

TERMS OF REFERENCE

CONSULTANCY FOR RAPPORTEUR SERVICES

Location: Johannesburg, South Africa

Activity scope: SAFOD general assembly

Duration: 10 working days (8-21 August 2023)

Contract Start: 08 August 2023

1. Objective:

SAFOD is looking for a qualified consultant to offer rapporteur services. The objective of the Rapporteur consultancy is to capture the complete notes of the proceedings and produce a report for the two-day general assembly. The report shall include all the presentations, a narrative summary of the proceedings, discussions and the professional observations from the processes and outcomes made during the general assembly.

2. Outputs/Deliverables

The report should be a maximum 30 pages highlighting the main content of the discussions throughout the general assembly. The report should include:

- o Main proceedings and summaries of each session
- o Inputs and recommendations from the participants
- o Compile presentations and photographs, annex them to the main report

3. Qualifications and Skills:

- o Be highly qualified and proficient in spoken and written English, with an advanced university degree from a recognized institution in English, literature, journalism, social sciences, or related field.
- o Excellent report writing and summarizing skills.
- o Attention to detail and accuracy in documenting proceedings.
- o Familiarity with disability-related issues and terminology.
- o Knowledge of disability rights and advocacy is an advantage.
- o Ability to work effectively within a diverse and inclusive environment.
- o Ability to meet deadlines.

4. How to apply

The application should contain:

Cover letter: Highlighting why you are the most suitable candidate for the assignment and a brief methodology on how you will approach and conduct the assignment.

Updated CV: to include qualifications/competencies and relevant past experience in similar assignments and contact details of 3 professional referees who can certify your competencies, professionalism, quality of writing, and overall suitability to this TOR.

Financial Proposal: The candidate should send a financial proposal.

consultants will be evaluated based on a combination of factors including cover letter, the credentials and the financial proposal.

Suitable applicants should apply via email to lponatshego@safod.net on or before the **28th of July 2023 16:30 pm SAST**.