

<b>Job title</b>	Grants Field Officer-Kenya
<b>Department</b>	The Girl Generation: Support to the Africa-led Movement to End FGM/C Programme
<b>Location</b>	Nairobi-Kenya with 50% regular travel to the field (Isiolo, Narok and Garissa Counties).
<b>Reporting to</b>	TGG ALM Grants Lead
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Programme Team, M& E Advisor, Community Implementation Lead, Grants Officers and Grantees,
<b>Hours</b>	Full time
<b>Type of contract</b>	Fixed term
<b>About Options</b>	
<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 work making choice possible around the world.</p> <p>We believe in a world where everyone can access the high-quality health services they need, without financial burden.</p>	
<b>Our values</b>	
<p>In line with our mission, we are committed to safeguarding the rights and welfare of our staff, partners, and the clients and communities we serve, and expect our team members to share our values and commitments. We are committed to the following principles:</p> <ul style="list-style-type: none"> <li>• Our expertise delivers sustainable impact.</li> <li>• Our work generates profit with a purpose.</li> <li>• Through growth and learning, we find new ways to solve complex problems.</li> <li>• We act with integrity, always.</li> <li>• We are building a truly equitable workplace.</li> </ul>	

## About the programme

### **The Girl Generation: Support to the Africa-led Movement to End FGM/C Programme**

The UK Government (Foreign, Commonwealth and Development Office – FCDO) has a vision of a world free from Female Genital Mutilation/Cutting (FGM/C) by 2030, in line with the SDGs. A programme has been established entitled ‘Support to the Africa-led movement (ALM) to end FGM/C’ to contribute to global efforts to achieve that vision. Following a co-creation period, programme implementation began in September 2021.

This programme will support and build the capacity of the Africa Led Movement to end FGM/C at multiple levels and at scale, working in partnership with the rest of the FGM/C movement, complementing UN agencies (such as the UNFPA-UNICEF Joint Programme on FGM/C), Saleema initiative, other alliances (such as Girls not Brides etc.) and grassroots Civil Society Organisations (Grantees), women’s and girls’ movements, etc.

The programme includes two consortia working in close collaboration. Options leads a consortium including Amref Health Africa, ActionAid UK, Orchid Project, ACCAF and University of Portsmouth to implement the ‘Support to the Africa Led Movement to End FGM/C. Population Council is implementing ‘The FGM/C Data Hub: Data and Measurement Support to the Africa Led Movement to end FGM/C’.

## Main purpose of job

This is a complex and ambitious programme, working at all levels of the social ecological model, across four African countries, with multiple partners, and with activities at local, national, global, and regional (e.g. West African) levels. It is an adaptive programme, generating evidence and learning about what works to end FGM/C

The Grant Field Officer (GFO) is to provide technical leadership to the grantee’s implementation, monitoring and coordination of capacity building for projects’ suitability and effectiveness towards achieving the TGG-ALM programme grant objectives in close liaison with MEL team and Community Implementation Lead.

The post holder will also be responsible in supporting coordinating the capacity development of these organisations, increasing the institutional and technical capacity of local Grantees to lead social norms change. The Grant Field Officer (GFO) ensures that’s grantees make a significant contribution to positive results at multiple levels of the programme Results Framework, and ultimately 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.

## Main duties

### **Support continuous improvement in quality of implementation.**

- Ensures that all grantees’ activities are designed in alignment with the TGG-ALM community implementation model. To take the grantees through a deeper understanding of the TGG-ALM model, TOC, and the theory of action

- Monitor and support technical implementation across the programme, in line with agreed strategies and approaches. This will require regular in-person visits, and reviewing programme reports and other forms of documentation from across the consortium. Given the breadth and depth of the programme, monitoring and support will need to be planned carefully depending on strategic priorities, opportunities, and risks.
- Through reviews and provision of technical feedback support the grantees during work planning; to meet technical viability checks for causing the anticipated effect, feasibility in the context, and meeting the VfM considerations.
- Strengthen and lead the quality assurance process for key programme outputs.
- All grantees are supported to continually improve technical aspects of their implementation, including through feedback, training, capacity building and coaching, etc.
- Support other workstream leads to strengthen their monitoring of and support to activities.

#### **Work collaboratively with the MEL team to:**

- Ensure Grantees have robust MEL systems and plans in place. Conduct periodic monitoring site visits to Grantees programme locations.
- Ensure Grantees outputs and results are accurately tracked and reported.
- Review all Grantees outputs, ensuring all products and reports produced by implementing partners are of high quality and follow relevant programme guidelines and protocols.
- Support Grantees institutionalization of beneficiary feedback mechanisms to inform programmatic improvement.
- Support regular analysis of data generation by Grantees partners, supporting a culture of ongoing learning and programme adaptation.
- Support Grantees to adjust and adapt their programme interventions based on learning regularly and quickly.

#### **Grantee Capacity Building Coordination**

- Work closely with Grants Lead on setting organizational capacity-building priorities and directions and responding to consortium partner requests for technical support.
- Support anchor partners to routinely carry out grantees' organizational capacity assessments, setting institutional development milestones and support towards their realization. Identify capacity gaps for the grassroots organisation and develop programs and interventions to address the same to better support girls and women within their communities for the end of FGM/C.
- Support anchor partners to develop and/or update training materials, standards, job aids, and curricula, as well as supervisory systems needed to build the capacity of local organizations and enable them to meet the needs and expectations of the ALM programme.
- Facilitate identification and adoption of technical solutions by grantees, remotely and on-site, in the areas of strategic planning, M&E, resource mobilization, governance & leadership, and financial management, among others, to ensure high-quality implementation and institutional growth/sustainability.
- Be responsible for M&E for capacity building - to design and implement a plan to track data/results related to organizational capacity building to inform adjustments in project implementation.

- Provide quality assurance for the anchor partners' work in organizational development through training, coaching and mentorship, group interactions, and site visits to support the successful implementation of capacity-strengthening initiatives across grantees. Etc

**Coordination and Collaboration:**

- Actively engage with consortium partners to ensure the core-model of programme at community level.
- Develop strategic alliances and strengthen collaborative partnerships with relevant county government departments, NGOs, and other likeminded stakeholders, following strict Do No Harm guidelines.
- Support grantees in the writing of technical sections of the reports to Options
- Provide regular technical updates (stories, quotations, examples) collected in the course of your work to the Communications Team to help them amplify the programme and its learning/results.
- Responsible for reviewing and providing feedback for activities narrative reports for quality-improved reporting.
- Ensure quarterly performance reviews are well coordinated and feedback is collated and is shared with the ALM programme fraternity.
- Collaborating with grants officer in monthly monitoring of grants and grantees' budgets, expenditure tracking, timely reporting and implementation of risk mitigating measures.

**Other Duties**

- Manage consultants delivering technical assignments as required.

This role is based at head office in Nairobi, Kenya and involve 50% regular travel to project sites Narok, Garissa and Isiolo Counties and may require occasional travel to London, UK.

Please note that you may also be required to carry out reasonable additional ad-hoc duties, at the request of your line manager.

**Key skills**

- Strong understanding of, and personal commitment to women and girls' rights, and equal opportunities
- Demonstrated ability to train and build capacity of partner staff or grassroots CSOs/CBOs for effective programme delivery.
- Good knowledge and practical experience in research, organizational learning and documentation and have good writing and editing skills.
- A good depth of knowledge of leadership, management, capacity building, and organizational development
- In-depth knowledge of safeguarding, human rights protection, global health, and development issues, particularly women, girls, and children's issues.
- Flexible and adaptable to other cultures and working environments.
- Excellent knowledge of NGO management practices
- Strong analytical, planning, and critical thinking skills
- Self-starter with the ability to work effectively in a team as well as independently.
- Excellent IT skills, use of Zoom, Teams, Microsoft applications (Ms word, Excel, ppt)

### Key experience

- At least 5 years of active experience in project cycle management - the design and implementation of community level projects and/or providing technical assistance to local implementing partners in social and health development projects implemented by local/national/ international NGOs or Governments.
- At least 2 years of significant involvement in managing programmes and grants, with a proven track record in offering technical support to local grassroots organisations in remote and diverse contexts, across multiple regions preferably in Isiolo, Narok and Garissa Counties.
- Significant programme experience in capacity building/development focused initiatives will be highly recommended.
- Proven experience of working on women development and empowerment/social rights/anti-FGM, GBV or similar programmes will be an added advantage.
- Experience developing training contents, planning, and facilitating workshops.
- Ability to travel locally (50%) and internationally as may be required from time to time.

### Formal education/qualifications

- Bachelor's Degree in a relevant field from a recognized University; preferably in Social Sciences; Project Planning and Management; Development Studies; Population or Public Health; Community Development; or related field

### Personal attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, who are focussed on delivering sustainable impact in the countries where we work. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, enthusiastic, solutions-oriented and committed to promoting equality across the organisation, and with those that we work with.

#### **For this role, we're looking for an individual who is:**

- Dynamic and creative with the ability to show initiative.
- A team player, providing support and encouragement.
- Organised and process oriented, with an attention to detail and able to prioritise workload.
- Customer focused, responsive to changing priorities and demands.
- Strong communication skills (written and oral): Sensitivity to and responsiveness to all partners, respectful and helpful relations with stakeholders and project staff.
- Ability to analyse complex problems in a structured manner whilst working under pressure.
- Focused on delivery with a 'can do' approach.

- Demonstrates Options' team member behaviours and professional self-development.

**Other essential requirements:**

- A strong supporter of the cause of family planning and a woman's right to safe abortion (pro-choice).
- Commitment to equal opportunities.
- A commitment to the programmes' and Options' principles of Safeguarding, Do No Harm, and to comprehensive sexual and reproductive health and rights.
- Fluency in written and spoken English.
- Candidates must have the legal right to work in Kenya.

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: Calleb Okoyo**

**Date: 27/10/2023**

---

**Version History** (For HR use only)

Date JD reviewed by HR team member:	
-------------------------------------	--