



Job title	Grants Manager and Organisational Capacity Advisor
Location	Kenya
Reporting to	Deputy Programme Director / Fund Manager
Hours	Full time
Type of contract	2 years Fixed Term Contract, with potential extension

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.

Main purpose of job

Options is preparing a bid for the What Works to Prevent Violence Against Women and Girls: Impact at Scale (What Works II) programme, funded by the UK Government through the Foreign, Commonwealth and Development Office. The first phase was a flagship initiative for DFID, with a major investment in research & impact evaluation to establish 'what works' to prevent violence against women and girls (VAWG), bringing together world-leading researchers. Phase I included 15 prevention interventions and impact evaluations in 12 countries, research and evaluations in fragile and conflict affected states, costs of VAWG, and cost effectiveness of VAWG prevention.

What Works II will accelerate progress towards the elimination of VAWG through an evidence-based and scaled-up global response. Phase II is a 7-year programme that will systematically design, implement and rigorously evaluate the scale-up of violence prevention efforts (scale); pilot and test new theory-driven approaches (innovation); strengthen long-term capability and capacity to deliver cutting-edge VAWG prevention globally; and use evidence to influence a more effective global approach. The programme includes a multi-million-pound grant making component to scale and innovate interventions aimed at tackling social norms and preventing VAWG.

Working under the supervision of the Deputy Programme Director/Fund Manager and in conjunction with consortium partners, the Grants Manager and Organisational Capacity Advisor will assess, oversee and manage grantees, including providing effective due diligence of grantees and supporting their organisational capacity development in areas such as , financial management, safeguarding and duty of care.

Main duties

1. Support management, development and implementation of the programme granting component

- Under supervision of the Deputy Programme Director/Fund Manager and in collaboration with the VAWG Technical Lead, support the development and implementation of the grants management process including application, review, selection process, and tracking and monitoring systems, ensuring all the systems and information are clear and easily communicated to relevant stakeholders and potential applicants.

- Agree selection criteria with the senior management team to ensure awarded grants are in-line with and contribute to the programme's objectives.
- Coordinate development and use of all grants management tools and processes required during the course of the programme. This includes maintaining and revising as appropriate the programme Grants Manual, and liaising/developing additional tools as required including financial monitoring etc.

2. Oversee and manage a portfolio of grantees

- Manage calls for proposals and review grant applications, in consultation with others, according to set criteria, ensuring applications are in line with selection criteria and the programme aims and that selected organisations are financially and operationally sound.
- Prepare and respond to the selection committee requests and coordinate approvals of the selected grantees as appropriate.
- Under supervision of the Deputy Programme Director/Fund Manager, manage all due diligence and contracting of grantee organisations as per the grant management guidelines (with support from the finance and programme management teams).
- Oversee overall progress of grantees' delivery against workplan, performance objectives, and budget, and establishing management mechanisms where delays or issues arise.
- Develop risk matrix for each grantee (with inputs from team and grantees) and regularly track it, escalating potential issues to the Deputy Programme Director/Fund Manager and in accordance with Options' policy.
- Identify and appropriately escalate in accordance with Options and the programme policy any whistleblowing or safeguarding claims and conduct audit procedures (planned or following allegations).

3. Capacity building and learning

- Support the capacity assessment and capacity building of grantee organisations.
- Support in developing and overseeing implementation of an organisational capacity building plan for each grantee organisation
- Provide / coordinate capacity building support to a portfolio of grantees on organisational capacity including financial management, managing fiduciary risk, programme management, donor compliance, safeguarding and duty of care
- Facilitate and support cross-learning among grantees on organisational capacity where appropriate

4. Other

- Under the leadership of the Programme Director, engage with and collaborate with the wider programme team and pool of experts, including facilitating learning across components and grantees
- Ensure that all work is aligned with the programme's Do No Harm and Safeguarding guidance.
- Represent the programme in meetings, at public events or conferences as required.

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:

Person specification

Criteria	Essential	Desirable
Qualifications		
Bachelor's degree in business administration or relevant subject area in finance, management, economics...	✓	
Accounting qualification (ACA, ACCA...)		✓
Experience		
Grant management experience, particularly with civil society organisations and preferably on large grant programmes	✓	
Experience working on gender, women's empowerment, VAWG programmes and campaigns and social norm changes		✓
Minimum of five years' experience proven experience in strategic planning, budgeting, risk management and oversight of significant donor-funded budgets (DFID/FCDO experience preferred)		✓
Significant experience of managing programmes and grants, with a proven track record in disbursing grants directly to grassroots organisations in remote and diverse contexts, across a multi-country programme	✓	
Leadership and engagement skills for building consensus and inspiring motivation and commitments among diverse stakeholders, including clients, partners and consortia		✓
Experience of contracting and contract management	✓	
Experience in designing and coordinating delivery of organisational capacity building plans	✓	
Proven experience in planning, budgeting and programme management (including financial management)	✓	
Proven experience in risk and change management		✓
Experience in Monitoring and Evaluation	✓	
Experience in knowledge management and learning, including peer to peer learning	✓	
Experience working in organizational development and developing capacity of grassroots organisations	✓	
Skills and attributes		
Excellent financial management skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Planning and organising	✓	
Strong relationship management skills	✓	
Strong verbal and written communication skills	✓	

Other requirements		
Strong understanding of, and personal commitment to universal human rights, particularly women's and children's rights	✓	
Ability to travel locally and internationally as required	✓	
Commitment to Equal Opportunities	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	