

TERMS OF REFERENCE

Rapporteurs (Individual Consultants)

Rapporteur

Position Title: Rapporteur

Type: Individual Consultant

Engagement: Contract

Location: Lagos, Nigeria | Johannesburg, South Africa | Nairobi, Kenya | Remote.

Reports To: Programme Manager

About AVPA

The African Venture Philanthropy Alliance (www.avpa.africa) is a unique Pan-African network of social investors working together to increase the flow of capital into African social investments and ensure its effective use for maximum social impact. Broadly, AVPA aims to address the SDG financing gap on the continent by not only mobilizing more philanthropic capital but also attracting private capital into social investments. We collaborate with various social investors deploying grants, debt, and equity (the full spectrum of capital) into social investments. These include foundations, corporations, family offices, individual philanthropists, angel investors, impact fund managers, PE & VC funds, bilateral and multilateral donors, governments, DFI, and non-financial service providers. Our network strives to enhance and apply innovative finance approaches and models.

AVPA has its headquarters in Nairobi, with regional offices in Johannesburg and Lagos. AVPA is aligned with thriving sister networks in Europe (Impact Europe), Latin America (Latimacto), and Asia (AVPN), as well as the newly launched Arab Impact Network, thereby forming a dynamic global force for social impact.

Rationale for Consultancy

The AVPA Knowledge Sharing Learning Centre is planning three regional convenings in Southern Africa, East Africa, and West Africa, convening together the 2024 Africa Impact Investment Fellowship (AIIF) and Africa Climate Investment Forum (ACIF) cohorts. These convenings will allow a maturation of peer learning and collaboration and a willingness to share actionable insights as a means of developing the social investment ecosystem across Africa.

In order to guarantee thorough and quality reporting of proceedings, AVPA is engaging a Rapporteur in each region who will come up with concise and professional reports with content of the sessions, key takeaways, recommendations, and general feedback of participants.

Purpose of assignment:

The purpose of this assignment is to transform AVPA's Knowledge Sharing and Learning Centre into a vibrant and effective process for documenting key learnings from these regional convenings.

The rapporteurs will ensure recording of the proceedings of the regional convening and provide the final report of the event, which records:

- Conference openings and keynote speeches
- Breakout and panel discussions
- Peer sharing inputs, as well as testimonials and case studies
- Questions, suggestions, and advice given by players
- Theme, trends, and learning highlights during the convening
- Interaction and participation, interaction and media flourish
- Action points summary and next steps recommendations to AVPA and the cohorts

Work Scope

Every regional rapporteur shall be required to:

Pre-Event

- Participate in a one-hour AVPA virtual briefing and orientation.
- Read the description of the event concept note, agenda, list of speakers, and the most important objectives of the convening.
- Create an outline or framework for note-taking, ensuring it aligns with AVPA reporting requirements.
- Please check with the AVPA Knowledge & Learning team for any contextual or thematic clarifications.

During the Event

- Take part in the full-day regional convening as an in-person participant.
- Take detailed, precise, and objective notes of every session, such as:
 - Opening remarks and keynote address.
 - Panel discussions, question-and-answer parts.
 - Case study presentations and testimony.
 - Break-out panel discussions.
- Be aware of any listed quotes, major statistics, new models, and practices that can be scaled.
- Document notes on the dynamics of the participants, the quality of interaction, and regional themes.
- Liaise with the event moderator and AVPA team during the day whenever clarifications or changes in the program are required.

After the Event

Provide a definitive post-event draft report within a 3-day calendar. The report ought to contain:

- Acknowledgements and title page

- Executive Summary (max 1 page)
- Background and Context
- Objectives
- Session reports (chronologically outlined)
- Regional trends and best practice highlights
- Participants issued challenges and opportunities
- Recommendations, suggestions to be taken into account, and followed up on
- Annexes: Full agenda, speaker bios, the list of participants, photo gallery

Expected Deliverables

Deliverable	Description	Timeline
Debrief	Attend a debrief of the event	1 day (before the convening)
Attendance and Notes	Be present throughout the day in convening and take thorough notes	The day of convening
Draft Report	Submit 3 days after on the calendar after the event	Day 3
Final Report	Write and submit a revised report with the feedback	Day 5

Reporting Line

The rapporteur will report to the AVPA Knowledge and Learning Desk and will be under the supervision of the Regional Director of their designated region.

Required Qualifications

- Qualification in the placement of an ideal rapporteur entails the following requirements:
- Graduate training in International Development, Economics, Social Sciences, Communications, or similar areas.
- Experience of at least 3 years with knowledge management, policy documentation, convening, reporting, or workshop documentation.
- Experience in summarizing and reporting technical and policy debates of a complex nature and presenting these in a readable form.
- Fluency in English, which is the working language for AVPA, fluency in Kiswahili (East Africa) and French (West Africa) is an added advantage to the West African Regional convening.
- Adequate listening, analytical, and organizational skills.
- Capacity to provide quality outputs under short time limits.

Assignment Duration and Budget Range

This is a short-term individual consultant role that will span the period of about 5 working days every time they meet (1 day pre-briefing, 1 day onsite, 3 days working offsite, writing and preparing the final report). The budget range is about USD 1,000, estimated at USD 200 per day for the 5 days.

Every rapporteur will receive a payment of a consultancy fee for the entire work, which shall include the attendance, writing of the report, and revision. AVPA will waive the participants' conference fee but will not provide any travelling expenses or logistics costs; therefore, rapporteurs should be situated in the respective Countries.

Location

The various rapporteurs shall be positioned in regions where they will be deployed:

- Southern Africa: Johannesburg, South Africa 31 July 2025
- Nairobi, Kenya, East Africa- August 21, 2025
- West Africa: (or verified city) Accra, Ghana - September 25, 2025

Confidentiality IP

The intellectual property of any content produced, recorded, and materials that transpired during the convener is the property of AVPA. Rapporteurs are required to be very confidential; they cannot publish, distribute, or reuse any information without getting express written consent from AVPA.

Application Process

- Those who are interested are to provide:
- A cover letter not exceeding one page
- Curriculum vitae with the related documentation and experience

Two examples of reports (PDF or link)

Applications can be sent by email to: jobs@avpa.africa and info@avpa.africa under the subject: Rapporteur - [Region Name] Regional Convening 2025

Deadline: ongoing until the job is filled

How to apply

- Interested and qualifying candidates to complete the online application form here: [AVPA Consultancies](#)
- A cover letter outlining competencies for the assignment

- Revised Curriculum vitae with the related documentation and experience
- Two examples of former event/workshop reports (PDF or link)

Applications can be sent by email to: jobs@avpa.africa and learning@avpa.africa under the subject: Rapporteur - [Region Name] Regional Convening 2025

Deadline for Regional Convening Rapporteurs:

- Southern Africa: Johannesburg, South Africa - July 15, 2025.
- East Africa: Nairobi, Kenya - July 31, 2025
- West Africa: Lagos, Nigeria - July 31, 2025