



Terms of Reference

Training Consultant - Impact Documentation

Background

Never Again Rwanda is a non-profit organization dedicated to promoting peace, unity, and reconciliation in Rwanda after the 1994 genocide against the Tutsi. The organization runs various programs to educate youth, empower communities, and foster dialogue and healing.

Objective

The consultant will work closely with Never Again Rwanda's communication team to build their capacity to effectively document the impact and outcomes of the organization's programs and activities. The goal is to enable the team to produce high-quality impact reports, case studies, and other communication materials that showcase the positive changes achieved through their work. Additionally, the consultant will support the team in drafting the 2024 organizational report.

Scope of Work

1. Conduct a needs assessment of the communication team's current skills, processes, and resources related to impact documentation.
2. Develop and deliver a focused training program covering key aspects of impact documentation, including:
 - Defining and measuring impact indicators
 - Data collection and analysis methods
 - Storytelling and narrative writing techniques
 - Report writing and formatting



3. Provide hands-on coaching and mentorship to the team as they apply the learned skills to document ongoing programs and initiatives.
4. Guide and support the communications team in planning, structuring, and drafting the 2024 organizational report.
5. Develop impact documentation templates, tools, and guidelines for consistent and sustainable implementation.
6. Collaborate with program staff to align impact documentation and program goals and objectives.
7. Assess the organization's current online presence and digital advocacy efforts.
8. Train the communications team on best practices for leveraging various online platforms (e.g., social media, website, email campaigns) to amplify advocacy messages.
9. Develop a strategic plan for integrating impact documentation into digital advocacy efforts.

Deliverables

1. Training curriculum and materials on impact documentation
2. A complete draft of the 2024 organizational report
3. Impact documentation toolkit (templates, guidelines, and tools)
4. At least one additional impact report or case study documenting a Never Again Rwanda program
5. Digital advocacy strategy document, including guidelines for leveraging online platforms
6. End-of-assignment report summarizing the training, achievements, and recommendations for both impact documentation and digital advocacy

Duration

The assignment is expected to last one month.



Application Process

Qualified candidates are invited to submit their applications, which include a CV, a brief technical proposal outlining their approach to this consultancy, and a financial proposal for the assignment. The technical proposal should demonstrate expertise in impact documentation and digital advocacy strategies.

Application Deadline: October 25, 2024

Please submit all application materials to info@neveragainrwanda.org

Never Again Rwanda is an equal opportunity employer and encourages applications from qualified individuals regardless of race, religion, national origin, gender, or disability.