



**TERMS OF REFERENCE**  
**Rapporteur Services- Consultancy**

<b>Organization</b>	NEAR - Network for Empowered Aid Response, <a href="http://www.near.ngo">www.near.ngo</a> , (Hosted by Adeso - African Development Solutions <a href="http://www.adesoafrica.org">www.adesoafrica.org</a> )
<b>Project</b>	NEAR
<b>Position Type</b>	Consultancy – Report Writing.
<b>Study/assessment Topic</b>	NEAR Network Capacity Strengthening Leadership Conference
<b>Position Location</b>	Nairobi, Kenya
<b>Reporting To</b>	Senior Communications & Advocacy Officer
<b>Working With</b>	Communications & Advocacy Department
<b>Starting Date</b>	Immediately
<b>Vacancy contact</b>	Please send applications to <a href="mailto:jobs@near.ngo">jobs@near.ngo</a> – Adeso will only respond to short-listed applicants.

#### **ORGANIZATIONAL BACKGROUND**

Adeso is an expanding and vibrant African based international development and humanitarian organization. At Adeso, we work with African communities who are yet to realize their full potential; working inside these communities to create environments in which Africans can thrive. Our belief that economic, social and environmental security is the bedrock of a healthy community drives the nature and intent of our programming. We work to prevent and overcome situations that adversely affect community well-being by: reinvigorating the economy, developing skills for life and work, providing humanitarian aid, and influencing policy.

#### **ABOUT NEAR NETWORK**

Adeso together with other local and national NGOs have come together to form a global network which was launched in May 2016 at the World Humanitarian Summit in Istanbul, Turkey. The network, NEAR (Network for Empowered Aid Response), is a movement of local organizations with a bold ambition – to reshape the top-down humanitarian and development system to one that is locally driven and owned, and is built around equitable, dignified and accountable partnerships.

#### **BACKGROUND FOR CONSULTANCY**

NEAR Network and Adeso intend to build a strong partnership with their donors, partners and NEAR members. To pursue this intention, NEAR and Adeso publish a wide range of materials and is planning to contract a Creative/Digital Production Consultant to help the office meet its growing need for various communication productions, marketing and program development. The successful candidate will produce NEAR and Adeso soft and hard copy collaterals and publications. The responsibility of this consultancy is to ensure the implementation and adherence to existing graphic guidelines; layout of reports and publications in mostly English and at times other languages such as Arabic or French development of new graphic solutions; and design of innovative products.

#### **SCOPE OF WORK**

NEAR Network will hold a Leadership Conference as Part of the Capacity Strengthening Program in Nairobi, Kenya. The conference will bring over 55 Leaders from Partner Organizations as well as other stakeholders. The Rapporteur will recording presentations, discussions, feedback and the conclusions of the two days conference.

The report will therefore capture:



- a) A back ground narrative of NEAR Network
- b) All presentations presented by all speakers
- c) All feedback ( Questions, clarifications, additions, group work chats & final presentations, concluding remarks)

The material collected will be used in the following ways:

- To document all the activities of the two day conference.
- The final report will be shared with Capacity Strengthening Partners, NEAR partners, donors and other stakeholder.

NEAR Network will give guidance on

### CONSULTANCY PERIOD

The report writing will take place on the 18<sup>th</sup> and 19<sup>th</sup> April, 2018

### DELIVERABLES

1. A finished copy edited report that will be presented to the stakeholders mentioned above.

### QUALIFICATIONS

- 1) Outstanding editing skills;
- 2) Minimum five years' experience carrying out similar projects in the global south region;
- 3) Experience report writing for non-profit organizations;
- 4) Proven ability to work in multicultural environment.
- 5) Proven working relationship with a member organisation.

### APPLICATION PROCESS

All applications should be sent to [jobs@near.ngo](mailto:jobs@near.ngo) by the 14<sup>th</sup> April, 2018 with **Application for Report Writing** on the subject line. The selection committee will review all applications as they arrive. All applicants must meet the minimum requirements described above, and those unable to meet these requirements will not be considered.

Each application package should include the following:

- Detailed cover letter including your daily cost.
- A sample of recent work of similar work done
- Updated CV and two references

**Applications not including all of the above information will not be reviewed.**

Adeso is an equal opportunity employer.