

## Terms of Reference for offering report writing services for the Learning Initiative convening of Partner Leaders.

**Venue:** Emara Ole Sereni Hotel

**Dates:** Sept 25<sup>th</sup>, 2025, Full day and Sept 26<sup>th</sup>, 2025 (half day)

### 1. Introduction

Since 2016, the Impact and Innovations Development Centre (IIDC) in partnership with Wellspring Philanthropic Fund (WPF) and a network of child protection organisations in East Africa have collaborated to advance technical assistance and learning to ensure that prevention of violence against children (VAC) programs being implemented in the East Africa are effective, scalable and able to positively and sustainably transform social norms. This collaboration is collectively known as learning initiative for preventing violence against children (LIPVAC).

IIDC in together with ICS will be convening the 2025 Annual Learning convening of partner leaders on 25 and 26 September 2025 in Nairobi, Kenya to review the direction of the LIPVAC and re-alignment with strategic prevention of VAC programming of individual partners. The convening will be under the broad theme **Sustaining gains in VAC programing amidst a changing operational landscape.**

And the discussions will be around two sub themes: -

- a. Navigating organizational and programmatic transitions to adapt to evolving contexts.
- b. Maintaining progress and fostering innovation amid a changing funding landscape.

In order to have the convening processes and outputs documented for further reference, ICS would like to engage the services of the Rapporteur/Report writer to participate in the 2 days of Sept 25<sup>th</sup> (full day) and Sept 26<sup>th</sup> (half day) during the meeting to capture the proceedings (discussions and insights, key learnings, key questions and recommendations for future) and after produce a well-documented, professionally presented report for the convening.

### 2. Term of Reference

#### 2.1 Timeframe:

- 2.1.1 Assignment professional days payable: 3 days total (2 days of capturing the proceedings and 1-day equivalent for full report writing- which will be production of draft and sharing for feedback, receiving feedback, and addressing them (max 2 times) and producing the final report)
- 2.1.2 Contract terms of reference shall remain valid until delivery of final approved report from the day of assignment:

#### 2.2 Tasks:

No	Tasks	Expected deliverable
	<ul style="list-style-type: none"> <li>• Prepare and avail all the necessary tools for doing the work of a rapporteur/report writing</li> </ul>	<ul style="list-style-type: none"> <li>• draft report for review within max 5 working days after the meeting.</li> </ul>

	<p>(computer, camera (optional)- where applicable and recorder- to capture details for later reference)</p> <ul style="list-style-type: none"> <li>• Attend the meeting</li> <li>• During the meeting, capture notes and share daily key points or areas of clarification with the IIDC and ICS meeting focal persons</li> <li>• Produce well-presented and graphically designed report (with representative photos) on the convening to ICS and IIDC for review and approval.</li> </ul>	<ul style="list-style-type: none"> <li>• final report (incorporating feedback and well designed) within max 5 working days after receiving feedback (Feedback shall be given within max 5 working days after submission of draft)</li> </ul>
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**2.3 Remuneration and benefits**

- Meals costs during the meeting will be covered
- Based on the agreed quoted rate per day payment shall be processed following the approval of the final designed report and submission of invoice.
- Potential for long term working relation in similar capacity whenever opportunity arises subject to quality performance of the current assignment.

**2.4 Qualification**

- Education up to university level at undergraduate or graduate degree in relevant field
- Training in professional writing and experience in high level conference reports and communications is desirable
- Not less than 3 years in execution of similar role in development sector
- Understanding or practical work with the technical concepts of preventing violence against children, gender, parenting, and social norms programming is a plus.
- Possession of an efficient personal computer to do the documentation job
- Living in Nairobi city and able to arrive at the venue on timely.

**2.5 Call for expression of interest**

In case you are interested in the role, please to [icsro@icsafrica.org](mailto:icsro@icsafrica.org) and copy to [mkomagum@iidcug.org](mailto:mkomagum@iidcug.org) not later than 15<sup>th</sup> September 2025, the following documents:

- 1-page expression of interest,
- CV and 2 samples of previous reports written
- Quotation of daily professional fees per day in Kenya shillings.

***ICS SP absolute priority is protecting children, vulnerable communities, and our own staff. We have zero tolerance of incidents of violence or abuse against children and other people in the communities we serve, either committed by our staff or others connected to our work. Successful applicants will be required to sign and adhere to our safeguarding, child protection and prevention of sexual exploitation and abuse (PSEA) code of conduct and policies.***

By applying for this role, you agree to necessary background checks and safeguarding procedures.