



TERMS OF REFERENCE (TOR)

inABLE ANNUAL REPORT CONSULTANCY

1. Background:

inABLE.org is a nonprofit organization based in Nairobi, Kenya, and Washington, D.C., with a mission to empower African youth with disabilities through assistive technology and digital accessibility. inABLE achieves its mission by establishing various programs and collaborating with local, regional, and international partners. Through these strategic partnerships, inABLE has achieved remarkable success in empowering African youth with disabilities to use technology as a tool for education, employment, and independence.

2. Objective:

To engage a qualified consultant to develop a detailed Annual Report for inABLE that captures the progress, challenges, and recommendations related to the program achievements for 2023.

3. Scope of Work:

Data Collection and Review:

- Review all relevant program documentation, including project plans, progress reports, financial statements, and stakeholder feedback.
- Conduct interviews or surveys with program staff, beneficiaries, partners, and other stakeholders to gather qualitative and quantitative data.

Analysis and Assessment:

- Analyze the collected data to assess the program's performance against set objectives and indicators.
- Evaluate the impact of the program on its target beneficiaries and broader community or sector.
- Identify key achievements, challenges, lessons learned, and areas for improvement.

Report Development: Develop a draft Programs Annual Report incorporating:

- Executive summary highlighting key achievements and challenges.
- Detailed program descriptions, objectives, and results achieved.
- Financial overview, including budget utilization and funding sources.
- Case studies or success stories illustrating the program's impact.
- Recommendations for future program implementation and strategic direction.
- Incorporate feedback from inABLE and other relevant stakeholders.
- Finalize the report ensuring clarity, coherence, and alignment with organizational branding and messaging.

Visual Representation:

- Design and integrate relevant visual elements, such as graphs, charts, infographics, and photographs, to enhance the report's readability and impact.
- Ensure all visual representations adhere to branding guidelines and accurately represent the data or information presented.

Review and Validation:

- Present the draft Programs Annual Report to inABLE for review and feedback.
- Incorporate feedback, revisions, and suggestions to finalize the report.

Documentation and Deliverables:

- Submit the finalized Programs Annual Report in both print-ready and digital formats.
- Provide any supplementary materials or documentation as required by inABLE

**Collaboration and Communication:**

- Maintain regular communication with the project team, stakeholders, and the Executive director throughout the report development process.
- Collaborate effectively to ensure the accuracy, relevance, and quality of the report.

Timeline and Milestones:

- Adhere to the agreed-upon timeline and milestones for the completion and submission of the report.
- Provide regular progress updates and proactively address any potential delays or issues.

Confidentiality and Ethical Considerations:

- Handle all information and data with utmost confidentiality and integrity.
- Ensure compliance with ethical standards and guidelines in data collection, analysis, and reporting.

Compliance and Quality Assurance:

- Ensure the report complies with all relevant organizational policies, procedures, and standards.
- Implement quality assurance measures to verify the accuracy, consistency, and reliability of the report.

4. Qualifications and Experience:

- Advanced university degree in Communications, Journalism, Creative Writing, Public Relations, Social Sciences, or a related field
- At least 5 years of relevant professional experience in developing program/program annual reports
- Proven experience in report writing demonstrated through at least 3 current samples
- Experience in producing NGO program reports.
- Strong research and excellent writing skills in English
- Excellent organizational skills
- Ability to meet deadlines and work under pressure
- Strong interpersonal skills, able to communicate and work with diverse people

5. Reporting:

- The consultant will report to the Executive Director and will be required to provide regular updates on progress.

6. Budget:

- Interested consultants are invited to submit a detailed financial proposal outlining their fees for the services described in this ToR.

7. Submission:

- Qualified consultants are requested to submit:
 - 1) Updated CV highlighting relevant experience.
 - 2) Samples of previous milestone reports developed.
 - 3) Financial proposal.

8. Evaluation Criteria:

- Proposals will be evaluated based on:
 - 1) Relevant experience and qualifications.
 - 2) Quality and relevance of previous work samples.
 - 3) Cost-effectiveness of the financial proposal.

9. Confidentiality:

- All information provided to the consultant during the execution of this assignment shall be treated as confidential and shall not be disclosed to any third party without the prior written consent of inABLE.
- Interested consultants are requested to submit their proposals to: careers@inable.org by **14th February 2024**