



## Terms of Reference

### Akina Mama wa Afrika Organisational Restructuring Consultancy

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#### 1.0 Introduction and Background

Akina Mama wa Afrika (AMwA) is seeking an independent consultant / firm to support the organizational restructuring process in alignment with the new strategic framework covering the period 2026 – 2036. The restructuring shall be responsive to current and future operational realities and grounded in the organisation's feminist values and principles.

AMwA is a feminist Pan-African leadership development organization founded in 1985 by a group of African women living in the diaspora who remained keenly aware of their African roots and the need to organize autonomously. AMwA's work is rooted in feminist principles and beliefs guided by the Charter of Feminist Principles for African Feminists. We envision a dignified and equitable feminist society for African women, girls, and gender-expansive persons. Our mission is to build feminist leadership and collective power to deconstruct intersectional systems of oppression to advance gender and social justice.

#### 2.0 Purpose

The overall objective of the consultancy is to provide AMwA with the required technical advice and support to ensure that the organization is financially sustainable and fit for purpose without compromising the organization's operational quality.

#### 3.0 Scope of Work

- Review the current strategy, organisational structure, and related documents, including the identification of structural gaps, capacity gaps, inefficiencies, and risks.
- Facilitate the process of redesigning of the Organizational Structure in line with the Strategic Framework and responsive to the organisation's governance and leadership needs.
- Redefining the job descriptions and specifications, hierarchical relationships, key performance measures, and accountability mechanisms.
- Facilitate the identification of key skills and competencies for the positions in the proposed structure
- Assess organisational capacity, role alignment and workload distribution.
- Advise on the change management process and rollout modality for the new organisational structure, including the support required to guide staff and leadership through the transition.

#### 4.0 Major deliverables of AMwA's restructuring development process



- An inception report outlining the proposed methods, tools, sources of data and procedures for the assignment. This should include documents needed for review, consultation groups, and any other relevant information. The inception report should also include a proposed schedule of tasks, activities, timeline, deliverables, and key issues.
- A Draft Report which includes the proposed organisational structure, change management/transition roadmap, and proposed skills for the positions in the proposed structures.
- The Consultant will deliver a final report to AMwA, within the agreed timeline.

## **5.0 Education and Relevant Experience of Consultant**

The Consultant should have at minimum a master's degree in any of the following: Human Resources Management, Management Studies, Organisational Development, Business Management and Administration or a related field, with:

- At least 10 years of demonstrated knowledge and experience in conducting and facilitating organisational restructuring for feminist organisations in the African context.
- Proven experience working with women's rights, human rights, and feminist organisations and an in-depth understanding of the context within which they operate.
- Experience with Change Management processes for women's rights organisations.
- Knowledge and experience in using participatory approaches and innovative techniques.
- Familiarity with feminist principles as articulated in the Charter of feminist principles for African feminists.

## **6.0 Application process**

Interested consultants are invited to submit the following document;

- Technical proposal detailing, understanding of the assignment, proposed methodology in delivering the assignment including time frame.
- Experience of consultant and consulting firm in delivering similar assignment including CVs of the member(s) who will be delivering the assignment, and list of relevant previous similar assignment with the reference
- Financial Proposal indicating proposed fee, estimated reimbursable costs and assumptions (detailed budget) used in arriving to the proposed fee.

Consultants/Firms who meet the above specifications are requested to send their applications via email; addressed to the Executive Director at; [Consultancy@akinamamawaafrika.org](mailto:Consultancy@akinamamawaafrika.org) by 10th February 2026. The subject line of the email should state: Consultancy for Organisational Restructuring.