

Feminist Financial Resilience Collaboration

Scope of Work for Graphic Recorder

Date: 01/06/24

About the Feminist Financial Resilience Collaboration

The FFR is a collaboration formed in 2022 between the Women's Fund Tanzania and XOESE - Francophone Women's Fund with the objective of building our organizations' financial resilience. We plan to emerge from this process with the knowledge, skills, tools, resources and connections to continue our journeys toward financial resilience in the long-term.

The process started with financial assessments conducted in 2022 and continues through 2024 as we implement our customized financial resilience plans. We seek to hire a Graphic Recorder to support us as we continue this journey in 2024. **The Graphic Recorder will help us visualize our conversations, challenges, solutions and lessons learned, and enable us to share them within the wider women's fund ecosystem.**

The Scope of Work

XOESE and Women's Fund Tanzania seeks to partner with a Graphic Recorder who will capture a visual record of the FFR collaboration meetings and reflections, recording the challenges, solutions and lessons learned as the funds advance on their financial resilience journey.

The Graphic Recorder will receive background information prior to the start of the process to ensure that they have a shared vision of their role, expectations, and understanding of the process. They will also have a planning meeting with the Project Facilitator who is coordinating the collaboration.

The Role of the Graphic Recorder includes:

- **Documenting the discussion** that unfolds among the two women's funds. Listening deeply and grasping the issue and capturing the complexity of themes emerging from the dynamic conversations.
- **Accompaniment** of the process through the visual recording of the issues and themes that are emerging in the discussion so that the facilitators and women's funds can use insights to support the ongoing process.

Deliverables

- **2 final graphic records: one on the process of our collaboration and one on the concrete outcomes of the collaboration.** The audience for these will be the wider feminist funding ecosystem. The process of developing those will consist of:

- **Plan:** Review the collaboration background and engage in an initial discussion with the Project Coordinator and potentially the wider collaboration team.
- **Listen and Observe:** Listen and observe in 1 or 2 virtual collaboration meetings between June and September and the in-person meeting on the last week of September 2024 in Dar es Salaam, with the two women's funds and the Project Coordinator.
- **Finalize:** Present two graphic records, one on process and one on outcome. Share a draft with the facilitator, gather feedback and integrate any key points. Present final version, ideally in English and in French (translation support can be offered if needed).

Experience

The consultant will have demonstrated experience as a Graphic Recorder, ideally for women's rights, feminist or similar non-profit organizations.

Timeline

The work is to begin as soon as possible, ideally in June-July. The graphic records should be available by October 2024. The graphic recorder will need to be available to join in-person our collaboration meeting in Dar es Salaam on the last week of September 2024.

Budget

The total budget for this scope of work is USD\$ 2000 - 3000.

The graphic recorder will preferably be based in Dar es Salaam or already traveling there for another event. If the graphic recorder is not based there or traveling already, the cost of travel can be discussed and negotiated depending on the graphic recorder's home location. Alternatively, the graphic recorder can support remotely.

Application

Interested candidates are invited to share their CV, an expression of interest with proposed budget and a work sample to ffr@xoese.org as soon as possible and by the 30th of June 2024.