



ANNEX 1 – TERMS OF REFERENCE

Consultants/Firm to Conduct Capacity Building of Grantees in Somaliland. April-June 2024.

1. Background

We are a global team of experts and innovators tackling some of the world's most pressing health challenges. We work with leaders and change makers around the globe to bring health strategies to life. We provide ideas, advice and technical know-how that enable our partners to build a path to lasting change.

With 30 years' experience in global health, we collaborate with our partners to explore existing evidence, combine expertise, scale up ideas and co-create solutions that accelerate change. This includes collaborating on policy design, managing initiatives, building powerful coalitions and galvanising social movements. Our impact is felt across whole communities, with a focus on women, girls and those who have been marginalised.

As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.

We believe in a world where everyone can access the high-quality health services they need, without financial burden.

The Girl Generation (TGG): *Support to the Africa Led Movement to End FGM/C Programme*, is a consortium led by Options Consultancy Services, and includes Amref Health Africa, ActionAid, Orchid Project, Africa Coordination Centre for Abandonment of FGM/C and University of Portsmouth. It works closely with the Population Council's Data Hub, the programme's data and measurement arm. The programme envisions a world where girls and women can exercise their power and rights and have expanded choice and agency and be free from violence, including FGM/C.

2. Specific background

Africa-Led Movement (ALM) grant-making mechanism is designed to be accessible and responsive to the needs of small, and/or new, grassroots organisations, and to shift proactively decision-making power closer to programme regions (rather than decision-makers in capital cities).

The grant-making approach is grounded in established feminist funding principles. The aim is to provide medium-term (i.e., for as long as possible within the parameters of the existing programme), flexible funding (including core funding) to a cohort of trusted, primarily grassroots organisations, with a view to supporting the long-term growth of leaders, organisations, and the movement.

The vision of the small grants' mechanism is to strengthen the Africa-led movement to end FGM/C by resourcing and supporting those most affected by FGM/C and other forms of gender-based violence – women and girls at the grassroots – to lead change within their communities, countries and globally.

By 2025, the programme aims to achieve the following results through grant-making;

Grantee partners make a significant contribution to positive results at multiple levels of the programme results framework ensuring the programme delivers change at scale, by implementing locally led and locally tailored prevention, protection, communications, and

advocacy initiatives. Ultimately, this will contribute to the programme outcome of an” acceleration of positive change in social attitudes towards ending FGM/C in countries/ regions in which the programme is operational”.

Key sustainability results, maximising the likelihood of positive changes continuing beyond the life of the programme. These include:

Stronger leadership: new and existing grassroots leaders of the end FGM/C movement (particularly women, girls and youth) are better connected with one another and with those who can support them to achieve their aims. Have strategies to protect their wellbeing (recognising the emotional and physical risks that such leaders face)

Institutionally stronger grantee partners: Who deliver end FGM/C initiatives more effectively (including integrating/mainstreaming end FGM into broader development programmes and/or existing systems (e.g., health, and education).

Stronger end FGM/C movement in focus regions: within and around our focal sub-national areas, there is broader membership of the end FGM/C movement.

To achieve these results, the programme will promote change through two mechanisms: providing resources to grantees and promoting shifts in ‘reasonings’ (the attitudes, beliefs or logic that people apply to situations)

3. Scope of work and Key Activities

In close coordination with Options and the 9 grantees in Sool and Sanaag regions in Somaliland, the consultants/firm will implement the following activities;

- a) Facilitate the co-designing of the assessment tools.
- b) Submit the assessment tools to Options for review and approval.
- c) Conduct the organizational capacity assessments (conduct the assessments based on the approved methodology and assessment tools/schedule.
- d) Facilitate priority setting and capacity work planning workshop(s).
- e) Submit the final OCA reports including the detailed implementation strategy for validation by Options and the grantees.
- f) Conduct capacity building meetings and workshops.
- g) Develop or strengthen grantees policies and procedures documents.

4. Deliverables

The Consultants/Firm is expected to complete and submit the following deliverables, as specified in the Timeframe and Deliverable schedule in section 5:

- a) Inception report including comprehensive consultant’s work plan, including a detailed methodology on how to undertake the assignment.
- b) Co-created tools and templates.
- c) Facilitation of participatory capacity assessment of all the grantees
- d) Comprehensive OCA results reports of the grantees and guidance on how to develop organizational development plans.
- e) Facilitate priority setting and capacity-building work planning workshop.
- f) Capacity building reports for detailing list of policies and standard operating procedures (SOPs) developed for each grantee for approval.
- g) Production of policies or as applicable per domain for each grantee depending on their capacity.
- h) Completion and Submission of the final consultancy report to Options

All the deliverables are to be submitted to and approved in writing by Grants Lead; Calleb Okoyo, c.okoyo@options.co.uk

5. Timeframe and Deliverables Schedule

The overall engagement for this consultancy is from **1st May-30th June 2024**. The Consultants/firm is expected to complete the assignment, following the timeframe and deliverable schedule specified in the table below:

Timeline	Level of Effort (days)	Activities	Expected deliverables (#)	Due date
1 st May-4 th May 2024	4 days	Facilitate the co-designing of the assessment tools: Coordinate the designing and adoption of a common assessment tools for the grantees through workshops.	Inception report including comprehensive consultant's work plan, including a detailed methodology on how to undertake the assignment.	5 th May 2024
6 th -11 th May 2024	5 days	Submit the assessment tool to Options for review and approval.	Co-created tools and templates.	12 th May 2024
13 th -28 th May 2024	15 days	Conduct the organizational capacity assessments (conduct the assessments based on the approved methodology and assessment tools/schedule).	Facilitation of participatory capacity assessment of all the grantees	29 th May 2024
1 st -6 th June 2024	5 days	Facilitate priority setting and capacity work planning workshop(s).	Comprehensive OCA results reports of the grantees and guidance on how to develop organizational development plans.	7 th June 2024
8 th -12 th June 2024	4 days	Prepare and Submit the final OCA reports including the detailed implementation strategy for validation by Options and the grantees	Completion and Submission of the final consultancy report to Options	13 th June 2024
13 th -28 th June 2024	15 days	Facilitate a 15-day selected domains capacity building meetings/workshops by visiting each grantee using a mixed approach of delivery including interactive and participatory methods appropriate for adult learning and lead the stock-taking session to ensure achievement of the meeting/workshop objectives.	Draft report, metadata, and capacity building improvement plan	29 th June 2024
29 th -30 th June	2 days	Prepare and submit quality report on GAC capacity building Workshop to TGG-ALM programme.	Prepare and submit quality report on GAC capacity building Workshop to TGG-ALM programme.	30 th June 2024
Total	50 days			

6. Reimbursable expenses budget

The Consultants/firm will claim reimbursable expenses to Options, based on the rates specified in the table below:

Description of cost	Unit Rate	Rate	Description	Supporting document required
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

7. Payment Schedule

An invoice should be raised following the submission and approval of the deliverables mentioned in section 6 and submitted together with consultant timesheet to Elsy Kariuki, e.kariuki@options.co.uk with a copy to b.kamau@options.co.uk

Deliverable #	Deliverables	Amount due GBP-£	Fees %
1	<ul style="list-style-type: none"> Inception report including comprehensive consultant's work plan, including a detailed methodology on how to undertake the assignment. Co-created tools and templates. 		40%
2	<ul style="list-style-type: none"> Comprehensive OCA results reports of the grantees and guidance on how to develop organizational development plans. 		40%
3	<ul style="list-style-type: none"> Final capacity building report detailing list of policies and standard operating procedures (SOPs) developed for each grantee. 		20%
Total			100%

8. Contract Management and Reporting arrangements

The Consultant will liaise with and report to Grants Lead; Calleb Okoyo, c.okoyo@options.co.uk and work closely with Grants Officer; Sacda Mohamed Mohamoud-s.mohamoud@options.co.uk

All contractual and administrative matters will be managed by Asmaa Sharif
a.sharif@options.co.uk