

**AIMS**

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

TERMS OF REFERENCE

Consultant Rapporteur for the virtual Gender Summit 18 Conference (23 Nov-05 Dec, 2020)

Background Information

The African Institute for Mathematical Sciences (AIMS) Women in STEM Initiative (AIMSWIS) is a flagship program of AIMS dedicated to accelerating progress for African women in STEM through evidence-based reporting and advocacy, leveraging increased investments, adoption of best practices, engaging men and collaboration across African women in the STEM pipeline. It was launched just before the 2016 Next Einstein Forum Global Gathering, during the first AIMSWIS Consultative meeting on the development of a pan-African Agenda for Women in STEM. The consultative meeting brought together key actors from across Africa working on promoting African Women in STEM related fields. The aim was to agree on key priorities for moving forward collectively on these important issues. Participants included members of the African Union Commission, a representative from the Government of Sénégal, HRSC (South Africa), FAWE, WAAW Foundation, the African Research Academies for Women, the Visiola Foundation, Johnson & Johnson, International Development Research Centre (IDRC), Next Einstein Forum (NEF) Ambassadors, and many others. Working in alignment with Continental Frameworks and priorities such as the Agenda 2063, the STISA 2024 and the Maputo Protocol, the AIMSWIS Initiative seeks to be Africa's Secretariat for Promoting Women in STEM. Key priorities for the AIMSWIS Initiative include:

- i. Promoting pan-African dialogue and collaboration among Women in STEM Partners to amplify our collective reach and impact;
- ii. Addressing the need for comparable, reliable, sex-data and statistics on women's participation and leadership across the STEM pipeline in Africa;
- iii. Supporting decision-makers in governments, academia, industry and civil society through evidence-based recommendations for action;
- iv. Sourcing funding for innovative programs that promote Women in STEM and enabling best practice models to be brought to scale;
- v. Promoting a holistic approach to gender equality in STEM by engaging men and boys and promoting gender sensitive science.



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Gender Summit 18- Africa

The Gender Summit 18- Africa (GS 18) is led by Portia and AIMS, in partnership with science institutions across Africa and beyond. This is the third Gender Summit focused on research and research capacity in and for Africa, and the second organised jointly by AIMS and Portia. The GS 18 theme is *Agriculture with a Gender Lens: From Surviving to Thriving in a Climate Changing World*. The event was to take place in Nairobi on 9-10 March 2020 but due to COVID-19 pandemic disruptions, it will be held virtually between 23 November and 05 December, 2020, using the original programme.

The GS 18 will build upon the success of GS 14, which took place in Kigali, Rwanda, in 2018, under the theme: *Climate Change through the Gender Lens*. Click on the following links for the GS 14 programme and report: [GS 14 programme](#) and [GS 14 report](#).

GS 18 will advance one of the continent's most pressing problems: how do we shift the paradigm in agriculture from one where women and marginalized groups strive to survive to a sector where they have the skills, space, and opportunity to harness knowledge and technology to fuel their empowerment? The focus, in particular, will be on how scientific understanding of biological and ecological factors, together with knowledge of socio-cultural conditions, can be effectively deployed to transform resilience and quality of crops and of farming practices into evidence-based, sustainable and holistic agricultural systems, in which women, and the young can fully and equally participate and thrive.

Purpose of Consultancy

The scientific evidence and examples of best practice reported on at GS 18 will provide the basis for developing a Call to Action designed to engage key actors and stakeholders in transformative actions recommended by the Summit's participants. The Call will formulate a collective strategy for change with achievable near- and longer-term objectives, and show where improvements are needed most and who should take what action. An indication of what is envisaged regarding the Call to Action is the roadmap report from 3rd Gender Summit, accessible through this link- [3rd Gender Summit Roadmap](#).

The goal of this consultancy is to collect, analyse and organise evidence and recommendations from GS 18 into:

- i. A conference report, and to;



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- ii. Identify and prioritise the discussions topics, interventions and recommendations to be include into the Call to Action for transformative change strategy.

The specific objectives are:

- i. Engage with session moderators and panel speakers to achieve consensus on which topics, recommendations, and practices should be part of the Call to Action;
- ii. Coordinate the acquisition and collation of necessary conference material and any references to the relevant publications;
- iii. Identify opportunities for developing the collected materials into training opportunities for use by AIMS staff, AIMS Community of Scientists, and other trainees;
- iv. Produce the conference report;
- v. Produce recommendations of themes and topics to be included in future Gender Summit – Africa events and in the AIMSWIS programme.

Scope of Work

The Consultant Rapporteur will:

Before the event

- i. Consult regularly with Summit coordinators.
- ii. Become familiar with the conference theme, programme, objectives, themes, and speaker presentations when available.
- iii. Consult with session panel chairs and speakers to agree on the best preparation and use of the session content for reporting purposes and for inclusion in the Call to Action.

During the event

- i. Attend and monitor the GS 18 sessions and in particular Q&A exchanges, including the online Chat Rooms. The conference will be hosted on Zoom and with the panels' permission all sessions will be recorded.
- ii. With the assistance of volunteers, support panel chairs/moderators pick up interesting questions that relevant to the Call to Action.

After the event

- Prepare a *conference report
- Prepare a *Call to Action

*AIMS and Portia will provide support in the selection, organisation and reviewing of the content of these documents.



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Organisational Arrangements

The Consultant Rapporteur will report to the GS 18 Coordinators: Audrey Namdiero-Walsh (Gender Officer, AIMS) and Dr Elizabeth Politzer (Director, Portia, Ltd). Regular meetings with the GS 18 Coordinators and Consultant to discuss preparations, progress and implementation of the consultancy will be scheduled as appropriate. AIMS will provide the consultant with the relevant documents.

Duration and Working Schedule

The assignment is planned for November and December 2020. It is estimated that 24 staff days of professional services would be required for this assignment as shown in the table below:

	Tasks	Estimated days	Dates
Before the event	Consultations with GS 18 Coordinators, sessions Chairs and Speakers	5	By 20 th November, 2020
During the event	Engaging with and monitoring session discussions	5	23 rd November- 5 th December, 2020
After the event	i. Conference report preparation (first draft)	5	By 22 nd January, 2021
	ii. Call to Action preparation (first draft)	2	By 22 nd January, 2021
	iii. Conference report preparation (final draft)	5	By 19 th February, 2021
	iv. Call to Action preparation (final draft)	2	By 19 th February, 2021
	Total	24	

Deliverables

The following reports should be submitted to the GS 18 Coordinators in MS Word format as follows:

- i. GS 18 Conference report



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- Draft: This should be submitted for comments by close of business 22nd January, 2021. The GS 18 Coordinators will submit comments by close of business 29th January, 2021.
 - Final: The consultant will revise the draft comprehensive report based on the comments and will submit the final comprehensive report by 19th February, 2021. The GS 18 Coordinators reserves the right to request further amendments by the consultant if necessary.
- ii. Call to Action Strategy
- Draft: This should be submitted for comments by close of business 22nd January, 2021. The GS 18 Coordinators will submit comments by close of business 29th January, 2021.
 - Final: The consultant will revise the draft comprehensive report based on the comments and will submit the final comprehensive report by 19th February, 2021. The GS 18 Coordinators reserves the right to request further amendments by the consultant if necessary.

Schedule of Payments

For the performance of the duties enumerated under the Terms of Reference, the Consultant will be paid a lump sum fee. The lump sum fee shall be paid in the following manner:

- 25% of the contract sum on signing the contract;
- 75% of the contract sum based on the approval of the final report.

Essential Minimum Qualifications & Professional Experience

- Be highly qualified and proficient in spoken and written English, with an advanced university degree from a recognised institution in English, gender studies, agriculture, environmental studies or related field.
- Minimum 3-5 years' work experience in a similar position or carrying out similar functions. At a minimum, the candidate should have experience leading the development, writing, and drafting/editing of technical reports or proceedings.
- Have a good understanding of key concepts in gender equality and inclusion and agriculture in the African context.
- Demonstrate the ability to use a neat, concise and clear style in writing and communication.
- Have experience in discourse analysis methods and using innovative approaches such as graphics, charts etc, to summarize key content.
- Previous experience at a virtual conference or workshop is an asset.



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Application Process

Interested and suitably qualified candidates are invited to submit their application package on or before **Thursday 15th October 2020**, through the following email address

anamdierowalsh@nexteinstein.org

The application should include the following information:

- A written expression of interest summarizing your qualifications for the scope of work.
- Updated curriculum vitae clearly indicating relevant qualifications, skills, experiences, and current contact details of three referees
- Expected consultancy fee for this assignment
- Detailed profile of the applicant, indicative of previous relevant experience
- Reference from a client for similar assignment
- 1-2 samples of a conference report
- Any other information relevant to this TOR

The email subject line should be marked: “Consultant Rapporteur for Gender Summit 18 Africa”