

TERMS OF REFERENCE (TOR)

Consultancy Title	Interim Community Engagement Manager (maternity cover), Safire Programme in Kenya
Project	Supporting Access for Adolescents to Integrated Sexual Reproductive Health Services (SAFIRE)
Reporting to	Safire programme – Kenya Country Lead
Location of Assignment	Kenya
Contract Timeframe	Five Months (18th Oct 2021 to 18 th March 2022)
Organisation	
Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of Marie Stopes International. We are a consultancy organisation providing technical and management expertise in the health and social sectors to governments and international development partners to transform the health of women and children. We provide information, expertise and influence on governments, health workers, NGOs, and businesses to catalyse change so that health services can be accessed by the people who need them most.	
Background	
Adolescent girls are twice as likely to have an unmet need for contraception compared to women in their twenties, putting them at increased risk of unintended pregnancy. They are also more likely to face age related stigma and barriers to accessing sexual and reproductive health services, as well as lack of information and agency, increasing the risk that they delay seeking services. There are still gaps in our knowledge and understanding of effective adolescent health programming, especially at scale, and there are very few sexual and reproductive health services that have been tailored to adolescents. We need to explore new approaches and to implement promising ones, such as engaging the private sector to reach adolescents and providing complementary and coordinated interventions ¹ .	
About the SAFIRE Programme	
The Supporting Access for Adolescents to Integrated Sexual Reproductive Health (SRH) Services (Safire) Programme aims to increase access to safe abortion within existing legal frameworks by linking girls to acceptable services, including self-use of medical abortion in Kenya and Nigeria. Options Consultancy Services is the consortium lead for the programme, working in partnership with consortium members and local civil society organisations (CSOs). Taking a Human Centred Design approach, the programme will: <ul style="list-style-type: none"> • Ensure adolescent girls can access quality medical abortion (MA) services, including through referral networks and support CSOs. • Foster and support a community-based movement to shift social norms and build girls' agency, though mobilising both ICT platforms and interpersonal networks. • Build the capacity of local organisations to reduce unsafe abortion rates. 	

¹ Chandra-Mouli, V., Lane, C., & Wong, S. (2015). What Does Not Work in Adolescent Sexual and Reproductive Health: A Review of Evidence on Interventions Commonly Accepted as Best Practices. *Global health, science, and practice*, 3(3), 333–340. doi:10.9745/GHSP-D-15-00126. 2

The programme, which started in 2018 and will run until early 2022, uses in-depth research and analysis to generate insights into girls' pathways to unsafe abortion and access to contraceptives. A Monitoring, Evaluation and Learning (MEL) system, including tools for routine and periodic monitoring, has been developed.

In Kenya, Safire is currently implemented in three counties: Bungoma, Uasin Gishu and Kiambu.

Main purpose of the Job

The Community Engagement Manager (CEM) is responsible for delivering the community engagement workstream of the Safire programme country in Kenya. This workstream aims to ensure that adolescent girls find friendly, safe, and supportive entry points to discuss their ASRH needs in their own communities, where stigma around SRH issues will have been reduced because of Safire activities. The community engagement approach includes a range of activities undertaken by CSOs to support community awareness raising on ASRH issues and provides direct opportunities for girls to connect with other young people (i.e., Big Sisters and Youth Champions) who can provide them with appropriate information and guide them on how to access quality services. Key to the delivery of this workstream is strengthening the capacity of local CSO partners so they can become more independent and active local actors in the ASRH space. The post holder is responsible for managing sub-contracts with a handful of CSOs, ensuring they are delivering in line with their scopes of work. S/he is responsible for leading and coordinating the capacity development of these organisations, increasing the institutional and technical capacity of local CSOs to lead social norms change.

We are seeking to hire a seasoned professional to fill the position of interim CEM on a short term basis to cover for a colleague who will soon be proceeding on maternity leave. Under the supervision of the Kenya County Lead and in close collaboration with the entire Safire team, the interim CEM will perform the role described above and the specific duties outlined below.

Main duties

Oversight and management of CSO performance, with particular attention to Kiambu County:

- Ensure CSO workplans and activities are aligned to the delivery of Safire's community engagement strategy, and that selected interventions are delivered faithfully by CSOs following programme technical protocols.
- Oversee the development and delivery of CSO workplans, monitor performance, provide feedback and guidance, and ensure quality reporting.
- Provide oversight and guidance to CSO partners on their day-to-day implementation of programme activities, ensuring their deliverables meet expected quality standards in accordance with their contractual obligations in liaison with Country Lead.
- Work closely with CSOs and other consortium partners to ensure that the Safire programme is aligned with and linked to Safire's community level systems as appropriate.
- Support CSOs to regularly identify risks that might impact their ability to safely deliver the programme, using information raised by implementing partners to improve Safire's overall risk management processes and approach.
- Support IPs in the timely development and submission of Year 5 workplans, budgets and Year 4 progress reports (both narrative and financial).
- Plan and facilitate regular meetings of the Safire actors in the counties, ensure deliberations and resolutions of such meetings are documented, shared with the wider Safire team and action plans implemented.

Work collaboratively with the Safire MEL team to:

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

- Proactively liaise and collaborate with Safire staff in other locations to share learning, tools, and lessons as a multi-country programme.

Coordination and collaboration:

- Actively engage with consortium partners to ensure the integrated delivery of programme workstreams at county and country level.
- Develop strategic alliances and strengthen collaborative partnerships with relevant county government departments, NGOs and other likeminded stakeholders, following strict Do No Harm guidelines.
- Under the supervision of the Country Lead, actively participate and represent the programme in relevant county level meetings that are aligned to the Safire Programme thematic focus and priorities.
- Under the supervision of the Country Lead, look out for and explore potential new partnerships to enhance local ownership and ecosystem diversification.

Person Specification

Qualifications

Bachelor's degree in Social Sciences, Public Health, Community development or equivalent and combined with substantial community engagement experience.

Experience

- Substantial expertise working at the community level in the health and development sector in Kenya (with beneficiaries and civil society organisations).
- Experience in the field of adolescent sexual and reproductive health and rights and social and behaviour change, familiar with navigating sensitive community issues for young people.
- Experience in programming aiming to reduce unsafe abortion.
- Experience in managing sub-contractors, suppliers, and/or civil society implementing partners.
- Experience in strengthening institutional capacity.
- Experience of engagement with private sector providers.

Skills and Competencies

- Ability to develop effective technical working relationships with counterparts and partners at different levels, across countries, organisations and teams
- Effective capacity building and performance management skills, developing sub-contractors to deliver results
- Ability to track, interpret and use financial and programme monitoring data
- Working knowledge of tools, methodologies and best practices for capacity building of local organisations
- Strong communications skills
- Reporting and presentation skills
- Planning, and organization skills
- Team player

Other Requirements

- Strong commitment to human rights, equal opportunities and pro-choice
- Fluency in English (spoken, written, reading)

Remuneration

The position holder will be paid monthly in arrears upon submission and approval of a timesheet and invoice