

Terms of Reference

1. Title:

Documenting the Impact of CDKN's Work with Women Groups in Upper West Region, Ghana

2. Duration:

From mid-August 2025 to mid-February 2026 (6 months)

3. Location:

Accra, Ghana (Only candidates based in Ghana will be considered for this post)

4. Background to activities:

SouthSouthNorth (SSN) supports national and regional responses to climate change through policy and knowledge interventions, partnerships and deep collaboration. We do this by connecting people and information, enhancing capability and mobilising resources to respond innovatively to the challenges and opportunities that climate change presents. Being positioned in the Global South affords SSN a deeper understanding of, and connection to, the climate and development challenges facing the region. We enhance developing countries' access to climate information by brokering climate knowledge through formalised exchanges among various stakeholders. We assist decision-makers in delivering climate compatible development by informing policy formulation and implementation. We bring good governance to the management of donor funds, technical assistance and project management. Full details of the projects that SSN currently implements are available at www.southsouthnorth.org.

[The Climate and Development Knowledge Network \(CDKN\)](#) is a global Southern-led programme founded in 2010 to improve the well-being of the most climate-affected people, including women, girls and marginalised groups, through transformative climate action. CDKN focuses on equitable, financed and ecosystem-based action on climate change that is locally led and strengthens the voice and climate leadership of marginalised groups at community level. CDKN is managed by [SouthSouthNorth](#) and implemented in partnership with Fundación Futuro Latinoamericano (FFLA) and ICLEI South Asia. CDKN is co-funded by the Ministry of Foreign Affairs of the Netherlands and Canada's International Development Research Centre (IDRC).

Between 2023 and 2024 CDKN implemented a project in the Upper West Region of Ghana (Lawra, Nandom and Jirapa Districts) aimed at empowering women and marginalised groups in leading climate

action. The project leveraged on existing community knowledge brokering tools like songs and radio to increase women's participation in public conversations and decision-making relating to climate change. Women from three communities in the Upper West region were supported to compose, record and use traditional songs to articulate their needs and advocate for local climate action. The songs and discussions were aired on local radio stations. By the close of the project, the songs had amplified the lived experiences and local knowledge of climate risks and locally led solutions across the region.

One year after the project, CDKN is conducting a Gender Equality and Social Inclusion (GESI) case study to evaluate the impact of the intervention on the status and well-being of the women and communities involved. The findings will be shared with international audiences, offering insights into potential approaches for GESI-transformative climate action at the local level.

5. Purpose of contract/objectives:

The purpose of this discrete piece of work is to showcase an innovative gender-transformative approach to bettering the status and wellbeing of women in rural Ghana using creative arts in the context of climate change. Specific objectives for the contract are to:

- Capture and document reflections from women participants on the project approach - specifically its effectiveness in challenging existing social norms and structures to enhance women's access to resources; and in boosting women's confidence and influence in climate adaptation and resilience decisions within a patriarchal context.
- Ascertain the impact of the project intervention and songs as perceived by the women and other community stakeholders since project completion, and the sustainability of project impact.
- Establish the enablers and/or obstacles that facilitate or frustrate transformational change using the creative arts approach. This will provide lessons of "good practice" for creative arts initiatives undertaken in similar contexts.

6. Activities to be undertaken:

The contractor is expected to undertake the following activities:

- Desk reviews of relevant documents and initial discussions with the CDKN Ghana team to understand the project context, approaches used, stakeholders involved and results.
- Identify sample communities for the case study and stakeholders to be interviewed, establish contact, plan and coordinate the study in consultation with the CDKN Ghana team and CDKN GESI Lead.

- Prepare an Inception Report detailing a brief appreciation of the assignment, the study approach and methods, work plan for field activities (with timelines) and budget for field activities.
- Identify and recommend three (3) professional filmmakers/production companies to deliver the documentary. The selection and contracting of the filmmaker will be led by the CDKN GESI Lead in collaboration with the contractor, the CDKN Ghana team, and the CDKN Communications Lead, in accordance with the SSN procurement guidelines
- Draft a script including interview questions for a 5-7minute documentary and short (approximately 1 minute) version for social media, in consultation with the CDKN Ghana team, the CDKN Communications Lead, the GESI Lead and other CDKN leads.
- Coordinate and supervise all field activities (i.e. interviews with stakeholders, filming the documentary) in collaboration with the CDKN Ghana team, ensuring adherence to CDKN ethical safeguards, and the delivery of quality outputs that meet the contract objectives.
- Prepare a brief fieldwork report outlining processes, challenges, key findings and lessons.
- Draft an Inside story publication (2,000-2,500 words/4 pages) utilising the findings from the case study. The publication will be co-authored by the CDKN Ghana team and the CDKN GESI Lead. The Inside Story publication will be integrated into the global GESI training resource pack, serving as a resource for wider audiences. It will showcase innovative and constructive ways to address norms and power structures, effectively advancing women's needs and concerns while minimising resistance from conservative local and cultural authorities. Additionally, the Inside Story will serve as a case study in various policy forums, illustrating social learning and norm change to support climate resilience.

7. Reporting requirements:

The consultant will principally report to the CDKN GESI Lead, as well as the CDKN Ghana Lead, but also engage with other Leads from the global and Africa region teams. The consultant will:

- Submit an inception report describing the preliminary work done; the proposed work approach and methodology, and the workplan and timelines for completing tasks stipulated under the contract for approval.
- Submit an outline of the Inside Story for approval.
- Submit a draft script and interview questions for the 5–7-minute documentary (and 1-minute version for social media) for approval.
- Submit a brief fieldwork report (not exceeding five pages) outlining processes, challenges, key findings and lessons.
- Deliver draft and final versions of the Inside Story and the documentary.
- Provide a brief completion report outlining processes, lessons and recommendations.

8. Results/outputs/deliverables:

Expected deliverables and indicative timelines are as follows:

Deliverable	Indicative timeline
Inception report	22 August 2025
Draft script for the 5–7-minute documentary and the 1 minute (short version)	12 September 2025
Identification of potential filmmakers for selection	12 September 2025
Final version of the documentary script and interview questions	3 October 2025
Field interviews & documentary filming	13 –17 October 2025
Brief fieldwork report detailing processes, learnings and challenges encountered	27 October 2025
Draft outline of Inside Story publication in accordance with CDKN guidelines	3 November 2025
Draft inside story and documentary	12 December 2025
Final video documentary and Inside story	30 January 2026
Completion report	6 February 2026

9. Contractor's personnel committed

The contractor will coordinate the execution of the project, working in consultation with the CDKN GESI Lead and CDKN Ghana Lead.

10. Desired qualifications, skills and competences of the contractor

- **Educational Qualifications:** A degree in social science, sociology, environmental science, or a related development field, with expertise in Gender Equality and Social Inclusion (GESI) within climate change contexts. A master's degree or higher is an added advantage.
- **Professional Experience:** At least three years of experience in GESI and climate change within rural settings. Applicants should provide a list of relevant past assignments/projects, including links or attachments that highlight their contributions and expertise.
- **Leadership & Coordination:** Proven ability to lead and coordinate teams effectively, fostering collaboration and ensuring successful implementation of objectives.

- **Communication and Writing Skills:** Strong oral, analytical, and written communication skills in English.
- **Research & Data Collection:** Demonstrated proficiency in qualitative data collection techniques.
- **Work Ethic & Performance:** Proven ability to meet deadlines and work effectively under pressure.
- **Organisational & Personal Attributes:** Excellent organisational skills, self-motivation, proactiveness, and reliability.
- **Ethical & Cultural Awareness:** Commitment to human rights, with sensitivity to cultural, gender, religious, ethnic, and age diversity.

Additional desirable skills

- **Technical Acumen** – Familiarity with key aspects of documentary production (e.g. framing, lighting, sound, and editing workflows) to provide informed oversight and quality assurance.
- **Storytelling Insight** – Understanding of narrative structure and visual storytelling to ensure the documentary aligns with its intended message and audience.
- **Collaboration and Diplomacy** – Ability to work collaboratively with creative professionals while maintaining oversight and accountability.
- **Project Management** – Ability to plan, coordinate, and monitor filming schedules, ensuring timelines and deliverables are met.

11.Submission procedure

Contractors interested in undertaking the assignment should submit a **technical and financial proposal**, including the following:

A. Technical proposal (not exceeding five pages)

- Clear understanding and interpretation of the assignment
- Approach and methodology for implementation
- Activity timeline and schedule for completion
- Evidence of relevant experience, including samples of related work (e.g., reports, stories, articles, blogs)
- Contractor's Curriculum Vitae (CV)

B. Financial proposal (not exceeding 1 page)

- Breakdown of the man-days and daily rates quoted in United States Dollars (USD).
- Proposed payment schedule. Payments will be subject to successful approval of deliverables and should not exceed three instalments.

The **technical and financial proposal** (including supporting documentation) should be submitted in PDF **format** via email to patricia@southsouthnorth.org with a copy to lisa@southsouthnorth.org . The proposal should bear the title “**Documenting the Impact of CDKN’s Work with Women Groups in Upper West Region, Ghana.**”

The deadline for submitting proposals is **midnight (SAST) on 11 July**. Late submissions will not be considered.

12. Evaluation and award of contract

Eligible proposals will be evaluated in strict adherence to the sorting criteria detailed below:

Criteria	Score
1. Understanding and interpretation of the assignment	20 points
2. Suitability of the proposed approach and methodology	30 points
3. Contractor’s qualifications, skills, experience and expertise in past similar work	30 points
4. Financial proposal	20 points

The winning contractor shall be determined by totalling the scores from the above criteria. The proposal with the highest total score shall be considered the winner and recommended for the award of contract. CDKN reserves the right to accept any proposal or reject all proposals. Any form of canvassing will lead to automatic cancellation of the proposal in question.