

ANNEX 1- TERMS OF REFERENCE

Consultant to Conduct Capacity Building for Grantees in Kenya, February-April 2024.

1. About Options

Options Consultancy Services Limited was established in 1992 and is a wholly owned subsidiary of MSI Reproductive Choices. 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 to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them most.

The Girl Generation (TGG): Support to the Africa Led Movement to End FGM/C Programme, is a consortium led by Options Consultancy Services, and includes Amref Health Africa, ActionAid, Orchid Project, Africa Coordination Centre for Abandonment of FGM/C and University of Portsmouth. It works closely with the Population Council's Data Hub, the programme's data and measurement arm. The programme envisions a world where girls and women can exercise their power and rights and have expanded choice and agency and be free from violence, including FGM/C.

2. Specific Background

The Girl Generation Africa Led Movement (TGG-ALM) grant-making mechanism is designed to be accessible and responsive to the needs of small, and/or new, grassroots organizations, and to shift proactively decision-making power closer to programme regions (rather than decision-makers in capital cities).

The grant-making approach is grounded in established feminist funding principles. The aim is to provide medium-term (i.e. for as long as possible within the parameters of the existing programme), flexible funding (including core funding) to a cohort of trusted, primarily grassroots organisations, with a view to supporting the long-term growth of leaders, organisations, and the movement.

The vision of the small grants' mechanism is to strengthen the Africa-led movement to end FGM/C by resourcing and supporting those most affected by FGM/C and other forms of gender-based violence – women and girls at the grassroots – to lead change within their communities, countries and globally.

By 2025, the programme aims to achieve the following results through grant-making;

Grantee partners make a significant contribution to positive results at multiple levels of the programme results framework ensuring the programme delivers change at scale, by implementing locally led and locally tailored prevention, protection, communications, and advocacy initiatives. Ultimately, this will contribute to the programme outcome of an "acceleration of positive change in social attitudes towards ending FGM/C in countries/regions in which programme is operational".

Key sustainability results, maximising the likelihood of positive changes continuing beyond the life of the programme. These include:

Stronger leadership: new and existing grassroots leaders of the end FGM/C movement (particularly women, girls and youth) are better connected with one another and with those who can support them to achieve their aims. Have strategies to protect their wellbeing (recognising the emotional and physical risks that such leaders face)

Institutionally stronger grantee partners: Who deliver end FGM/C initiatives more effectively (including integrating/mainstreaming end FGM into broader development programmes and/or existing systems (e.g. health, education)).

Stronger end FGM/C movement in focus regions: within and around our focal sub-national areas, there is broader membership of the end FGM/C movement.

To achieve these results, the programme will promote change through two mechanisms: providing resources to grantees, and promoting shifts in 'reasonings' (the attitudes, beliefs and logics that people apply to situations).

3. Scope of work and Key Activities

The overall objective of the consultancy is to conduct capacity-building training for the local organizations under the TGG-ALM programme in Garissa (7 grantees), Narok (8 grantees) and Isiolo (9 grantees) Kenya. More specifically, the consultant shall support the 24 grantees (Narok, Isiolo and Garissa Counties) in Kenya to:

- Conduct capacity building workshops.
- Develop or improve grantees policies and procedures on the following domain areas.

Category 1-Consultancy.

- A. Governance and strategic leadership and systems
 - a) Governing body Formation
 - b) Legal Status
 - c) Governing body Function
 - d) Strategic Leadership and planning
 - e) Succession Planning
 - f) Organisation cultural
 - g) Internal Communication

- B. Organizational management, sustainability, and resources mobilization
 - a) Operational Policies and Procedures
 - b) Resource Mobilization (Fund raising - proposal writing and alternative resourcing).
 - c) Financial sustainability
 - d) Partnership and networking
 - e) Communication Strategy
 - f) Operational Plan

Category 2 -Consultancy

- A. Human resources and administration management
- B. Procurement, logistics and asset/property management.
- C. Finance, and grant management.
- D. M&E and knowledge management
 - a) *Technical reporting*
 - b) *Knowledge management*
 - c) *Learning and adaptive programming*
 - d) *Outcome documentation*

The consultant shall conduct organizational capacity building using a defined methodology developed in partnership with TGG-ALM Programme team.

The expected approach to this engagement is that the capacity building should be conducted in such a way as to facilitate ownership and drive of the implementation plans so that results are sustained. As such, it should be participatory, consultative and incorporate methodologies like technology of participation, design thinking and collective Impact that not

only improve the range of information collected but also to improve ownership and drive of the implementation plans.

In close co-ordination with Options and the grantees, the consultant will implement the following tasks:

- a) Conduct capacity building workshops.
- b) Develop or enhance the grantees policies and procedures documents.

4. Person specification:

Essential Skills and Competences:

- Individuals with master's degree in business administration/ project management/ social studies, or any other related courses.
- Proven experience in organizational development and provision of technical assistance to grassroots organizations.
- Experience in developing organizational capacity development plans, preferably in the development and/or humanitarian sector.
- Extensive knowledge of safeguarding in the above-mentioned domain areas with demonstrated professional competence and expert knowledge of the pertinent substantive areas of work.
- Demonstrated experience in capacity building including solid understanding of linkages between participatory grants making and community leaders power dynamics.
- Leadership and skills to work with autonomy and initiative with strong adult facilitation and analytical skills.
- Excellent interpersonal and professional communication skills and abilities.
- Strong teamwork spirit and interpersonal skills demonstrated by the ability to gain the assistance and cooperation of others in a team endeavour.
- Good report writing skills.
- Ability to meet project deadlines with no supervision.

Desirable Skills and Competences:

- Exceptional organizational and interpersonal skills
- Proven interest in issues of girls and women rights
- Previous similar experience at national trainings/workshops is an asset
- Experience in working in humanitarian sector preferably in Kenya is an added advantage.

Kindly indicate the category of consultancy you are proposing to undertake.

5. Deliverables

The following will be the expected deliverables and outputs of the engagement:

- a) Capacity building reports for detailing list of policies and standard operating procedures (SOPs) developed for each grantee for approval.
- b) Production of policies or as applicable per domain for each grantee depending on their capacity.
- c) Submission of the final consultancy report to Options

All the deliverables are to be submitted to and approved in writing by the Grants Lead.

6. Timeframe

The overall engagement for this consultancy is for 60 days.

7. Contract Management and Reporting arrangements

The Consultant will liaise with and report to the Grants Lead.

All contractual and administrative matters will be managed by the Regional HR Specialist