

Job description

Job title	County Programme Coordinator Safire - Supporting Access for Adolescents to Integrated Sexual Reproductive Health Services
Department	Overseas Programmes
Location	Bungoma County, Kenya
Reporting to	Kenya Country Lead, Safire Programme
Responsible for	N/A
Liaison with	Programme and Options staff, consortium, implementing and referral partners, external stakeholders, and programme beneficiaries
Hours	Full time (40 hours per week)
Type of contract	Fixed-term until December 2021
Organisation	
Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. 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. This includes governments, development partners, NGOs, civil society, and health workers. Our programming is flexible, evidence-based, and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.	
Background to the Programme	
<p>Adolescent girls are twice as likely to have an unmet need for contraception compared to women in their twenties, putting them at increased risk of unintended pregnancy. They are also more likely to face age-related stigma and barriers to accessing sexual and reproductive health services, as well as lack of information and agency, increasing the risk that they delay seeking services.</p> <p>There are still gaps in our knowledge and understanding of effective adolescent health programming, especially at scale, and there are very few sexual and reproductive health services that have been tailored to adolescents. We need to explore new approaches and to implement promising ones, such as engaging the private sector to reach adolescents and providing complementary and coordinated interventions.</p>	
Programme: Safire – Supporting Access for Adolescents to Integrated SRH Services	
<p>The Supporting Access for Adolescents to Integrated Sexual Reproductive Health (SRH) Services (Safire) Programme aims to reduce unsafe abortion rates within existing legal frameworks by linking girls to acceptable services. Options Consultancy Services is the consortium lead for the programme, working in partnership with consortium members and local civil society organisations (CSOs), who are key Implementing Partners (IPs). Taking a Human Centred Design approach, the programme:</p> <ul style="list-style-type: none"> • Ensures girls are able to access quality comprehensive sexual and reproductive services, including through referral networks and support to CSOs. • Fosters and supports a community-based movement to shift social norms and build girls' agency, though mobilising both ICT platforms and interpersonal networks. • Builds the capacity of local organisations to reduce unsafe abortion rates. 	

The programme, which started in 2018 and will run until early 2022, uses in-depth research and analysis to generate insights into girls' pathways to unsafe abortion and access to contraceptives. Using these insights, the programme tests social marketing approaches, the use of digital and mobile platforms and other outreach strategies. A Monitoring, Evaluation and Learning (MEL) system, including tools for routine and periodic monitoring, has been developed.

Safire is currently implemented in Kenya and Nigeria. In Kenya, it is implemented in three Counties, Kiambu, Uasin Gishu and Bungoma. The programme is managed by Options' office in Nairobi, but the post holder will be based in the Options field office in Bungoma.

Main purpose of job

The main purpose of the job is to oversee and monitor the day-to-day implementation of Safire Programme activities in Bungoma and Uasin Gishu Counties, with a focus on strengthening the collaboration of Safire partners for high-quality and consistent programme delivery at the county level. The County Programme Coordinator will act as the Options focal person at county level, for operational support, monitoring and evaluation and partner liaison under the supervision of the Safire Kenya Country Lead, who is based in Nairobi.

Main duties

Effective and efficient programme delivery

- Provide oversight and guidance to CSO partners on their day-to-day implementation of programme activities, ensuring their deliverables meet expected quality standards in accordance with their contractual obligations.
- Actively engage with Safire consortium and implementing partners to ensure the coherent, consistent and integrated delivery of programme workstreams and interventions at county level.
- Support IPs in the timely development and submission of periodic workplans, budgets and progress reports (both narrative and financial).
- Plan and facilitate regular meetings of the Safire actors in the counties, ensure deliberations and resolutions of such meetings are documented, shared with the wider Safire team and action plans implemented.
- Ensure the Safire partnership with Triggerise in Bungoma County is locally well-coordinated and that workplans are being implemented as designed and to schedule by all stakeholders.
- In liaison with the Safire Community Engagement Manager (CEM), facilitate capacity assessments and capacity building of IPs on a quarterly basis, following Options' OCAT methodology.
- Under the oversight of the CEM, support and facilitate all Safire CSO capacity building activities led by Options and other programme partners, by organising local logistics and supporting all follow-up actions as required.
- Support and contribute to community mobilisation and stigma reduction activities undertaken by IPs with local stakeholders, ensuring activities are delivered following Safire guidelines and protocols.
- Undertake regular monitoring visits to programme sites and organize and coordinate periodic field visits by senior members of Options team, partners, consultants and funders.
- Support partners in monitoring and reporting programme risks, including any Safeguarding incidents in conformance to Options' policies and Safire Programme Safeguarding and Do No Harm framework.
- Facilitate effective ways of working among Safire partners in the counties, including creative problem solving, teamwork and mutual learning.

Collaboration, coordination and external representation

- Develop strategic alliances and strengthen collaborative partnerships with relevant county government departments, NGOs and other likeminded stakeholders, following strict Do No Harm guidelines.

- In liaison with the KCL, explore potential collaboration with other Options programmes implemented in the same counties, with an aim at increasing opportunities for service referrals and delivery to Safire beneficiaries.
- Under the supervision of the KCL, actively participate and represent the programme in relevant county level meetings that are aligned to the Safire Programme thematic focus and priorities.
- Under the supervision of the KCL, look out for and explore potential new partnerships to enhance local ownership and ecosystem diversification.

Monitoring, Evaluation and Learning

- Undertake regular monitoring of activities of CSO partners, ensuring they are implementing activities as per their approved workplans and in conformity with the Safire design and theory of change.
- In liaison with the MEL team, undertake validation of data and progress reports submitted by the implementing partners.
- Participate in and support the execution of the Safire learning agenda in the counties including data collection, analysis, reflection and leaning.
- Contribute to and support documentation of programme success stories, case studies and best practices.
- Contribute to quarterly data quality assurance and validation processes as required by the programme.
- Generally, support routine and ad hoc monitoring and evaluation of activities at the community-level, as required.

Other

- Produce brief weekly activity updates per county to be shared with the KCL
- Undertake and/or facilitate any local activities required to ensure optimal programme implementation in the counties, under the guidance of the Safire or Options teams in Nairobi
- Support the distribution of Safire mobile phones to programme users in the counties following Options' guidelines, maintaining an updated registry of programme assets in the counties
- Any other duties which may be delegated by the Country Lead which are commensurate with the nature and level of the post

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

Signed by:	Date:
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Person specification

Criteria	Essential	Desirable
Qualifications		
First degree in Public Health, Social Sciences or Humanities	✓	
Experience		
A good understanding of sexual and reproductive health and rights	✓	
At least five-years' experience with community mobilisation work, ideally in public health	✓	
Experience in facilitating/supporting community-level stigma reduction activities	✓	
Experience in facilitating and coordinating multi-stakeholder partnerships	✓	
Experience in building capacity of grassroots civil society organizations	✓	
Understanding of issues related to adolescent programming and child protection		✓
Experience in using paper and web-based MIS tools (such as DHIS, ODK) for capturing data setting-up processes and procedures for the programme		✓
Experience in data quality assurance and validation processes		✓
Working knowledge of the health sector in Kenya including working in collaboration with counties.		✓
Skills and attributes		
Effective communication skills	✓	
Strong documentation and minute taking skills	✓	
Excellent organisation, planning and coordination skills	✓	
Ability to facilitate engaging, community-based sessions addressing harmful social norms	✓	
Strong IT skills in Microsoft Office package (Word, PowerPoint, Excel) including working virtually and remote collaboration	✓	
Other requirements		
Strong commitment to human rights, equal opportunities and pro-choice	✓	
Commitment to the principles of Safeguarding	✓	
Fluency in English (spoken, written, reading)	✓	
Fluency in Kiswahili (spoken, written, reading)	✓	