



Call for Expression of Interest Short-term Technical Advisor (TA) for Documentation

I. Background

Impact and Innovations Development Centre (IIDC) is a not-for-profit Regional Technical Assistance and Learning partner organization that works with development agencies in the public and private sectors to promote innovative and impactful social development programming across Africa. We offer capacity building and promotes evidenced based learning on interventions and innovations across different sectors. IIDC's Technical Assistance support services are framed around a set of general impactful programming themes and specific technical sector thematic areas.

In order to deliver its mandate to partners, IIDC is seeking to recruit a short-term Technical Advisor in documentation to provide technical services to one of its learning partner-Investing in Children and their Societies (ICS). ICS has been implementing two programmes in Kenya and Tanzania:

- i) The Whole School Approach (WSA) which involves empowering and building the capacity of the whole school to have a shared vision of reducing violence in and around schools;
- ii) Skillful parenting program which is gender transformative program designed to promote positive, respectful, equitable caregiving practices and family relationships with the ultimate aim of preventing co-occurrence of Violence Against Children (VAC) and Intimate Partner Violence (IPV) and promoting children's positive development.

The Technical Advisor will develop specific documentation products (Evidence Briefs) as specified in the Terms of Reference (ToR) below. The documentation products will be well-written and designed for use in disseminating evidences to policy makers and stakeholders on the effectiveness of the interventions in VAC prevention and to influence policy development. ICS is physically based and operating in Kenya-Kisumu and Tanzania- Shinyanga Town council thus the available information from the two countries context will be reviewed and synthesized.

2. Terms of Reference

2.1 Time Schedule: The actual schedule (dates) for executing each assignment under the scope of work will be discussed and agreed together with ICS.

2.2 Remuneration: The TA will be paid based on each finalized and approved documentation product delivered.

2.3 Scope of work and expected deliverables: The TA will execute the following tasks and deliver the following documentation products /outputs

No	Activity	Expected deliverable / Documentation product
1	<ul style="list-style-type: none"> • Read a set of documents about whole school approach and skillful parenting programs • Hold conceptualization meeting with ICS technical and management team. 	A well conceptualized framework for documenting the two products i.e. Evidence briefs for WSA and SP. (the framework should include the final approved format by ICS management)
22	Documentation of Evidence brief for Whole School Approach (WSA) relevant for use in disseminating evidence to policy makers and stakeholders on the effectiveness of the interventions in VAC prevention and to influence policy development	Well written & designed evidence brief on WSA (final product- to be approved by ICS leadership)
33	Documenting of Evidence brief for Skillful Parenting (SP) model relevant for use in disseminating evidence to policy makers and stakeholders on the effectiveness of the interventions in VAC prevention and to influence policy development	Well written & designed evidence brief on SP model (final product to be approved by ICS leadership)
	Write a report on the systematic process used to process followed to execute the documentation assignment and lessons / recommendations for future improvement	Report on the documentation assignment

Note:

The assignment deliverables are expected to be delivered from Kampala by working on desk and conducting online meetings with ICS team via online platform (Microsoft Teams) and synthesizing from set of documents that will be shared.

In the process of executing the assignment IIDC will determine if there is a need to travel to Kenya or Tanzania. In this case IIDC shall cover the cost separately based on internal policy on travels - so no need to share financial quotation for this.

3. Detail tasks for offering documentation Technical Assistance

- Hold virtual meetings with the partner to discuss and understand their documentation need and reconfirm the expected deliverables/outputs.
- Develop a clear process for supporting the partner to address their documentation need.
- Provide technical advice to the partner on the content and layout of the expected products in line with how each documentation product will be used.
- Solicit all relevant information from the partner, that inform the development of a documentation products.
- Review relevant materials to extract important information for each required documentation product.
- Write, review, edit, proof read and execute professional formatting and layout of each approved documentation products.

- Write a report on the documentation assignment and lessons/recommendations for future improvement.

4. Qualifications

- Relevant professional training at Master's Degree level (communication, information science, Journalism, development etc.)
- Minimum of 10 years' experience in development programming work, 5 of which should be in development program documentation, communication or knowledge management in general.
- Practical experience in developing evidence-based advocacy papers/materials
- Demonstrated experience working with partners through technical support or advisory
- Practical knowledge of designing documents is an added advantage.
- Personal attributes desired: Patient, agile, diligent, analytical and able to deal with ambiguity to bring results.

5. Supervision and working relationship

- The Short-term Technical Advisor will be reporting to the IIDC Head of Programs and accountable to the Executive Director.
- Direct technical working relationship will be with the focal officer of the partner. The focal officer of the partner may solicit input of other officers at their levels
- Final deliverable approval responsibility is with the leadership of the partner (ICS)

6. Expression of interest

a) Technical proposal:

- A written response of not more than 2 pages expressing the interest in executing the assignment. The response should explain understanding of the assignment and examples of similar work done that backs up the expertise/experience outlined under the qualifications.
- A summary CV indicating practical experiences in line with the assignment and 3 referees and their contacts.

b) Financial proposal:

Based on the scope of work in the ToR, the candidate should estimate the number of professional days required and the cost for executing the assignment to deliver the final products/results. Indicate the professional fees in UGX, with details of the professional rate per day and other costs for producing the deliverables.

7. Submission of the above information

Submit the above to tenders@iidcug.org and cc mkomagum@iidcug.org and dyiga@iidcug.org not later than 9th December 2023 5:00PM EAT.