**TERMS OF REFERENCE (TOR’S)**

**CONSULTANT /WRITER FOR THE NCSW’s ANNUAL REPORT -2020-22**

**BACKGROUND**

National Commission on the Status of Women (NCSW) is a statutory body of the Federal Government established under the NCSW Act, 2012.

In pursuance of Section 16(1) of NCSW Act 2012, The Commission shall prepare its Annual Report and shall be presented to the Prime Minister and concerned Ministry. The Annual Report shall include an account of performance and utilization of funds.

**JUSTIFICATION**

The production of the Annual Report 2020-2022, is an important publication to highlight and records the activities and engagements undertaken by the Commission in 2020-2022. It shares details of the legislative, research and advocacy initiatives taken by the Commission during the said period of time.

**OBJECTIVES**

For the purpose of developing and producing a professional Annual Report for the NCSW, with strong content and attractive design to illustrate the results of the Commission from 1st July 2020 to 30th June 2022, highlighting key achievements from the implementation of the 1st year of the present Commissions 3-year work plan from 2021to 2024.

Specifically, the Annual Report will be produced and disseminated, in order to:

* Share information with the Parliamentarians, Ministries / Divisions, Government Departments /organizations and stakeholders on key achievements and results in the implementation of the 1st year work plan.
* Expand support to the legislators, academia, researchers, dialogue partners, civil society and the general public

In addition, the consultant will also be required to produce an information sheet about the Commission.

**TASKS /TOR’S OF THE WRITER /CONSULTANT**

* Review existing documents that feed into the Annual Report
* Assess need for further information and proceed to request for details from relevant personnel
* Design a working schedule to get information for the report and information
* Write and edit a 40 – 60 page text (A4 size) for the 2020-2022 Annual Report based on the information collected
* Present and discuss the draft report to the Chairperson and with Secretary, NCSW
* Work closely with the consultant graphic designer to develop ideas for graphics and charts that creatively convey key messages/data in the report
* Proofread the text as they are laid out by the designer
* Finalise and submit the annual report by 16th May 2022
* Write and edit the information sheet (A4) double-sided after submitting the annual report
* Work closely with the consultant graphic designer to layout the information sheet
* Proofread the text as they are laid out by the designer
* Finalise the information sheet by 16th May 2022

**EXPECTED RESULTS / DELIVERABLES**

***Text, Design & Layout in Soft-Copy for Annual Report***  
The Consultant shall develop and produce an attractive Annual report for the NCSW by 20th May 2022 in soft-copy.   
The final digital formats to be submitted are high-resolution PDF and editable Adobe Illustrator or InDesign, in English.

***Format for Annual Report***  
Format of the Annual Report should be in a 2-page spread booklet style (A4 size), of about 40 to 60 pages, focusing on achievements.

***Layout for Annual Report***  
Layout of the publication should be guided by the NCSW Secretariat’s Brand Guidelines closely, which the Consultant will receive upon beginning of the Contract.

***Content for Annual Report***

* An impactful and attractive cover-page photo
* Mission, vision, Objectives of  the Commission
* Brief background of the Commission
* Messages from the Chairperson of the Commission
* Highlights from the NCSW, mandate, 3 -Year strategic Work Plan, highlighting key achievements to illustrate the results of the Commission work plan
* Internal Capacity-Building Programme: Feature organisational development and its achievements.
* NCSW Activities, Law and Policy, Research
* Public Awareness and Advocacy: Featuring the work and impact of the Commission on social media activities, e-News and website
* Financial Statement and charts
* List of Ministries / Divisions/ Departments/ International /national Organizations, INGO’s, and partners etc.

**TIME FRAME**

The duration:

* To write and submit the annual report: 9th May 2022
* First draft of the annual report submission: 12th May 2022
* Final draft of the annual report submission: 16th May 2022

**SUPERVISION**

The Consultant will work under the guidance of the Chairperson with the Head of Commission providing direct supervision.  S/he will work closely with the Secretariat Staff members and the Head of Finance and Administration for the final figures and audited financial statements.

**REMUNERATION**

A lump sum amount will be paid (including fees for writing the annual report and the information sheet). Payment will be linked to deliverables.

**QUALIFICATIONS AND SKILLS**

* Strong research and excellent writing skills in English
* Experience in producing research publications / media and communication products
* Minimum five (5) years of progressive work experience in corporate communication
* Familiarity of the Government and Development sector.
* Strong interpersonal skills, able to communicate and work with diverse people including senior management
* Ability to be flexible and respond to changes to text as part of the review and feedback process
* Demonstrated ability to meet deadlines and work under pressure