



**FAWE** Forum for African Women Educationalists  
Forum des éducatrices africaines

FAWE House, Chania Avenue  
Off Wood Avenue, Kilimani  
P.O. Box 21394 - 00505  
Ngong Road, Nairobi, Kenya  
Tel: +254 20 387 3131 / 3351  
Fax: +254 20 387 4150

## **Terms of Reference to incorporate an online Research Hub on Forum for African Women Educationalists Website**

### **Introduction**

The Forum for African Women Educationalists (FAWE) is a pan-African non-governmental organization that works to promote gender equity and equality in education across sub-Saharan Africa. As a renowned think tank on matters of education for girls in Africa, FAWE empowers girls and women through quality education and training to give them the necessary skills, competencies, and values to be productive members of their societies.

FAWE is committed to promoting gender equality and empowerment through education in Africa. As part of its mission, FAWE seeks to contribute to knowledge creation, sharing, and dissemination in the education sector. To achieve this objective, FAWE is proposing to establish a research hub on its website. This hub will serve as a platform for sharing research findings, promoting evidence-based policymaking, and fostering collaborations among researchers and stakeholders in the education sector.

### **Objectives of the Assignment**

The primary objective of this consultancy is to develop a research hub that sits/links to the FAWE website that will serve as a platform for sharing research findings. The specific objectives of the research hub are as follows:

- a. Facilitate the dissemination of research findings related to gender equality and empowerment in education in Africa.
- b. Provide a platform for researchers to share their work and collaborate with each other and stakeholders.
- c. Promote evidence-based policymaking by making research readily accessible to policymakers and practitioners.
- d. Enhance the visibility and credibility of FAWE as a leading organization in the field of gender and education research.

### **Scope of Work**

The consultant will be responsible for the following tasks:

- a. Conduct a thorough needs assessment to identify the specific requirements and functionalities of the research hub as well as the risks, challenges, and mitigation measures.
- b. Design and develop the research hub, ensuring user-friendly navigation, accessibility, and compatibility with FAWE's website.
- c. Design a bi-lingual hub to cater for the Francophone audience.
- d. Create a database and establish a system for managing and organizing research publications, reports, and other relevant resources.
- e. Provide training and documentation to FAWE staff on managing and updating the research hub.
- f. Develop content management and quality control measures as per the industry standards/best practices i.e., content review, approval, publication on the hub, accuracy, and credibility.
- g. Ensuring the implementation of robust security measures to ensure protection of the hubs data and content.

## Deliverables

The consultant will be expected to deliver the following:

- a. Needs assessment report outlining the specific requirements and functionalities of the research hub.
- b. Fully functional research hub integrated into FAWE's website, including database, user registration system, search functionality, and social sharing features.
- c. User-friendly documentation and training materials for FAWE staff on managing and updating the research hub.

## Timeline

The estimated duration of the consultancy is one month, starting from 10<sup>th</sup> August 2023. The consultant should provide a detailed work plan with specific milestones and deadlines for each deliverable.

## Qualifications and Experience

The consultant should possess the following qualifications and experience:

- a. Proven experience in website development, preferably with expertise in developing research platforms or knowledge-sharing platforms.
- b. Strong understanding of user experience design principles and accessibility standards.
- c. Familiarity with content management systems and database management.
- d. Excellent knowledge of research dissemination best practices and current trends in the education sector.
- e. Ability to work collaboratively with stakeholders and adapt to their specific requirements.
- f. Strong communication and training skills.

## Evaluation Criteria

The proposals will be evaluated based on the following criteria:

	Criteria	Marks
a	Demonstrated experience and expertise in website development and research platforms.	25
b	Understanding of the project objectives and requirements.	25
c	Proposed methodology and work plan.	25
d	Budget proposal and cost-effectiveness.	10
e	Quality of samples (at least 3 samples).	15
	<b>Total</b>	<b>100</b>

## Reporting

The consultant will report directly to the Knowledge Management Officer.

## Intellectual Property

All intellectual property rights related to the research hub developed during this consultancy will be transferred to FAWE upon completion and acceptance of the deliverables.

## Language

The working language for this consultancy is English and French.

## Proposal Submission

Interested consultants should submit their proposals, including a detailed CV, relevant past work samples, budget and a proposed work plan with milestones and deadlines to FAWE Africa Executive Director emailed to [procurement@fawe.org](mailto:procurement@fawe.org) received on or before Monday 4<sup>th</sup> August 2023 5.00pm (EAT) with the subject 'Incorporating an online Research Hub on Forum for African Women Educationalists Website'. Please send a PDF Version.