
EXPRESSION OF INTEREST (EOI)

For Rapporteurs

Advertised Day: 15 May 2025

Submission Deadline: Open until filled

Who We Are

Urgent Action Fund–Africa (UAF-Africa) is a feminist, pan-African rapid response Fund committed to transforming power relations through resourcing African feminists and womn's¹ human rights defenders (AWHRDs) and their formations as an act of solidarity. Bold, responsive, creative, and consistent, UAF-Africa works with deep and expanding feminist knowledge, experience, and skills in the various contexts in which AWHRDs live, organize, and work. The Fund is alert and agile in responding to the priorities and urgent needs of African feminist and womn's rights movements, thus ensuring holistic security, safety, and well-being, movement building, and strengthening using feminist philanthropic principles and values. Through our work, we have recognised the deep and intersecting trauma that African feminists and WHRDS face, especially in the face of overlapping crises and structural violence. As part of our strategic accompaniment model, we continue to foreground healing justice and collective care as political tools for resistance and sustainability.

About the Feminist Republik

UAF-Africa is hosting the 3rd Feminist Republik Festival (3rd FRF), set to take place in Mombasa, Kenya, from 27-30 November 2025. The Festival will be a further opportunity for AWHRDs and feminist movements to learn, link and connect while sharing on and around what regeneration looks like in the wake of rising polycrises and increased resistance to feminist organising. The 3rd edition will centre the lived realities of WHRDs from crisis contexts across the continent, unpack what feminist response to crisis means and inviting us to reflect on trauma through the lens of crisis.

Through group discussions, storytelling, art, song, poetry and dance, we aim to critically engage with a critique of the systems that have never worked for us, explore transformational

futures, and get re-energised and rejuvenated in the process. The festival will be designed with moments to grieve and celebrate. The healing justice research findings have also surfaced traditional healing practices that have been applied in feminist settings that we are interested in surfacing and collectively practising during the festival.

The assignment

UAF-Africa is seeking a dynamic and experienced rapporteur to document, capture, and reflect the essence of the Festival. The rapporteur will be responsible for capturing powerful stories, in-depth discussions, and the nuances emerging from AWHRDs as they engage with themes of crisis, trauma, healing, and collective care. The final report will include clear quotes, actionable insights, and concrete recommendations, serving as a vital resource to amplify the voices, visions, and strategies shared throughout the event.

Tasks and responsibilities

The rapporteur will be expected to attend key sessions of the Festival and document discussions, stories, and strategies shared by African feminists and AWHRDs. They will capture quotes, highlight emerging themes, and reflect the event's spirit while identifying clear actions and recommendations.

Before the Festival:

- Familiarise themselves with the Festival theme, agenda, facilitators, and participants' profiles.
- Attend a pre-festival briefing with UAF-Africa communications and Programmes teams.
- Review digital recording setup and establish coordination protocol with session leads.
- Discuss and agree on consent and guiding documents.
- Prepare templates or tools for real-time documentation, e.g. recorders, etc.

During the festival:

- Attend and document key moments in plenaries, group sessions, fireside chats, performances, and informal interactions.
- Record and review daily audio recordings of concurrent sessions provided by the technical team.
- Analyse, organise, and synthesize content from each session, identifying major themes, insights, and recommendations.
- Work collaboratively with the communications team to ensure daily reports are coherent, timely, and politically grounded.

- Ensure alignment with feminist values and documentation ethics, particularly regarding privacy and consent.
- Capture powerful quotes, reflections, and emerging themes that reflect the tone and depth of the Festival.
- Engage with AWHRDs, activists, and artists to gather impactful stories and quotes.
- Ensure ethical and consent-based storytelling throughout all forms of documentation.
- Maintain a log of actionable recommendations, calls to action, and key insights participants share.
- Flag any sensitive content for review or follow-up with the Fund where needed.

After the Festival

- Compile and synthesise all documentation, ensuring clarity, consistency, and alignment with the Festival's goals.
- Produce a comprehensive report, incorporating key themes, participant insights, and quotes from the event.
- Highlight actionable recommendations, commitments, and calls to action arising from the discussions.
- Edit and finalise the report for readability and accessibility, ensuring it amplifies the participants' voices and experiences.
- Ensure that all sensitive content is handled carefully and that confidentiality protocols are followed.
- Submit a final, edited archive of all daily reports, session notes, and recordings used for documentation.

Competences

- Strong writing and analytical skills with the ability to synthesise complex discussions into clear, compelling narratives.
- Experience in feminist or social justice spaces, with a deep understanding of gender, intersectionality, and human rights.
- Excellent listening and observation skills, with the ability to capture nuance, tone, and context.
- Experience in event documentation, including live note-taking, interviews, and reporting from conferences or gatherings.
- Cultural sensitivity and emotional intelligence are significant when engaging with trauma-informed or healing-centred conversations.
- Ability to handle sensitive information with discretion and to respect consent and confidentiality protocols.
- Strong coordination and time management skills, with the ability to meet deadlines and manage multiple documentation formats.

- Proficiency in English (Portuguese, Arabic and French, if relevant), with clear communication skills.

Please note:

- Sub-contracting other vendors to perform the job described in this Terms of Reference is not allowed.
- All documents, audio recordings will remain the property of UAF-Africa.

Application Process and Deadline

Qualified individuals and teams interested in this assignment are invited to submit an Expression of Interest (EOI) that includes:

- A short profile of the individual/organisation, highlighting relevant experience in documentation and feminist/rights-based work.
- A portfolio or links to samples of previous rapporteur or event documentation work.
- A brief proposal outlining your creative and ethical approach to covering the Festival, including methods for capturing nuance, stories, and participant voices.
- A detailed budget breakdown includes professional fees, travel (if applicable), and other anticipated costs.
- Availability during pre-, during, and post-Festival periods as outlined in the timeline.

Submissions should be sent to info@uaf-africa.org with the subject line:

EOI: Rapporteur – 3rd Feminist Republik Festival

No phone calls, please.

We thank all those who apply, but only shortlisted firms will be contacted. To learn more about UAF-Africa and our programs, please visit our website at <http://www.uaf-africa.org/>