



TERMS OF REFERENCE (ToR)

Communications and Reporting Consultant – Women in Energy Award 2025

Location: Addis Ababa, Ethiopia (interviewee locations, event venue, and potential remote interviews)

Duration: 20–25 working days (August and November)

Reporting to: Dewo Desta, Project Coordinator, EWiEn

Expected Start Date: August 1, 2025

1. Background

The Ethiopian Women in Energy Network (EWiEn) organizes the Annual Women in Energy Award to recognize, honor, and promote outstanding contributions by women professionals and leaders in the energy sector.

The 2025 edition will feature interviews with award nominees, winners, and jury members, as well as the documentation of messages, acknowledgments, and reflections. These interviews will contribute to the award bio booklet, biographies, event coverage, and future visibility materials.

To support this, EWiEn seeks a professional Reporter to conduct in-depth interviews and create written content for internal documentation and public communication materials.

Objectives of the Assignment

The main objectives are to:

- Conduct interviews with award nominees and winners to gather background stories and highlight professional achievements.
- Interview jury members to capture their insights and messages.
- Collect written acknowledgments and reflection notes from key stakeholders.
- Coordinate with the videography team during the event for real-time interviews and documentation.
- Produce high-quality written content for use in the award bio booklet, biographies, and reports.
- Document key highlights and narratives from the event.



Scope of Work and Deliverables

Pre-Event

- Attend briefing sessions with the event coordination team.
- Prepare interview guides for different categories (nominees, winners, jury, guests).
- Conduct interviews based on a list provided by EWiEn (can be done remotely).
- Review past award materials to ensure continuity and accuracy.

During the Event

Conduct on-site interviews with:

- Award nominees and winners
- Jury members
- Selected guests and organizers
- Collaborate with the videography team to coordinate on-camera interviews and ensure alignment with documentation needs.
- Take notes and compile written summaries of speeches, acknowledgments, and event highlights.

Deliverables

- Transcribed and edited interviews (clean text format)
- Short biographies of winners and nominees (maximum 1 page each)
- Event report including key messages, quotes, and acknowledgments (3–5 pages)
- Inputs for the award booklet (profiles, jury messages, event highlights)

Required Qualifications

- Proven experience in journalism, reporting, communications, or content writing
- Strong interviewing and storytelling skills
- Experience working in event settings and with diverse stakeholders
- Excellent writing and editing skills in English and Amharic (if applicable)
- Background in gender, energy, or development sectors is a plus

Deliverables and Timeline

Deliverable	Format	Due Date
Interview guides	Word/PDF	July 31
Transcribed interviews of the nominees	Word	August 15
Transcribed interviews of the Jury and EWiEn management (can be done remotely)	Word	August 20



Short bios and inputs for the booklet and documentary	Word	August 25
Event documentation report	Word	November 25-30

Application Requirements

Interested applicants should submit:

- A brief proposal or expression of interest (max 2 pages)
- Updated CV with relevant experience
- Two writing samples (e.g., articles, interviews, reports)
- Financial proposal (lump sum or daily rate)

The payment will be processed in two phases: pre-event and post-event. Once the pre-event products are delivered, the first phase payment (first week of September) will be released. The second phase payment is post-event, expected in the last week of November.

Submit proposals to: career@ewien.org

Subject Line: *Reporter for Women in Energy Award 2025*

Deadline: July 27, 2025, at 5:00 PM (EAT)

Late submissions will not be accepted.

For inquiries or clarification, contact: dewo.desta@ewien.org