

Job description

Job title	Grants Lead
Department	Overseas Programmes
Location	Nairobi, Kenya
Reporting to	Deputy Team Leader - Operations
Responsible for	Grants Officers
Liaison with	Team Leader, Finance, Programme Management and Technical teams based in London, UK and Nairobi, Kenya. Regional Coordinator, Senegal.
Hours	Full time
Type of contract	Full time, Fixed Term Contract until September 2025
Organisation	
<p>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.</p> <p>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.</p> <p>As part of MSI Reproductive Choices, all our profits go back into supporting MSI's own mission of children by choice, not chance.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
Programme: ALM/FGM – Support to the Africa-led movement to end Female Genital Mutilation	
<p>Female Genital Mutilation (FGM) is a form of violence against girls and women, held in place by social norms. It is generally practised as a matter of social and traditional</p>	

convention and is interlinked with social acceptance, peer pressure and fear of not having access to particular resources and opportunities.

Options as part of a UK government funded consortium has engaged to carry out the Africa-led movement (ALM) to end FGM programme, with the goal of ultimately ending FGM. The consortium's approach to support the Africa-led movement is girl-centred, recognises the intersecting identities that inform their lives, and aims to empower all girls and women - promoting health, bodily autonomy, and their right to live free from violence. The programme takes an adaptive management approach.

One of the programme's key initiatives is a grassroots grants scheme. Funds will flow to grantee partners through a granting mechanism managed by Options with technical and strategic guidance from across the programme consortium. Youth, grassroots, and women's rights organisations are a core success factor in reducing FGM and other forms of violence, yet only a small fraction of gender equality development funding reaches these groups. Grants will help finance both community-based initiatives and the roles that these groups might play in the accelerating and scaling programme approaches. The design of the grassroots grants has been inspired and informed by participatory and feminist grant-making processes, including shifting decision making power by establishing local panels to select and support grantee partners; funding cohorts of grantee partners and assigning a more experienced local organisation to provide mentoring/training; and developing participatory forms of monitoring and evaluation that allow grantee partners to contribute to strengthening strategy, ways of working, etc.

The grants strategy has been finalised, and initial tools and processes are in place, with grantee partners identified in focal counties in Kenya. However, ongoing development and learning/adaptation on strategy, tools and processes will be required as we rapidly scale the grassroots grants, including into new countries, during 2022 and 2023.

Main purpose of job

Based in Nairobi, the Grants Lead will initiate, coordinate, and oversee the technical implementation of the programme to provide small grants to grassroots organisations working to end female genital mutilation in four focal countries (Kenya, Somaliland, Ethiopia, Senegal).

The Grants Lead serves as the lead person for the grants scheme, managing the design of a robust, adaptive, and secure granting mechanism implemented across four countries. The Grants Lead will be the strategic lead of the grants programme, and will oversee grant applications, due diligence, contract compliance, grantee relationships, capacity building for grantees, reporting and outcome measurement.

The Grants Lead will oversee the Grants Officers based in focal countries to deliver the grants programme.

***Note:** All levels of position in the organisation assume some degree of responsibility for safeguarding. Your accountabilities will align with the level and scope of the position and appropriate training will be provided*

Main duties

Finalise establishment of the grant programme scheme

- Finalise the grants' tools and processes: application, review, selection process, and tracking and monitoring systems, ensuring all the systems and information is clear and easily communicated to relevant stakeholders and potential applicants;
- Lead the process of adapting grants strategy and tools to new geographies

Oversee and manage the grants programme

- Strategic leadership of grants programme, overseeing the Grants team to ensure programme delivery;
- Leading the development of all substantive guidance that embody the participatory and feminist grant-giving practices reflected in the Grants Strategy;
- Finalise/strengthen guidelines for grant management, including compliance, financial, and administrative requirements;
- Review grant applications in consultation with others according to set criteria, ensuring applications are in line with applicant criteria and the aims and policies of the programme, are financially sound;
- Oversee due diligence and contracting of grantee partners as per the scheme's guidelines (with support from the finance and programme management teams);
- Oversee overall progress of grantee partners' delivery against workplan, performance objectives, and budget;
- Develop risk matrix and regularly track it, escalating potential issues to the Senior Operational and Safeguarding Manager in accordance with Options policy.

Capacity building, knowledge building and learning related to grant-giving

- Develop and oversee implementation of a capacity building plans for grass roots grantee organisations; working closely with anchor partners (more experienced organisations locally who will support grassroots groups)
- Support the capacity assessment and capacity building of grantee organisations;
- Facilitate and support / lead on relevant capacity building areas (e.g. programme cycle
- Management, communications, financial management, donor compliance);
- Continuously support grantee partners' cross-learning by facilitating and capturing best practice and knowledge sharing;
- Support cross-learning among grantee partners (both within and between focal countries).
- Identifying challenges and lessons learned across the grants and the grant-giving process to contribute to ongoing adaptations and institutional learning, including documenting lessons learned.

Monitoring and Evaluation of grants and client reporting

- Tracking and synthesising, on an ongoing basis, developments, tools, emerging, or good practices from grant-making in the field of FGM/C, including capturing findings to inform participatory and feminist grant-giving, as applicable;
- In collaboration with the Head of Programme MEL, closely track and monitor awarded grants against MEL plans;
- Oversee routine on-site monitoring visits to grantee partners;
- Ensure complete and timely technical narrative and financial reporting from grantees on the programme according to grants scheme's requirements and guidelines;
- Oversee financial management and reporting of grantee partners and submission of timely and accurate financial reports to Options;
- Lead on due diligence, fraud prevention and management, in line with Options' policies and processes.

Other

- 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:
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Person specification

Criteria	Essential	Desirable
Qualifications		
Postgraduate degree in relevant subject area (public health, business, or the social sciences)	✓	
Experience		
Significant experience in 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 (minimum 7 years)	✓	
Proven experience in designing robust granting mechanisms from inception	✓	
Significant experience in the design and implementation of participatory and/or feminist grants mechanisms		✓
Significant financial management experience, as well as budgeting, work planning, and fraud prevention and management	✓	
Experience in designing and coordinating delivery of grassroots capacity building plans	✓	
Proven experience in risk and change management	✓	
Experience of contracts and contracting	✓	
Experience in Monitoring and Evaluation	✓	
Skills and attributes		
Excellent financial management skills	✓	
Strategic thinking, problem solving and decision-making skills	✓	
Planning and organising	✓	
Team management skills	✓	
Strong relationship management skills	✓	
Strong verbal and written communication skills	✓	
Other requirements		
Strong understanding of, and personal commitment to women and girls' human rights, and equal opportunities	✓	

Proven experience on working on programmes relating to FGM, GBV or similar	✓	
A commitment to the programme's and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights	✓	
Pro-choice	✓	
Fluency in English (spoken, written, reading)	✓	
Working proficiency in French (spoken, written, reading)		✓
Ability to travel locally and internationally as required (15%)	✓	