

## TERMS OF REFERENCE

### Consultancy for a Partnerships Support Specialist African Century Group

#### 1. Background and Context

African Century Group is dedicated to supporting transformational institutions and leaders making this Africa's Century – one of rapid progress for people, planet, and prosperity. The organization provides tailored, context-specific support that institutions and leaders require in order to accelerate their growth and impact, including strategic advisory services, implementation support, partnership facilitation, and links for financial resources.

Founded in 2022, African Century Group is headquartered in Kigali, Rwanda and works with a portfolio of many of the world's leading partners for development at national, regional, and global level, including on public policy and accelerating food systems action to deliver the 2030 Agenda for Sustainable Development and Africa's Agenda 2063.

Between 2026-28, African Century Group is committed to providing strategy and partnerships support to three institutions advancing new strategies for African development.

- The African School of Governance (ASG), launched in 2025 in Kigali, Rwanda, seeks to serve as a leading institution in public policy and leadership education, dedicated to empowering a new generation of purpose-driven African leaders. With a foundation rooted in African perspectives and global standards, ASG is committed to cultivating leaders who can address the complex challenges of the 21st century, both on the continent and worldwide. African Century Group will seek to support ASG on priorities for continued strategy development and implementation, resource mobilization, partnerships, and strategic positioning in the landscape.
- The Institute for Agriculture and Artificial Intelligence (IAAI) at the Mohamed Bin Zayed University of AI (MBZUAI), launched in 2025 in Abu Dhabi, United Arab Emirates, seeks to serve as a global hub to accelerate the development and deployment of AI systems that work for smallholder farmers, implementers, and governments—particularly across Africa and South Asia. IAAI is positioned as a funder and catalyst, a technical and data backbone, and a neutral convener linking Global North research capacity with Global South delivery systems. African Century Group will seek to work with the IAAI to best engage and share knowledge with and across the African ecosystem, particularly in the priority countries of Ethiopia, Kenya, Nigeria, and Rwanda, where governments and partners are actively building national AI-enabled agricultural advisory platforms anchored in digital public infrastructure (DPI), public-private partnerships, and open digital public goods (DPGs).
- A Rwanda food innovation mechanism, emerging in 2026 in Kigali, Rwanda, will seek to support Rwanda's food innovation strategic vision, with the aim of becoming Africa's leading hub for food systems innovation by 2035, accelerating progress toward Vision 2050 and a knowledge-based, inclusive, and sustainable economy. African Century Group will seek to support this vision and partners in the Government of Rwanda and development ecosystem to incubate its design, program priorities, strategic partnerships, resource mobilization, and operations to ensure the vision successfully gets off the ground and delivers quick wins to build momentum behind innovations that will help foster inclusive and sustainable growth, enhance food security and nutrition, create jobs and livelihoods, and build climate resilience.

African Century Group's roles across each of these institutions and efforts requires that it bring expertise and networks to build, manage, and derive results from strategic partnerships with the institutions' boards and Steering Committees, development partners, and implementing partners at a national-, regional-, and global-level.

## 2. Objectives

In this context, African Century Group (ACG) seeks a motivated Partnerships Support Specialist that can support the company's efforts with priority institutional partners (i.e. clients) in building and managing strategic partnerships across Africa and globally, and crowding in investments to deliver on their near-, medium-, and long-term strategies.

Specifically, this includes:

- 1) Strategic Advisory Services – supporting ACG and its partners to articulate a transformational vision and strategy to achieve it, whether at the level of individual leadership, a specific initiative, a business line, or the institution overall.
- 2) Resource Mobilization – supporting ACG and its partners to design strong resource mobilization strategies and implementation plans to support transformational visions, drawing on resources as appropriate across public sector, private sector, philanthropy, high-net worth individuals, and other pertinent sources of funds. This also includes support on strategic proposal development and brokering connections to help unlock priority investments.
- 3) Partnership Facilitation – supporting ACG and its partners to understand the most strategic partners for transformational visions, structure proposed partnerships based on two-way incentives and complementarity, and facilitate the engagements that help secure the partnerships and get action underway. This also includes support on incubation and strengthening of governance structures, advisory groups, and working groups for the institutions and signature programs/events.
- 4) Positioning and High-Level Events – supporting ACG and its partners on developing, implementing, and following up on transformative events that position the institutions in the national, regional, and global landscape.
- 5) Strategy Performance Management – supporting ACG and its partners to ensure systems are in place for strategy implementation, inclusive work plans, change management where needed, and ongoing strategy performance management. Up to 90% of strategies fail due to poor execution, so clear systems for implementation are essential to achieving your vision.

## 3. Scope of Work

The Consultant will work closely with African Century Group's leadership in providing end-to-end strategic advisory and partnerships services to priority institutional partners in Africa and across the globe. The scope therefore includes, but is not limited to, the following responsibilities:

### 3.1 Support ACG's institutional partners with strategic advisory services to refine their strategies and implementation plans for specific programs and initiatives

- Conduct research and analysis on key issues, initiatives, and events that shape intelligence and strategic advice for the partner's institutional strategy, work plan, and ongoing engagements.
- Carry out landscape analyses to understand and help communicate the importance and latest work of various multi-stakeholder programs and platforms of relevance to the partner (e.g. in governance, AI for agriculture, and/or food innovation).
- Provide written inputs and feedback on partner documents (e.g. strategies, initiatives, briefs, op-eds) that draw on the collective intelligence and insights of ACG and its pool of consultants.
- Participate in regular calls with partners to share updates and progress on agreed priorities, serving as an extension of their team and capacity where appropriate.

### 3.2 Support the design and rollout of resource mobilization strategies and implementation plans for ACG's institutional partners

- Support ACG leadership in research and benchmarking analysis to define long-term resource mobilization strategies and implementation plans for priority partners.

- Develop landscape mappings of potential sources of funds, financiers, and in-kind partners in Africa and globally (governments, development partners, foundations, global & African HNWIs, private sector, individual giving, etc...).
- Develop resource mobilization pipelines for each priority partner, detailing the potential development partners, areas of strategic alignment, and pitching opportunities.
- Draft and refine at least 4 resource mobilization concepts for ASG and 4 resource mobilization concepts for the Rwanda food innovation mechanism to deliver on their long-term strategies. This includes supporting leadership with desk-based research on issues or initiatives prioritized by partners in order to help shape position papers and business cases to unlock funding in an evolving context.
- Support ACG leadership and institutional partners in outreach and follow up with potential funders, as concepts mature to funding commitments, contracting, and resources under management.
- Prepare, support, and follow up on priority resource mobilization missions, calls, and letters as requested in the early resource mobilization implementation push.
- Support ACG leadership and institutional partners as they build their team, systems, and tools to best deliver on resource mobilization strategies and plans. Provide feedback and advice on approaches and best practices where requested.

### **3.3 Support the development and facilitation of a few priority partnerships that ACG's institutional partners require for successful implementation**

- Work with ACG leadership and institutional partners in efforts to build out Steering Committees/Boards, Advisory Groups, Working Groups, and Partners Groups as required to deliver on their strategic visions and implementation plans.
- Support the development of annual Steering Committee/Board calendars and agendas for ongoing meetings (e.g. quarterly).
- Help institutional partners as they steward these governance structures, contributing to agendas, pre-reads, meeting execution, and follow up notes and action items where required.
- Work with ACG leadership to help partners refine their partner engagement strategies at country level, regional level, and global level to best leverage the momentum of their recent institutional launches and draw in various networks and resources to respond to opportunities, needs, and gaps.

### **3.4 Support ACG's institutional partners in the development, implementation, and follow up of strategic events that position them in the landscape**

- Work with ACG leadership to develop and maintain an overview of key events in the African development landscape that can be leveraged to shape the regional and global narrative and accelerate priorities, across and beyond priority partners.
- Support institutional partners as they shape and deliver a few high-profile events to appropriately position their institutions, particularly contributing to efforts required to design overall event strategic visions and programs, crowd in funding partners, secure service providers, mobilize speakers and participants, and deliver and follow-up on the event in alignment with expectations. For instance, this will include food innovation activities at the AFS Forum in September 2026, as well as the ASG Signature Convening in Q4 2026 and an IAAI convening in Q4 2026.
- Support the development of annual leadership engagement and advocacy plans (LEAPs) for each of ACG's institutional partners and help ACG leadership to maintain and refine them on a monthly basis.
- Provide support in organizing and securing meetings for African leaders and institutional partners in preparing briefs, talking points, materials, presentations, and follow up as needed.
- Manage and execute meetings, events, trips, and other external engagements that are led or supported by ACG in support of priority partners.

### **3.5 Support ACG leadership and colleagues in the continuous development of its organization and new opportunities**

- Stay abreast of relevant issues in African governance and sustainable development and share related updates and advice with ACG leadership.
- Review and provide ideas and feedback on ACG's overall multi-year strategy and its annual goals and work plans.
- Work with ACG's leadership to shape and prioritize the organization's leadership engagement, key messages, and communications products.
- Support leadership where requested in organizational reporting and compliance requirements.
- Contribute to ACG's new partnership development efforts by supporting meetings with new actors and contributing to new proposals to mobilize resources in support of priorities from public, private, and philanthropic partners.
- Contribute to the development of case studies, white papers, presentations, and social media to raise visibility on priorities and continuously refine ACG's business lines, approaches, and tools.
- Engage in national, regional, and/or global forums where appropriate to help ACG advance priority issues and build networks.

## **4. Deliverables**

The Consultant will be responsible for delivering the following outputs during the assignment period:

### **4.1 Strategic Advisory and Partner Support**

- Research briefs and analytical notes on priority issues, initiatives, and events informing partners' institutional strategies and implementation plans.
- Landscape analysis reports on relevant multi-stakeholder platforms and programs (e.g. governance, AI for agriculture, food innovation).
- Written inputs, reviews, and revisions on partner documents, including strategies, concept notes, briefs, op-eds, and related materials.
- Periodic progress updates and meeting summaries from regular coordination calls with institutional partners.

### **4.2 Resource Mobilization Strategy and Implementation**

- Benchmarking and research outputs informing long-term resource mobilization strategies for priority institutional partners.
- Comprehensive funding landscape mappings identifying potential public, private, and philanthropic funders and in-kind partners.
- Resource mobilization pipelines for each priority partner, detailing prospective funders, strategic alignment, and pitching opportunities.
- At least eight (8) resource mobilization concept notes, including:
  - Four (4) concepts for ASG
  - Four (4) concepts for the Rwanda food innovation mechanism
- Desk-based research notes, position papers, and business cases supporting the above concepts.
- Outreach materials, briefing notes, and follow-up trackers supporting engagement with prospective funders.
- Mission briefs, meeting notes, and follow-up action trackers for priority resource mobilization missions and engagements.
- Advisory notes and recommendations on systems, tools, and team structures to strengthen partners' resource mobilization capacity.

### **4.3 Partnership and Governance Development**

- Governance structure design inputs, including recommendations for Steering Committees, Boards, Advisory Groups, and Working Groups.

- Annual calendars and draft agendas for Steering Committee and Board meetings.
- Pre-reads, presentations, meeting summaries, and action trackers for governance meetings.
- Partner engagement strategy notes at country, regional, and global levels.

#### **4.4 Strategic Events and External Engagements**

- A consolidated overview and tracker of key African and global development events relevant to priority partners.
- Strategic event concept notes, programs, and partner engagement plans for selected high-profile events.
- Resource mobilization and partnership materials supporting priority convenings, including food innovation activities at AFS Forum 2026, the ASG Signature Convening (Q4 2026), and the IAAI Annual Convening (Q4 2026).
- Annual Leadership Engagement and Advocacy Plans (LEAPs) for each priority institutional partner, with monthly updates.
- Briefing notes, talking points, presentations, and follow-up summaries for leadership meetings and high-level engagements.
- Event and engagement execution reports, including outcomes, follow-up actions, and lessons learned.

#### **4.5 Organizational Development and New Opportunities**

- Periodic issue briefs and updates on African governance and sustainable development trends.
- Written inputs and feedback on ACG's multi-year strategy, annual work plans, and priority initiatives.
- Communications and messaging inputs, including key messages, presentations, and visibility materials.
- Contributions to organizational reporting, compliance documentation, and internal reviews as requested.
- Concept notes and proposal inputs supporting new partnership and resource mobilization opportunities.
- Case studies, white papers, presentations, and digital content to support thought leadership and business development.
- Engagement summaries and contact notes from participation in national, regional, or global forums.

### **5. Location and Nature of the Assignment**

The Partnerships Support Specialist is a virtual role, which can be based anywhere on the continent where they are legally entitled to work. Preference is for Kigali, Rwanda – given the headquarters of African Century Group – or for Kenya – where several of ACG's partners have strategic focus.

### **6. Duration and Terms**

The Partnerships Support Specialist will contribute an average of 20 working days per month to African Century Group to deliver on these terms of reference. The contract will be for 12 months, effective from the day of signing. Upon completion and successful review of the contract, parties will have the right to sign a new agreement for another period subject to mutually agreed terms.

The contracted individual will receive payments for services based on submission of an invoice and monthly report clearly showing the activities performed and deliverables advanced, which will be agreed up-front at the time of contracting. Any expenses will be reimbursed after submission of an invoice and receipts confirmed to be aligned with the consultant's contract and ACG's official travel and expense policies.



## **7. Reporting, Communication, and Coordination**

The Partnerships Support Specialist will report to and work directly under the supervision of the Managing Director for the assignment. S/he will be expected to participate in regular weekly calls of the ACG leadership and management team, as well as regular project and working group calls of the priority institutional partners.

The Consultant will be required to sign Non-Disclosure Agreements (NDAs) for the work of ACG and its institutional partners, and s/he will need to maintain strict confidentiality of all matters unless otherwise authorized by ACG leadership or the disclosure is required by the law.

## **8. Qualifications and Experience**

ACG seeks the best candidate with the following qualifications and experience:

- Passionate about the mission and opportunity African Century Group has to support institutions and leaders in accelerating their impact for people, planet, and prosperity and make this Africa's Century.
- Technical understanding and experience in foreign policy, sustainable development, and food systems, while also being able to learn quickly, tackle a wide range of challenges, and deliver at a top level on any partnership.
- At least 10 years of relevant work experience, with a proven track record of highest success in previous roles and studies.
- A degree in a relevant field (e.g., political science, economics, food systems, public administration, public policy, business, law, economics, etc...). A Masters degree preferred, but not required.
- Excellent diplomatic and interpersonal skills to build and maintain effective working relationships at all levels with colleagues, partners, peers, and beneficiaries, etc.
- Experience working with Pan-African and global boards, eminent persons, and development partners at the highest levels.
- Excellent analytical and communications skills, with ability to develop ready-made presentations and written products for external audiences at the highest levels.
- Superlative organizational skills, ability to prioritize and multi-task, ability to develop and track against work plans, ability to coordinate with and motivate others, and to meet tight deadlines.
- High level of accuracy, attention to detail and thoroughness.
- Dedicated and hard-working, willing to do what it takes to get the job done.
- Demonstrates the highest standards of ethics, integrity, and trust. Ability to maintain complete and strict confidentiality.
- Ability to work efficiently and effectively on a fast-paced, high-demand and high-profile portfolio of work across barriers such as language, culture, and distance.
- Proficiency in Microsoft Office programs – PowerPoint, Excel, OneNote, etc... - as well as experience with AI programs.
- English fluency required. Additional language abilities in Kinyarwanda, Kiswahili, French, and/or other languages will be an added advantage.

## **9. Proposal Submission Process**

Individual consultants are requested to apply by completing the following two steps by no later than 5pm CAT on Friday, 20 February, 2026.

- Please fill the following application form online: [https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsWoyxEjajBLZtrQAAAAAANAAAAAN\\_pobfPZUMkE3MzIoQUVSMo1JNU4xTDgwQlg5SzBQQS4u](https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsWoyxEjajBLZtrQAAAAAANAAAAAN_pobfPZUMkE3MzIoQUVSMo1JNU4xTDgwQlg5SzBQQS4u)
- Please submit a cover note and resume to [fidele@africancenturygroup.org](mailto:fidele@africancenturygroup.org)

Applications received after the deadline will not be able to be accepted and considered.

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