

CONSULTANT TERMS OF REFERENCE

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| Consultancy Title | Quality Improvement Support Consultant for the OPTions Learning Platform (OLP) Initiative |
| Project | Options for Pregnancy Termination Innovation Initiative (OPTions Initiative) Learning Platform |
| Reporting to | Team Leader |
| Liaison with | Senior Technical Specialist, Technical Programme Manager, other consultants and Innovators |
| Location of Assignment | The consultancy will be delivered remotely, with no travel expected. Preference will be given to highly qualified consultants located in LMICs. |
| Type of Contract | Draw down consultancy contract for a maximum of 25 days over the period of performance (see Deliverables section for more information). |
| Period of performance | 1 st June 2023 – 31 st March 2024 |
| About Options | |
| <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> | |
| Our Values | |
| <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"> • Our expertise delivers sustainable impact • Our work generates profit with a purpose | |

- Through growth and learning, we find new ways to solve complex problems
- We act with integrity, always
- We are building a truly equitable workplace

Project Background:

Options Consultancy (Options) is preparing to implement a second phase of the OPTions Initiative Learning Platform (OLP2). The Learning Platform is expected to support organisations (innovators) which have received funding to advance their work. The objective of the innovators is to employ innovative and transformative approaches that put women and girls in control of their reproductive health choices.

The Platform will be expected to accelerate and track the impact of innovators by providing non-financial support. To do so, the Platform will support innovators in groups and individually to work towards and achieve proof of concept and develop a plan for sustainable impact at scale. The Platform will leverage learnings from previous phases of the initiative, innovators' lessons learned, and expertise in the area to provide best practices and build a collaborative innovator community and extended professional network.

The Platform will support a cohort of active innovators at different stages of their innovation journey (some receiving seed funding, some receiving funding to support scaling). These innovators will be focused on testing new or improved approaches to increasing early access to existing abortion products and services in low- and middle-income countries (LMICs) as well as testing next generation methods (NGM) of pregnancy termination, menses induction or conception interruption providing one or more significant improvements over existing methods.

Over the 18month project, the Platform will provide localised, bespoke support and capacity building for innovators based and working in Sub-Saharan Africa, the Americas and Asia, including technical assistance for assessing and choosing appropriate pathways for scaling and sustaining the innovation. This will be achieved by a small Project Team (inclusive of the Team Lead, Technical Programme Manager, pool of specialized consultants and Options' in-house experts).

The Platform will facilitate group-based capacity-building and individual support sessions with innovators. The goal is to aid innovator teams to be strategic in their planning and early implementation, to best position themselves for success.

Services under the Platform will be provided in both French and English, and focused along two Pillars: (i) Strategic design and implementation of technical support for innovators (including quality improvement support, including developing a minimum standards package), and (ii) **Impact and investment**.

Note: The platform will be delivered virtually. The majority of innovators speak English, with some requiring French/Spanish translation. Where needed Options will hire the services of translators to aid the consultant in delivering the technical support to innovators.

Confidentiality: Ahead of commencing work or receiving any project resources, consultants may be required to sign a non-disclosure form to protect the confidentiality of the innovators and their interventions.

Work delivery: All work is to be delivered virtually using Teams, Zoom or similar software.

About the assignment

This is an exciting and impactful consultancy role, forging close working relationships with a network of pioneering SRH and safe abortion innovators. The purpose of the assignment is to **develop quality standards** for the innovators participating in the platform, and to **support them to apply, monitor and consistently improve** the extent to which they meet these quality standards. Given the wide range of innovators and their differing geographic and legal contexts, innovators may require support to **adapt the standards** to their settings and projects.

You will have deep technical expertise in quality of care in safe abortion (and associated areas such as supportive care, provision of information and stigma reduction) across a range of clinical and self-care contexts. You must have a strong track record in developing and supporting the application of quality standards, and in coaching, mentoring and supporting organisations to apply and improve their quality standards. You will be passionate about nurturing innovators along their journey to scale and quality. French and/or Spanish language skills are an advantage, but interpreters/translators will be available if the consultant does not speak French and/or Spanish.

The consultant will report to the Programme Manager for day-to-day coordination and administrative matters, and will work closely with the Project Lead, particularly on technical matters.

Note: All levels of position in the organisation assume some degree of responsibility for safeguarding. You will be expected to read, understand and strictly adhere to Options' Safeguarding policy and Guidelines. Your accountabilities will align with the level and scope of the position and appropriate training will be provided.

Scope of Work:

The Quality Improvement Consultant is responsible for supporting innovators to drive improvements in quality across Innovators' projects. Tasks will include:

- o **Developing a safe abortion-specific 'minimum standard package'**
 - You will build a 'minimum standard package' for innovators, outlining the minimum standards that should be met for high quality safe medical and surgical abortion care, including maximising the effectiveness of the procedure, ensuring client safety, and maximising client experience. Safeguarding and risk management will be embedded in this package.
 - The content of the package will be based on WHO recommended guidelines and industry best practices.
 - It will include recommendations for Innovators' programmatic KPIs and will provide a standardised self-assessment toolkit to track progress towards implementing the standards.
- o **Delivery of Technical Support**
 - You will remotely conduct a baseline needs assessment for innovators to identify current gaps in quality

- You will design a technical support plan for select innovators who are not meeting defined minimum standards that focuses on progressing towards the standards. This will include key milestones / objectives. The aim is for innovators to meet minimum standards as early as possible, and by the end of the grant period.
- You will provide group and/or one to one support to innovators based on identified needs (as defined by the technical support plan) as appropriate (e.g., where there is a good geographic/language fit).
- You will support the Programme Manager to identify other appropriate consultants to deliver other parts of the technical support plan that you are not able to deliver, as required (e.g., to deliver training in Spanish, or in a particular niche area of expertise that you do not cover)
- Monitoring and reporting: you will coordinate pre- and post-self-assessments to monitor progress towards meeting quality standards, and report results to the project team, adapting the technical support plan as required based on the findings of the assessments and feedback from innovators. You will provide succinct reporting of work undertaken under your workstream (including tracking and reporting all inputs e.g., number of hours of support provided to innovators)

Other tasks: As a key consultant in this project, you will also provide strategic support to the team in matters relating to your area of **expertise**, including:

- Reviewing and quality assuring the project’s technical support plan and resources.
- Participating in periodic project strategic planning and progress monitoring processes.
- Inputting into the funder deliverables and products for external dissemination.
- Promote a culture of learning within the project and more broadly, proactively documenting and disseminating technical results and lessons.
- Engage with relevant stakeholders within the wider sector and networks, and promote and connect the Platform and innovators with the networks or external learning opportunities
- Identify, monitor and manage any risks to the programme’s results

Deliverables

The final set of deliverables will be agreed with the selected candidate. Likely to include:

- Workplan for the assignment including anticipated level of effort for each task.
- Minimum standard package
- Results of baseline self-assessment/needs assessment including gaps identified
- Technical support plan
- Copies of training materials
- Results from midline and endline assessments
- Short monthly reports of training/support provided, feedback from innovators, lessons learned and risks

Key Timelines:

The consultant must be available for approx. up to 25 days within the period 1st June 2023 - 31st October 2024.

Note: The level of effort is expected to fluctuate across the period of performance depending on the needs of the project, Options, or the Client – more clarity on the scope and flow of work will be determined via work planning at beginning of project.

