

**Terms of Reference**  
**Deputy Principal**  
**Ethiopian Women Researchers Network (EWNET)**

**Title:** Deputy Principal of EWNET. The Deputy Principal will support the Lead Principal in managing and delivering the network activities during the duration of the network.

**Place of Employment:** Ethiopia

**Employment type:** Paid position (Part time- 1 day a week)

**Background of the Peace Research Facility and EWNET:** The Peace Research Facility is implemented by the Rift Valley Institute and funded by FCDO. The Facility produces timely analysis and research on critical peace and conflict dynamics in Ethiopia in order to inform policy and programming by FCDO as well as a broad set of Ethiopian and international stakeholders. Through its Early Career Researchers Communities of Practice, South Sudan Women's Research Network and Gender and Responding to Violent Extremism programmes, RVI has extensive experience in convening research communities of practice and the Facility team plans to draw on this experience when rolling out EWNET. Some of the key aims of this network are to find solutions to common problems by sharing knowledge and best practices as well as disseminating to the public, knowledge and practice that amplifies the voices of researchers and influences policy.

**Profile of Deputy Principal:** The individual must be based in Ethiopia and possesses excellent communication and leadership skills. The Deputy Principal should be able to foster links with a vast network of Ethiopian women researchers, institutions, and organisations. The Deputy Lead is expected to have a track record of co-leading innovative research projects. The Deputy Principal is expected to have experience in organising and facilitating dissemination events.

**DELIVERABLES:**

As the Deputy Principal you agree to deliver the below tasks and outputs:

- Support the Lead Principal in planning and delivering the network activities during the duration of the network
- Support the Lead Principal in developing a detailed 3-year work plan for EWNET in accordance with the objectives and planned activities of the network
- Assist the Lead Principal in planning, organising and facilitating the network's events such as the roundtable meetings, forums and conferences as well as EWNET's inception meeting
- Assist the Lead Principal in reviewing and finalising the various outputs EWNET will publish and the resources that will be published to the EWNET website

- Support the Lead Principal in identifying and selecting network members
- Assist the Lead Principal in planning, organising and overseeing the visits between network members
- Be the focal point of communication for the network members
- Document and report on instances of continuous learning and cross fertilisation is happening amongst network members.

## **REPORTING ARRANGEMENTS**

In the discharge of the above services, you will:

- Report to the EWNET's Lead Principal and the Facility's Team Leader, Hannah Stogdon
- Communicate with RVI on a regular basis, by email, telephone, Zoom and face-to-face in Addis Ababa where possible on the progress of the assignment, addressing any problems that may arise;
- Meet all reporting deadlines as outlined above and remain available to work throughout the project;
- Perform any other reasonable tasks agreed with RVI in the implementation of the study.

**DESCRIPTION OF RVI SUPPORT TO THE CONSULTANT:** RVI will have responsibility for handling communications with the Funder, for financial reporting to the Funder and for the final editing and delivery of the reports to the Funder.