

TERMS OF REFERENCE FOR THE AFRICA EVIDENCE LEADERSHIP AWARD

PURPOSE OF THE AFRICA EVIDENCE LEADERSHIP AWARD

The purpose of the award is threefold, to:

- Raise awareness of evidence-informed decision-making (EIDM) in Africa;
- Highlight the growing status of evidence amongst decision-makers in Africa; and
- Showcase the status of Africa in EIDM discussions by recognising impactful, insightful, effective, and/or innovative work that supports EIDM in Africa.

The award feeds into Outcome 4 of the Africa Evidence Network impact and learning summary as submitted as part of the Hewlett Foundation grant application. Outcome four aims to raise awareness of EIDM, and the status of evidence amongst decision-makers, as well as the status of Africa in EIDM discussions.

WHAT DOES THE AWARD CONSIST OF?

The recipient of the award will be receive:

- A space in the biennial Evidence programme to deliver a keynote address on their work
- Registration, economy return flights from their African country of residence, and accommodation while attending the biennial Evidence conference (25-28 September 2018 in Pretoria, South Africa)¹
- Up to USD1500 travel grant towards attending a high-profile course or event on EIDM²
- Token of recognition presented at Evidence 2018
- Publication of winner's profile in an academic journal

WHO IS ELIGIBLE TO APPLY FOR THE AWARD?

To be eligible to apply for the award, you must:

- Be a member of the AEN
- Work in any sector as long as you can motivate your **participation in EIDM**³ as an evidence-user, evidence-producer, evidence-broker or any combination of these
- Provide proof of citizenship of and/or residence in an African country (as defined by the [United Nations](#))
- Be able and available to travel to and attend all four days of Evidence 2018 on 25 to 28 September 2018 in Pretoria South Africa, and must commit to giving a plenary talk at the event
- Be willing to have your profile publicised in a journal and on any of the AEN public platforms

WHAT IS THE APPLICATION PROCEDURE?

- This award considers applications only; no nominations are taken into consideration for the Africa Evidence Leadership Award.
- Application process:
 1. Collect evidence to support your application in PDF format. This should at least include:

¹ Note that airport transfers, visa costs, and daily living expenses (per diem) are not covered beyond the meals provided within the conference programme.

² Some eligible events or courses include: Global Evidence Summit, Global Evidence and Implementation Summit, biennial conference of the Collaboration for Environmental Evidence, Cochrane Colloquium. Award winners are welcome to propose to the award committee additional events or courses not listed here.

³ For the purposes of the award, the EIDM sector is defined as both the supply and demand/use of research evidence (which includes monitoring and evaluation, impact evaluations, evidence synthesis, and data and knowledge management). This definition is intended to be broad so as to be as inclusive as possible. If you feel your work is not represented by this definition, kindly contact us at ace@uj.ac.za.

- Recommendation letters from three referees who are willing to be contacted by the award committee
 - Media articles about your work (if available)
 - Head and shoulders photograph of yourself for your online profile
 - Documentary records of your contribution towards EIDM in Africa (these could be academic papers or other written outputs)
 - Completed application form
2. All documentation should be emailed **in PDF format** to the AEN secretariat at ace@uj.ac.za⁴ with the subject line **AEN AWARD APPLICATION: [INSERT YOUR SURNAME]**.
 3. Please also alert your referees that the AEN awards committee may be contacting them to verify their letters or recommendation.
- Applications must be completed in English due to language-translation resource constraints. However, you are encouraged that this is not an award for English writing: applications will be judged on the merit of your contribution to EIDM and not on the level of English of the application.
 - Deadline for applications is **1 April 2018**.

WHAT IS THE ASSESSMENT PROCEDURE?

- After the deadline, applications will be reviewed by the AEN awards committee, and a list of shortlisted applicants will be prepared by **16 April 2018**.
- Online profiles of shortlisted applicants (protecting the contact information of applicants; shared publicly only with their permission) will be shared via the AEN website. Each AEN member will have one opportunity to vote for their preferred shortlisted applicant until **18 May 2018**.
- The final shortlisted applications will be considered by the AEN advisory committee, with one award-winner and two honourable mentions being announced on **31 May 2018**.

WHAT ARE THE ASSESSMENT CRITERIA?

- Experience
 - How long has the applicant been evidently engaging with EIDM?
 - How diverse are the applicant's output / publication topics?
 - Has the applicant received other relevant prizes or awards?
- Leadership
 - How has this applicant demonstrated leadership?
 - Does this applicant advocate EIDM outside 'working hours' via social media for example?
- Knowledge
 - Has this applicant sustained engaging with the EIDM throughout different projects they have managed?
 - How diverse are the sectors that this applicant's referees are from?

GENERAL TERMS AND CONDITIONS

- Members of the AEN secretariat, the AEN advisory group, as well as the Africa Centre for Evidence advisory group are not eligible to apply for the award.
- The recipient of the award will be required to sign a contract of more specific terms and conditions.

⁴ Applications in other formats where online access is problematic will be accepted on condition that you have successfully contacted the AEN secretariat by phone or email by 2 April 2018 to arrange the alternative submission process. Applications posted to us without prior agreement may not reach us timeously and therefore cannot be accepted.

- The award money covers:
 - o Evidence 2018 registration fee
 - o One economy return flight to Evidence 2018
 - o The equivalent of South African three-star accommodation for the duration of Evidence 2018 only; any additional days of accommodation will be for the account of the applicant
- The award money **excludes**:
 - o Per diem (daily subsistence costs, all meals not provided for by Evidence 2018 or accommodation)
 - o Visa and passport costs
 - o Airport transfers
 - o Recreation costs
- The award money is provided as a travel bursary and will be administered through the AEN secretariat who will coordinate with and pay event organisers directly. Award-winners will not be given any of the award money directly.

To enquire about the award or anything pertaining to the award, contact the AEN coordinator Precious Motha via ace@uj.ac.za or +27115591909.