WECF
WOMEN ENGAGE FOR A COMMON FUTURE

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Terms of Reference (ToR): Consultant: Digital Booklet – Stories of Change from INCiTiS-FOOD

1. Background

The INCiTiS-FOOD project (2023–2026) is a Horizon Europe initiative that has co-created circular agri-food technologies and practices in eight Living Labs across six African countries. WECF (Women Engage for a Common Future) has led the project's gender equality and social inclusion agenda, including the Gender-Inclusive Analysis, the Confidence-Building Workshop Series, the Women Peer-to-Peer network, and the collection of success stories from women and youth innovators.

As the project concludes, WECF wishes to compile these stories into a **digital booklet,** particularly for women and youth such that it serves as a legacy resource for the African Network of Living Labs (ANOLL) and future EU-AU initiatives.

2. Purpose and Objectives

The consultant will design and produce a **digital booklet** that:

1. **Showcases stories of change** from women and youth who participated in INCiTiS-FOOD activities (Living Labs, Open Calls, Women peer to peer).
2. **Highlights WECF's contribution** to gender equality and social inclusion, including the GIM tool, Confidence-Building Workshops, and WPP network.
3. **Demonstrates the impact of inclusive funding** and gender-responsive design in circular agri-food innovations.
4. **Serves as a legacy resource** for ANOLL, policymakers, and future projects.

3. Scope of Work

The consultant will:

Task	Details
Content Review	Review existing stories, case studies, and testimonies collected by WECF (e.g., from Open Call winners, WPP participants, Confidence-Building Workshop participants).
Story Selection	Select 10–15 compelling stories that represent the diversity of the project (gender, age, country).
Content Writing and Editing	Write and edit the stories in clear, engaging, and accessible language. Ensure ethical storytelling (consent, anonymization where requested).
Design and Layout	Design the digital booklet in an attractive, user-friendly format (PDF and web-optimized versions). Use WECF and INCiTiS-FOOD branding.
Multimedia Integration	Include photos, quotes, and infographics where available.
Finalisation	Deliver the final booklet in both high-resolution PDF and web-friendly format (e.g., flipbook or interactive PDF).

4. Expected Deliverables

Deliverable	Description	Timeline
Inception Report	Outline of proposed stories, structure, and design concept (max 2 pages).	Week 1
Draft Booklet	First full draft of the digital booklet (content + design).	Week 3
Final Digital Booklet	Final version (PDF and web-optimised format).	Week 4
Source Files	All design files and content in editable format.	Week 5

5. Duration and Timeline

- **Start Date:** 10 November 2026
- **End Date:** 15 December 2026

6. Qualifications and Experience: The consultant should have:

- Proven experience in **storytelling, content writing, and editing** (portfolio required).
- Strong **graphic design skills** (experience with tools such as Canva, Adobe InDesign, or similar).
- Experience working on **gender, social inclusion, or international development** topics.
- Excellent written and verbal communication skills in **English** (French is an asset).
- Ability to work independently and meet deadlines.

- **Desirable:**

- Experience with **digital publishing** (e.g., flipbooks, interactive PDFs).
- Understanding of **ethical storytelling** and **informed consent**.

7. Budget

The consultant will be paid a **lump sum** based on the agreed scope of work. Please submit a **financial proposal** (in EUR) with your application. The maximum budget available is 1500Eur

8. Application Process

Interested consultants should submit:

1. **CV** (max 2 pages)
2. **Portfolio** of relevant work (e.g., previous booklets, stories, or design samples)
3. **Financial proposal** (as above)
4. **Brief cover letter** explaining their interest and approach

Deadline for Applications: 5 November 2026

Applications should be sent to: Christy Aikhorin - wecfvacancyint@wecf.org with the subject line: **"Consultant – Digital Booklet INCiTiS-FOOD"**

9. Ethics and Confidentiality

The consultant will:

- Ensure **informed consent** is obtained from all storytellers before their stories are published.
- Respect **anonymity** where requested.
- Comply with **GDPR** and WECF's data protection policies.
- Sign a **confidentiality agreement** before accessing project data.

10. WECF's Commitment

WECF is committed to **diversity and inclusion**. We strongly encourage applications from women, young people, and candidates from African countries