

CONSULTANT TERMS OF REFERENCE

Consultancy Title	Options Learning Platform: Communications Consultancy for innovators interviews and profile features blog posts
Reporting to	Technical Officer
Location of Assignment	Virtual / remote
Timeframe	Up to 4 days (15 th to 24 th September – flexible)
About Options:	
<p>Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of MSI Reproductive Choices. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. Our partners include governments, NGOs, civil society, health workers and the media. Our programming is flexible, evidence-based and politically informed, meaning we adapt to changing contexts, use data to inform our decisions and ensure our approach is contextually appropriate. Our focus is always on building local skills and systems that last.</p> <p>In 2020 Options launched a new Department of Design and Innovation (DDI), to drive the creation of new ideas, ensure robust technical design, and packaging these approaches to effectively market them to new clients. DDI seeks to ensure that Options is identifying, defining, prototyping and learning from innovations in its programmes, and from global evidence, driving the development of new approaches, products and service offerings, and is recognised for excellence in the design of innovative programmes that achieve high impact. The OPTions Learning Platform (OLP) project sits under DDI.</p>	
Background to the Assignment:	
<p>OPTions Learning Platform: With funding from Grand Challenges Canada (GCC), Options Consultancy is leading a 12-month project to establish the “OPTions Learning Platform” (OLP) to support the Options for Pregnancy Termination Innovation (OPTions) Initiative. The goal of the OPTions Initiative is to support “Bold Ideas with Big Impact” through innovative and transformative approaches that put women and girls in control of their reproductive health choices and where, when, and how they end their pregnancy in countries where there are one or more legal grounds to support it, if they choose to do so. The focus is to support the testing and development of new approaches to increase early access to existing abortion products and services in low- and middle-income countries and next-generation methods for safe abortion.</p> <p>OLP aims to accelerate the impact of the 2021 portfolio of 40 OPTions Initiative innovators from across the globe. It will support OPTions Initiative innovators in groups and individually to work towards and achieve proof of concept and support their transition to sustainable impact at scale. The OLP will leverage innovators’ lessons learned and best practices, build an innovator community of practice, extend professional network and draw upon insights and external expertise where needed.</p> <p>Options Consultancy will deliver technical capacity building through its 2021 Roadmap, consisting of three interlinked Learning Labs (Proof of Concept; Transition to Scale; Investment).</p>	

Confidentiality: Ahead of commencing work or receiving any project resources, consultants may be required to sign a non-disclosure form to protect the confidentiality of the innovators and their interventions.

Work delivery: All work is to be delivered virtually using Teams, Zoom or similar software.

Scope of Work:

Options is seeking a consultant to provide communications support to the Project Team in formulating and developing several profile features blog posts to assess the work they are doing and provide a snapshot of their projects under OPTions Initiatives. These articles/blogs will be utilised for external engagement and promotion from the innovators and will be shared as Options communications material through various channels. Main activities include:

1. Working with the Project Team to identify suitable angle and format of the written pieces
2. Organising the design and structure of interviews in liaison with Project Team
3. Organising and conducting the design, writing, and editing of profile feature blog posts in liaison

In collaboration with the Technical Officer, the consultant will lead the design, planning and conduct the interviews and produce the required communication pieces. In order to achieve this, we anticipate the following for detailed schedule of tasks:

1. Preparation

- Introductory call with Options Project Team (OLP Technical Officer and Programme Manager) – outline of project, definition of angle and format of the interview pieces, outline of plans to introduce comms consultant to innovators, brief overview of selected innovators and their projects (estimated up to 1h 30 min).
- Preparation phase ahead of the four (4) interviews for up to 2 hours for each interview (estimated up to total 8 hours). This includes:
 - Draft of interview questions to be shared with Technical Officer in advance who will provide feedback and edits if needed. The questions should be tailored based on the needs/feature of each innovation project.
 - Finalisation of interview questions: final sign off from Options.

2. Interviews

- Interview calls with four (4) innovators to up to 1 hour for each interview (estimated up to total 4 hours).
- Interview material to be recorded in the form of written notes and audio recording files. The material will be shared with Options at the end of the consultancy through secure file sharing platforms (e.g. WeTransfer). The consultant should delete all the interview files, and the email once the consultancy is ended as per the Consultancy Contract and Data Protection Schedule.
- The consultant is required to obtain written and verbal consent from the interviewee that the information shared can be used in the form of communications material by Options/OLP team. The consultant will be provided with Options consent form, to share with innovators for signing and to share back with Options ahead of the interviews.

3. Product / blog development

- Development of the material to produce four (4) profile features blog posts to up to 4 hours for each piece (estimated up to total 16 hours/2 days). This will include:
 - Draft of profile features blog posts to be shared with Technical Officer who will provide feedback and edits if needed.
 - Finalisation of profile features blog posts: final sign off from Options.

The total consultancy days available for all activities is **4 days**.