



Budget Advocacy Network

“we believe in participation transparency & accountability”

TERMS OF REFERENCE

Annual Report Writer-Individual Consultant

Duration: 20 December 2019 –17th January 2020

Work Type: Consultancy

1. Background

The Budget Advocacy Network (BAN) established in 2006, is a Network of Civil Society Organisations in Sierra Leone committed to work on budgets and budget policies to enhance policy making and implementation for sustainable and equitable development. BAN is composed of local and international organizations such as Christian Aid (CA), Campaign for Good Governance (CGG), Network Movement for Justice and Development (NMJD), Western Area Budget Education Network (WABEAN), ActionAid Sierra Leone (AASL), Search for Common Ground (SFCG), and the Transparency International (TISL).

BAN intends to showcase its achievements in the year 2019 to stakeholders in an annual report which will highlight key areas where BAN's work is contributing to national and local developments. The report would also showcase aspects of transparency and accountability as it translates to BAN's work on tax; budget; other national processes; developing partners and stakeholders. BAN will use the report as an important tool to raise awareness on its overall contributions in national developments and present such results in an improved, clearer and crisper way that captures stakeholders' interest in the work BAN is doing as well as answering the broader question: 'why invest in BAN.'

2. Objective(s)

BAN seeks the services of a dynamic and highly skilled individual consultant to put together its 2019 Annual Results Report including highlights of the previous year achievements. Under the supervision of the Coordinator (BAN), the report writer will be responsible for drafting and finalizing the 2019 Annual Report in the given timeframe. The incumbent will consult with the BAN members for direction on source content and methodologies.

3. Specific activities to achieve the objectives:

The incumbent will:

- Propose and discuss report structure and format with the BAN team (content presentation, best use of case studies, visual elements, etc.)
- Review background materials, including but not limited to, project reports, outcomes harvesting and relevant updates, etc
- Review previous achievement(s) of BAN for incorporation into the 2019 annual report
- Corroborate gathered information through one-on-one (telephone/skype/in-person) and discussions with BAN stakeholders

- Consult external sources as determined by the BAN members
- Draft and edit report text – including charts and graphs, as needed – of not more than 30 pages, ensuring accuracy and currency of all content
- Consolidate other input into report annexes, to include financial information, partnerships and publications information, among others
- Finalize the Annual Results Report; integrating any feedback from BAN; and ensuring accuracy, clarity and coherence.
- The consultant will work closely with the Policy Analyst and Media-in-charge at BAN and the graphic designer selected to develop ideas for graphics and charts that creatively convey key messages/data in the report, as well as write captions for the photos in the publication.

4. Qualifications and/or special knowledge/experience required and desirable for undertaking the assignment:

Qualifications and experience:

- University degree in Communications, Journalism, Creative Writing, Public Relations, Social Sciences or related field;
- At least 5 years of relevant professional experience;
- Proven experience in report writing and demonstrated in at least 2 samples;
- Experience in producing NGO reports;
- Previous experience(s) in copy-editing will be an asset;
- Familiarity with CSO operations in Sierra Leone and the development landscape;
- Strong research and excellent writing skills in English;
- High proficiency in the use of Word and Excel applications;
- Ability to meet deadlines and work under pressure; and
- Strong interpersonal skills, able to communicate and work with diverse people.

5. Duration of the consultancy:

The consultant is expected to carry out the assignment between 20 December 2019 and 16th January 2020

6. How to apply?

Interested individual consultants must submit the following documents/information to the appropriate emails provided below:

1. An expression of interest stating their experience and similar work.
2. CV and at least 3 references.
3. Financial proposal specifying the fees.
4. 2 sample report developed before.

The Coordinator.
Budget Advocacy Network, Sierra Leone
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Please note that deadline for applications is 19th, December 2019