review by 26 November and the final report should be submitted by 30 November 2020.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Proposed Timeframe</th>
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<tbody>
<tr>
<td>Preparation and inception, including (0.5 day):</td>
<td>17 September</td>
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<tr>
<td>- Briefing call with Girls Not Brides secretariat, including guidance on</td>
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<td>our brand and (visual) language</td>
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<td>- Reading background documents provided by Girls Not Brides (agenda,</td>
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<td>session plans and presentations, National Partnership profiles,</td>
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<td>brand and style guides)</td>
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<tr>
<td>Attend and document all ten online sessions (20 hours = 3 days)</td>
<td>2-hour weekly session from 22 Sept to 24 Nov</td>
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<td>Draft and design workshop report, with minimal consultation</td>
<td>By 26 November</td>
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<td>with Girls Not Brides member organisations if necessary (3 days)</td>
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<tr>
<td>Finalise workshop report incorporating Girls Not Brides inputs (0.5 day)</td>
<td>By 30 November</td>
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<td>Total number of working days = 7 days</td>
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Application

Please submit your application to recruitment@GirlsNotBrides.org by 10 September 2020. Please include the following items:

- CV highlighting relevant previous experience
- Example(s) of similar piece of work
- Expected consultancy rate and availability

Profile of the consultant

- Experienced creative copywriter with proven experience in storytelling and documenting complex issues in a condensed and visually compelling way. The selected candidate should be able to both write and illustrate texts, through selecting and organising the information.
- Excellent writing and communication skills in English.
- Good knowledge of development areas relevant to child marriage programming and a good understanding of the complex context in which civil society organisations operate in Africa.
- Solid understanding of partnership- and coalition-building work.
- A good understanding of monitoring, evaluation and learning processes, including documenting outcome- and output-level results/findings.
- Graphic design skills and confident user of graphic design tools.
- Ideally based in Africa.

Safeguarding

At Girls Not Brides, we are committed to the wellbeing, empowerment and rights of children, and to safeguarding all children, young people and adults at risk with whom our staff and representatives work and interface. Girls Not Brides aims to promote an environment of trust and understanding where the welfare of children is paramount. You will adhere to the Girls Not Brides Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children, young people and adults at risk in accordance with agreed procedures.