1. Background
African Women in Agricultural Research and Development (AWARD) works toward inclusive, agriculture-driven prosperity for Africa by strengthening the production and dissemination of more gender-responsive agricultural research and innovation. We envision a robust, resilient, and gender-responsive agricultural innovation system working to drive prosperity and food and nutrition security for Africa. We invest in African scientists, research institutions, and agribusinesses so that they can deliver agricultural innovations that better respond to the needs and priorities of a diversity of women and men across Africa’s agricultural value chains.

Guiding the execution of this mission are three pillars centered around individuals, institutions and the enabling environment:

**Pillar 1:** We seek to have capable, confident, and influential African women scientists lead critical advances and innovations in the agricultural research and development sector.

**Pillar 2:** We support African research institutions to prioritize and embrace gender responsiveness in both policy and practice.

**Pillar 3:** We work to ensure that gender responsiveness becomes an embedded cultural norm and practice in the African agricultural research and innovation by building an enabling environment for gender responsiveness.

2018 marks a decade since the inception of AWARD. In the ten years since our founding, we have, through our flagship initiative - the AWARD Fellowship, strengthened the science, leadership, and mentoring skills of 1,158 scientists from 16 African countries. Out of these, 465 are outstanding women scientists who have benefited as AWARD Fellows and who embody the full potential of the innovative career development program. In addition, through our training initiative, we have designed customized learning experiences to build the leadership, mentoring, scientific research, and technical gender skills of more than 5,000 agricultural researchers in Africa.

As we celebrate a decade of huge investments in building a critical mass of capable, confident, and influential women scientists available to lead critical advances and innovations in the agricultural sector, we want to highlight the tremendous impact this initiative has had not just on the individual scientists, but also on the agricultural research and development landscape in Africa.

We also want to highlight how the training initiative has profoundly built the capacities of both individuals and institutions to pursue cutting-edge agricultural research. Ultimately, we want to underscore how gender-responsive agricultural research can be the epicenter of livelihood transformation.
2. Objectives

AWARD seeks a consultant(s) to conceptualize, analyze available data and information, write, design and produce a print-ready version of a publication highlighting AWARD’s achievements and impacts over the last ten years, the AWARD@10 report. The consultant(s) will also be required to produce an interactive online version of the report.

This report will be one of the primary documents to communicate AWARD’s results and impacts over the last ten years.

3. Deliverables

The deliverables in this assignment include an inception report and a final report. The Inception Report will include the following:

- Revised terms of reference -ToR (if needed)
- Methodology and work plan
- Report outline
- Clearly identified deliverables for the assignment in line with the ToR

The Final Report shall include written highlights, photographs, and graphical presentation of success stories for each of the AWARD initiatives over the last ten years, as well as detailed information on AWARD’s partnerships, stakeholder engagement, and other system support. The report design must be professional and easy to read, and design elements should have visual appeal and flow throughout the document. The final report will be in both word and pdf formats and an online interactive version published on the Adobe Spark platform.

4. Key tasks

The assignment, spread over a period of six calendar months, will involve the following tasks:

- Inception meeting – the consultant will meet relevant AWARD staff to get a clear understanding of the scope. Specifically, the inception meeting will:
  - Review, discuss and finalize the terms of reference for the consultant(s)
  - Review and agree on the methodology and work plan
  - Provide inputs on the selection of success stories and testimonials for the publication
  - Agree on the responsibilities of the consultant(s) and on the reporting mechanisms
  - Agree on report outline, format and style template
  - Discuss any other pertinent matter
- The draft inception report (including updated ToRs summarizing the proposed report outline) – will be presented to AWARD for review. The report will cover themes as proposed in section 6. It will include, among others, the methods and tools proposed by the consultant for the assignment including:
  - Desk review of AWARD reports, other relevant documents, and other information sources
- Interviews with relevant AWARD staff and select stakeholders (if possible) including the A-Team, fellows/mentors; for a further contextual understanding of the report
- Consolidation and synthesis of information collected
- Writing of the report
- **Progress meeting** to present and discuss the draft report; this meeting’s outputs should include clear guidelines on final content, layout, and presentation.
- Editing, fact-checking, design, and layout of the final report

5. **Methodology**

Upon recruitment, the consultant(s) shall be required to:
- Spend some time at AWARD offices for part of the desk review and interviews as outlined above
- Engage part of the AWARD community (including fellows, mentors, Steering Committee and other stakeholders) face to face or via telephone
- Submit to AWARD their understanding and outline of the report. It will include the methodology that he/she will have adopted
- Desk work and further consultations

**Target countries:** Ethiopia, Ghana, Kenya, Liberia, Malawi, Mozambique, Nigeria, Rwanda, Tanzania, Uganda, and Zambia

**Target institutions** Ethiopia – Ethiopian Institute of Agricultural Research (EIAR) and Mekelle University; Ghana – The Council for Scientific and Industrial Research (CSIR); Kenya – Kenya Agriculture and Livestock Research Organization (KALRO), College of Agriculture and Veterinary Services at the University of Nairobi; Malawi – Lilongwe University of Agriculture and Natural Resources (LUANAR); Mozambique – Mozambique Institute of Agricultural Research (IIAM) and Eduardo Mondlane University; Nigeria – The Federal University of Agriculture, Abeokuta (FUNAAB); Tanzania – Sokoine University of Agriculture (SUA), the Department of Research and Development (DRD), Nelson Mandela African Institution of Science and Technology (NM-AIST); Uganda – Makerere University and the National Agricultural Research Organization (NARO).

**Other partners:** The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM), West African Virus Epidemiology (WAVE) project; the Biosciences eastern and central Africa-International Livestock Research Institute (BecA-ILRI) Hub; select CGIAR centers -including the World Agroforestry Centre (ICRAF), the International Crops Research Institute for the Semi-Arid Tropics (ICRISAT) and the International Institute of Tropical Agriculture (IITA); the International Centre of Insect Physiology and Ecology (ICIPE); African Agricultural Technology Foundation (AATF).
6. Outputs

6.1. Final products
- A well-written proof-read and edited report in word format and a pdf format well designed and laid out
- An online interactive report published on the platform - Adobe Spark
- Editable versions of the infographics developed within the scope of this project

6.2. Outline of Content for AWARD 2008-2018 Report
   a) Preface
      - Letter from the AWARD Director
      - Letter from the AWARD founding Director
      - Letter from the Chair of the AWARD Steering Committee
   b) Overview of AWARD: Brief highlighting the mission and accomplishments of AWARD over the last 10 years.
   c) Highlights: The report ideally will cover ten thematic areas: AWARD 10 ripples
      1. Women in leadership
      2. Women in science
      3. Impact on farmers – grassroots
      4. AWSEM
      5. A-Team, the training strategy, and business plan
      6. Alumni and country chapters
      7. Partnerships
      8. GRARD
      9. Pilot Fellowship
     10. GAIA

Other possibilities
   i. Mentoring
      - Mentors as changes of change
      - Mentoring institutionalized
      - Mentoring model scaled out
   ii. AWARD Steering Committee
   iii. AWARD and the CG
   iv. Institutional changes

7. Scope
The assignment will involve the following:

7.1. Content retrieval and structuring, writing and editing
The consultant(s) will be responsible for:
1. Producing a draft outline/structure of the report
2. Identifying and retrieving appropriate or required content
3. Synthesizing and organizing the content
4. Writing the report.
5. Compiling, revising and write the entire report
6. Rewrite, update, fact check, copy-edit, and proofread the report upon submission of comments and feedback on the content by the AWARD team
7. The consultant(s) will revise and edit — subject to approval and acceptance by AWARD — all verbal copy and alphanumeric data to be included in the report, whether written by the consultant(s) or supplied to the consultant(s) by AWARD.

7.2. Graphic Design
A. The consultant(s) will:
Designing and creating information graphics; AWARD will provide the data to the consultant(s).
Develop graphic design concepts for the report, incorporating color palettes, rough prototype cover designs, typographic design, rough page layouts, and order within the booklet as noted above.
Meet with AWARD staff to present and review graphic design concepts and revise one selected concept, and
Deliver to AWARD documentation of the final graphic design concept.

B. The consultant(s) will:
Identify appropriate images to use in the report from different sources including stock images where necessary.
Document and deliver to AWARD written permissions, together with required credit language, for the use of all visual matter created within the scope of this project Secure — and deliver to AWARD — licenses for the use of any infographics, maps etc.

C. The consultant(s) will
Conceptualize and produce a digital version of the report, to be published as an interactive publication on Adobe Spark

8. Timeline
The consultant(s) will be required to provide the following deliverables in accordance with the timeline below.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Inception report</td>
<td>May 2018</td>
</tr>
<tr>
<td>A detailed outline of structure and content of the report</td>
<td>May 2018</td>
</tr>
<tr>
<td>Draft report designed with content, data, and photos for AWARD’s review</td>
<td>August 31, 2018</td>
</tr>
<tr>
<td>A second draft report in printable PDF booklet format</td>
<td>September 15, 2018</td>
</tr>
<tr>
<td>A completed report in printable PDF booklet format</td>
<td>September 30, 2018</td>
</tr>
<tr>
<td>A digital report published on Adobe Spark</td>
<td>November 1, 2018</td>
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9. Required qualifications

The consultant(s) should have

- Swift and solid research, reporting, writing and editing skills in English
- Sound writing experience (at least 10 years)
- Native or full professional proficiency in English
- A comprehensive understanding of gender concepts and approaches in agricultural research and development
- Proven analytical skills and strong communication skills
- Proven experience working with regional/international organizations

Duration and consultancy fee: This assignment is expected to be completed within six (6) months: The absolute deadline for the last deliverable (digital report) is November 01, 2018. The consultant(s) will be paid against the deliverables. Please provide an estimated budget for costs and consultancy fees.

Qualified candidates are requested to submit their applications including CV, samples of previous works and expected consultancy fee to the undersigned, on or before May 11, 2018

**Applications should be submitted to:**

Dorine Odongo  
Communications Manager, AWARD  
d.a.odongo@cgiar.org;

CC: Dorothy Mukhebi  
Deputy Director- Operations, AWARD  
d.mukhebi@cgiar.org;