



AIMS

African Institute for
Mathematical Sciences

NEXT EINSTEIN INITIATIVE

CALL FOR PROPOSALS: Workshop Facilitator

AIMS Monitoring & Evaluation Workshop | Kigali, Rwanda
22-24 November 2022

1. Context

The African Institute for Mathematical Sciences (AIMS), now in its 20th year of operation, is Africa's largest network of centres for postgraduate training in mathematical sciences. AIMS' core program is its Master's in Mathematical Sciences, which produces independent and versatile problem-solvers and covers fundamental and emerging Science, Technology, Engineering, and Mathematics (STEM) fields, with a particular focus on subjects of relevance to Africa. AIMS has graduated over 2,500 talented young people from 44 African countries, with women comprising at least 30% of every graduating class since inception. Over 70% of AIMS graduates have remained in Africa, revitalizing math and science departments at universities, bringing their skills into industry and government, and helping to create skilled employment for fellow citizens through entrepreneurial endeavors.

In addition to its renowned Master's programs, AIMS trains school teachers in gender-responsive math and science education, encouraging young people to pursue STEM subjects at university and beyond; runs outreach events, stimulating public interest in and support for science; forms partnerships with universities, the private sector and government departments, creating internship, employment, and mentorship opportunities for its alumni; undertakes cutting-edge research, raising the profile of young African scientists; and organizes large, high-profile scientific meetings, encouraging knowledge-sharing among the continent's researchers and forming networks between academia, government, and industry.

AIMS has five Centres of Excellence across Africa: South Africa, Senegal, Ghana, Cameroon and Rwanda with a Global Secretariat in Kigali, Rwanda.

AIMS recently launched its 10-Year Strategic Plan outlining the overarching vision and mission and strategic objectives for the next ten years – each with proposed program areas and key activities. A Monitoring and Evaluation (M&E) framework was developed, including expected results and indicators at the output, outcome and impact levels, with baselines and targets to measure the implementation of the Strategic Plan and the results achieved.

AIMS is holding a network-wide in-person workshop at the Global Secretariat in Kigali, Rwanda on 22-24 November 2022 to convene staff for the launch of the AIMS M&E Framework. The workshop will involve a broad cross-section of approximately 35-45 staff from its five Centres and Secretariat.

2. Description of the Consultancy

AIMS is seeking a consultant to design, facilitate and lead a network-wide workshop. The three-day workshop is expected to cover:

- Brief introduction to monitoring & evaluation – its terms, concepts, relevance etc.
- Overview presentation of the AIMS M&E Framework
- Demonstration of the new online M&E platform (TolaData.com) for collecting, managing, and analysing M&E data and information
- Development of a monitoring plan: What data is collected? By who? How? When?
- Work plans for the implementation of the new AIMS 10-Year Strategic Plan
- Team-building exercise(s)

The consultant will assist AIMS with designing the final workshop agenda. It is envisioned that the workshop will involve engaging presentations and breakout sessions under the guidance of an expert facilitator. While AIMS staff will contribute the bulk of the content for the sessions listed above, the consultant will be responsible for facilitating



and guiding the discussions. We invite applicants to demonstrate innovation and creativity on how best to structure and approach such a process, drawing from their experience and expertise.

3. Objectives

The objectives of the Consultancy are to:

1. Design and facilitate a three day in-person workshop for AIMS staff to launch the AIMS M&E Framework in support of the new AIMS 10-Year Strategic Plan
2. Produce a written report post-workshop with feedback and guidance to AIMS on next steps. This could include a draft outline for a monitoring plan or a proposed annual work planning process etc. (to be defined and clarified with AIMS)

4. Timeline

Activity	Dates
Deadline for submission of proposals	23 October
Review and selection by AIMS	w/o 24 October
Contracting	w/o 31 October
Kick-off call with AIMS	07 November (latest)
Workshop	22-24 November
Final report post-workshop	02 December

5. Required Skills & Experience

This consultancy is open to individual consultants (teams of two will be considered). The expected requirements include:

- Master's degree or equivalent in a relevant field
- Demonstrated ability to design, facilitate and lead workshops
- Previous experience working in Africa in a cross-cultural context
- Solid grasp and understanding of monitoring & evaluation systems, strategic plans, and work planning in the international NGO context
- Excellent English communication skills
- Knowledge of the higher education and STEM landscape in Africa would be an advantage

6. Application

Consultants meeting the above requirements are invited to submit a proposal, not exceeding five (5) pages, responding to the following:

- How would you approach and deliver on the assignment as it is described above?
- How would you propose to structure the three days?
- What are some examples of team building exercises that you might use?
- What methods or tools would you use to ensure interaction and engagement by all participants?
- What relevant experience and skills would you draw upon to deliver this assignment?

The proposal should include the proposed number of days, daily rate of pay in USD, and any expected expenses, as well as the consultant's CV attached as an Annex. Travel to and accommodation in Kigali, Rwanda will be covered by AIMS (if required) and are not to be included in the proposal. Please send proposals (saved to PDF) to mel@nexteinstein.org with the subject line: Facilitator, AIMS M&E Workshop.

Applications due by **23 October 2022**.