

TERMS OF REFERENCE

SHORT-TERM CONSULTANCY: Group Leadership Coaching Sessions for Alumni & Student Leaders 2022/2023

1. Background

The African Institute for Mathematical Sciences (AIMS) is seeking the services of a professional public relations or media agency to manage AIMS' media engagements and build strong media partnerships throughout the year, supporting all AIMS programs, initiatives and events. Founded in 2003, the African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for post-graduate training in mathematical sciences, research and public engagement in STEM. With centres in South Africa, Senegal, Ghana, Cameroon and Rwanda, AIMS is leading Africa's socio-economic transformation through innovative scientific training, cutting-edge research, and public engagement. With expertly tailored academic and non-academic programs spanning through Centres of Excellence, Research Centres, the AIMS Industry Initiative and gender-responsive Teacher Training, AIMS equally created two critical initiatives: Quantum Leap Africa (QLA), which aspires to do leading-edge research in quantum science, and the Next Einstein Forum (NEF), which is positioning Africa to become a significant player in global science. For more information, visit www.nexteinstein.org.

2. Description of the Consultancy

AIMS is seeking a Consultant to design and facilitate a group coaching program for alumni leaders and current student leaders across AIMS centres as part of the Alumni Engagement Strategy launched in 2019. This program will provide leaders within the AIMS Community an opportunity to increase their performance and self-confidence with an expert facilitator's support, guidance, and direction. This will help ensure the leadership group is equipped with the tools to provide network-wide support in establishing alumni chapters and leading their year groups. The goal is to ensure that they are plugged in on AIMS Strategic Framework and can see their role and responsibilities in its successful implementation.

It is envisioned that the coaching sessions will be held virtually over a series of online workshops, which could be multiple workshops for the two groups, i.e. alumni and current student leaders at AIMS Centres. 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;

- i. Design and facilitate a multi-session online workshop(s) for AIMS alumni and student leaders.
- ii. Produce a simple online course on leadership for the AIMS LMS.

4. Timeframe

Milestone	Week of
Deadline for submission of proposals	05 March 2023
Proposal review and selection	15 March 2023
Contracting of selected Consultant	30 March 2023
Kick-off call between AIMS and the Consultant	5 April 2023
Coaching Sessions & Online Course Development	15 April - 30 May 2023
Report	10 June 2023

5. Qualifications and Experience Required

This consultancy is open to Individual Consultants. The essential requirements include:

- Master’s or equivalent (in terms of qualifications or experience) in a relevant field
- At least ten years of professional experience in coaching, organization development, and/or workshop design and facilitation
- Previous experience working in Africa in a cross-cultural context
- Demonstrated ability to design, facilitate and lead workshops
- Demonstrated ability in strategic planning exercises
- Demonstrated skills in online facilitation using a web-based platform
- Excellent English and French speaking skills
- Experience working with young people

6. Work Arrangements

The consultancy will be entirely remote. No travel is anticipated. The Consultant is free to work from a location of their choice.

7. Applications

Individual Consultants meeting the above requirements are invited to submit a proposal, not exceeding five pages, outlining how they would approach and deliver on the assignment as outlined above, the rationale for such an approach, and the relevant experience and skills they would draw upon. The proposal should include a budget in USD, outlining the proposed number of days (by key activity), as well as the consultant’s CV attached as an Annex. *The Client/AIMS shall withhold all the taxes payable if applicable.*

Please send proposals (saved to PDF) to jappiah@nexteinstein.org with the subject line: **Proposal: Group Leadership Coaching Sessions for Alumni & Student Leaders 2022/2023.**

Applications are due by 15 March 2023