



Consultant Writer for WEESMS Annual Report

Terms of Reference

Date	15 January 2019
Consultancy Title	Consultant Writer for WEESMS Annual Progress Report
Position Type	One-month consultancy
Contract Period	January 23, 2019, to February 28, 2019
Reporting	Team Leader WEESMS
Location	Dhaka, Bangladesh
Task Summary	Preparation of annual report

BACKGROUND: iDE is a global development organization that utilizes market-based approaches to develop lasting solutions to poverty. We design and deliver market-based solutions in Agriculture and WASH in 11 countries across Asia, Africa, and Central America.

ABOUT WEESMS: The Women’s Economic Empowerment through Strengthening Market Systems (WEESMS) programme is a five-year initiative funded by the Embassy of Sweden, designed to increase women’s participation in the labor market in rural and peri-urban Bangladesh, with a significant focus on reducing gender inequality in the country’s entrepreneurship ecosystem. It aims to promote women’s entrepreneurship and strengthen the enabling environment for women to access formal and informal productive employment opportunities. The programme is being implemented through a partnership of iDE Bangladesh and The Asia Foundation across nine districts under the Khulna and Rangpur divisions of Bangladesh. During its inception phase, the programme conducted thorough market research to narrow down its focus from over hundreds of industries to specifically the sectors of home textiles and jute diversified products, and, processed and packaged foods.

ABOUT THE ASSIGNMENT: The Annual Report Writer (Consultant) will highlight demonstrable results and how these have impacted the women-led/owned Small and Medium Enterprises (SMEs) growth that the project has engaged with. The project results that will be reported need to be substantiated by evidence. The consultant will give special emphasis to illustrate WEESMS’s added value and special contribution to the success of the programme activities, including the work with the private sector partners. The results and impact should reflect the project’s completed activities as well as the ongoing activities.

The consultant will work closely with the programme technical experts to garner the relevant information for the Annual Progress Report. Under the supervision and overall guidance of the Team Leader, and in close collaboration with the Program Director, the consultant will support the programme in the following tasks:

- Research, write and edit the 2018 WEESMS annual progress report – including charts and graphs, as needed - following the outline approved by the donor;
- After the draft report is reviewed by the Team Leader and the Program Director, the consultant will incorporate revisions related to content, charts/graphics, and language. The text will adhere to WEESMS’s branding guidelines for language and presentation.

DELIVERABLES:

- Work plan of the annual progress report including a draft outline based on research, consultation with technical experts to ensure that content accurately reflects and includes the major results achieved by the WEESMS project.
- Draft Report as a Word document, including Table of Contents, Executive Summary, charts, photo captions, and credit information by 17th February 2019
- Final Annual Report by 21st February 2019



ELIGIBILITY CRITERIA:

- Strong research and excellent writing skills in English
- Minimum five (5) years of progressive work experience in report writing
- Strong interpersonal skills, able to communicate and work with diverse people including senior management
- Ability to be flexible and respond to changes to the text as part of the review and feedback process
- Demonstrated ability to meet deadlines and work under pressure
- Familiarity with the nonprofit sector and focus on impact and results for the client

TO APPLY:

Interested individual consultants must submit a CV, a cover letter (a maximum of two pages), writing sample and, a financial proposal by January 25th, 2018 5:00 pm BST, stating your interest and eligibility to the procurement department at bangladesh-jobs@ideglobal.org