

TERMS OF REFERENCE

Consultancy Title	Senior technical support
Reporting to	Jacinta Muteshi, Team Lead
Location of Assignment	Virtual / remote with some travel to project locations possible
Timeframe	Up to four months FTE (LOE negotiable) from mid-August to mid-December 2023
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 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>	
Background to the Assignment:	
<p>The Girl Generation: 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’ (The Girl Generation) to contribute to global efforts to achieve that vision. Year 3 of programme implementation began in April 2023.</p> <p>This programme supports and builds the capacity of the ALM to end FGM/C at multiple levels, working in partnership with the broader end FGM/C movement, including grassroots Civil Society Organisations (CSOs), women’s and girls’ movements, national and devolved governments, etc.</p> <p>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 ALM to End FGM/C’ programme. Population Council is implementing ‘The FGM/C Data Hub: Data and Measurement Support to the ALM to end FGM/C’.</p> <p>Work delivery: The majority of work will be delivered virtually using Teams or similar software. Up to 25% of the consultant’s time will involve travel to project sites in Kenya, Senegal, Somaliland and/or Ethiopia.</p>	

Scope of Work:

Options is seeking a consultant to work collaboratively as part of the Programme Team to strengthen technical delivery and reporting/documentation across the programme.

The main activities included under this consultancy include:

- (1) Providing **technical oversight for Senegal and Somaliland Learning and Adaptation Reports** (which are Payment By Results deliverables):
 - a. Ensure reporting templates are fit for purpose and clear (e.g. instructions/illustrative text provided for team members to input)
 - b. For quarterly Learning and Adaptation reports: Provide appropriate technical support to help partners prepare for producing these reports (e.g. running workshops, small group sessions). Edit, synthesise, and feed back to teams in relation to their draft reports. QA final reports ready for submission by 10 October.
 - c. Edit and quality assure the technical sections of quarterly report, with a focus on progress and learning sections for Senegal and Somaliland
- (2) Support the production of externally facing **global goods**:
 - a. Provide technical inputs into the development of selected global goods as appropriate (aligned with your technical areas of expertise)
 - b. Lead on the production of at least one external-facing technical brief/learning paper on one thematic area of the programme (e.g. documenting the approach, lessons and emerging evidence (including participant feedback) what next for the programme, recommendations).
- (3) **Other technical support** to the core team and partners
 - a. Support with planning for upcoming Y4 strategy review/workplanning (which begins in Nov/Dec 2023 and includes an in-person workshop in January 2024)
 - b. Provide technical support and thought partnership to the Team Leader and other team members on an as needs basis

In collaboration with the Team Lead (Jacinta Muteshi) and Senior Technical Support (Joanne Hemmings, who focuses on MERL aspects of the programme), the consultant will lead the planning and approach for delivering these activities. We anticipate the following tasks will be included:

- **Preparation/Start-up (<5 days)**
 - Introductory calls with Team Lead, Assistant Director of Programmes, Senior Technical Support and workstream leads (these may be done in small groups) to identify technical priorities
 - Review of key programme documentation, including business case, Theory of Change, Results Framework, partners' plans for the year, Annual Review report, recent quarterly reports and Learning and Adaptation reports.
- **Development of workplan (1-2 days)**
 - Develop a workplan that includes key deliverables (aligned with FCDO reporting schedule), anticipated travel, key workshops and meetings, etc. This will be reviewed/approved by the STS and Team Lead.
- **Regular meetings/catch-ups**
 - Regular attendance at key programme team meetings to provide updates on progress, hear updates from others, and have technical discussions

- Regular (weekly/fortnightly) 1:1s with the STS/TL to review progress, address challenges, agree priorities etc.
- **Travel to project sites (first half of September)**
 - To provide direct technical support to country teams in Senegal and Somaliland in relation to their Learning and Adaptation reports
 - To capture learning, review approaches, and gather material for reports and publications
- **Writing, editing and quality assurance**
 - Desk-based writing and editorial work to pull together deliverables/reports and provide technical and planning support to the team.

The length of this consultancy is **up to four months FTE**.

Deliverables and Deadlines:

Deliverable	Estimated number of days	Deliverable Value	Due Date*
Workplan for assignment			
Trip reports from travel to programme sites			
Edited quarterly report (technical section)			
Learning and Adaptation reports (x 2)			
At least one external-facing learning brief/technical paper			

Satisfactory completion of tasks will be determined by Joanne Hemmings/Jacinta Muteshi, and payments approved by Options Programme Manager (name TBC).

Reporting

The consultant will report to Joanne Hemmings, with a dotted line to Jacinta Muteshi.

Payment Process

The Consultant may invoice Options after the completion and approval of each deliverable (or allocated drawn down time) outlined above, via a correctly rendered invoice. Where any reimbursable expenses are incurred by the Consultant, the Consultant must seek pre-approval in writing by the Project Lead and Programme Manager.