

ANNEX 1- TERMS OF REFERENCE

Consultant to Capacity Building Workshop for Grantees in Senegal December 2023. 7th to 20th December 2023

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

Africa Led Movement (ALM) grant-making mechanism is designed to be accessible and responsive to the needs of small, and/or new, grassroots organisations, 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 or logics that people apply to situations).

Grants Advisory Committee(GAC)Roles and Mandate:

1. Making recommendations on grants awards to end FGM/C in respective localities.
 - a. Make recommendations to programme leadership (along with rationale, and according to a list of pre-determined criteria) on which potential grantees to support and invite for pre-granting training and application within the county.
 - b. Review the selection criteria and advise whether other criteria should also be considered.
 - c. Work to build consensus with others in the grants panel about the allocation of grant awards (to whom, where, what amount) in line with local priorities and needs.
 - d. Document these recommendations along with a rationale.
 - e. Recommend grantees to undergo due diligence process.
 - f. Recommend anchor organisations operating locally who are well placed to support a small network of medium and small grants partners.
 - g. Engage with the ALM grant team throughout the grants cycle by providing recommendations to the ALM team on ways to:
 - i. Amplify grantee partners' work.
 - ii. Connect grant partners to organisations/individuals who can help further their aims
2. Ongoing strategic support to the ALM grant team and grant mechanism by contributing to:
 - Supporting the grants teams approach to monitoring grantee activities and results
 - Planning and actions for sustainability
 - Reviewing progress and making strategic recommendations e.g. through an annual strategic review of grantee partner performance
 - Reviewing whether small grants partners should be put forward for a larger grant, or whether new small grants partners should be brought on board, in future funding rounds.

3. Objective of the Workshop.

To capacity build the grants advisory committees(GACs) from Tambacounda and Kedougou Regions in the following selected and recommended domain areas:

- a. Leadership and Governance
- b. Project development
- c. Project Monitoring and evaluation

4. Scope of work and Key Activities

- Attend a debriefing meeting with TGG-ALM Grants team to plan and discuss the organization, content, and results of the capacity building Workshop.

- Develop materials with practical methodologies and exercises and design an interactive and need based training agenda based on the grants advisory committee profiling exercise to build a quality data management team for three – day capacity building Workshop.
- Facilitate a three-day selected domains capacity building workshop using a mixed approach of delivery including interactive and participatory methods appropriate for adult learning and lead the stock-taking session to ensure achievement of the workshop objectives.
- Prepare and submit quality report on GAC capacity building Workshop to TGG-ALM programme.

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

a. Duration of the Task

The work will be done for 8 days which include 1 day for preparation and debriefing; 2 days developing training material ,3 days for the workshop; 2 days for development of the report including sharing the draft and finalization of the report (with comments from ALM staff and consultant).

4. Person specification:

Essential Skills and Competences:

- Extensive knowledge of safeguarding in participatory grants making resource mobilization leadership and governance capacity building of community-based organisation leaders 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.
- Demonstrated experience in Grant Monitoring
- 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

5. Timeframe and Deliverables Schedule

The Consultant is expected to complete the assignment, following the timeframe and deliverable schedule specified in the table below:

Activities	Expected deliverables (#)	Level of Effort (days)	Due date

1. Attend a debriefing meeting with TGG-ALM Grants team to plan and discuss the organization, content, and results of the capacity building Workshop.	<ul style="list-style-type: none"> Inception report including agreed modalities for delivering the Workshop and updated Agenda/Workplan. 	1 day	7 th December 2023
2. Develop materials with practical methodologies and exercises and design an interactive and need based training agenda based on the grants advisory committee profiling exercise to build a quality data management team for three – day capacity building workshop.	<ul style="list-style-type: none"> Materials including Power Point Presentations for facilitating delivery of the Workshop. 	2 days	9 th December 2023
3. Facilitate a three-day selected domains capacity building workshop using a mixed approach of delivery including interactive and participatory methods appropriate for adult learning and lead the stock-taking session to ensure achievement of the workshop objectives	<ul style="list-style-type: none"> Draft report, metadata, and capacity building improvement plan 	3 days	12 th -14 th December 2023
4. Prepare and submit quality report on GAC capacity building Workshop to TGG-ALM programme.	a. Capacity building workshop delivery report	2 days	20 th December 2023

The consultancy has 8 billable days in the contract timeframe to complete the deliverables, and the day rate is to be agreed with the consultant. Any changes or modifications to the level of effort and / or deliverables are to be agreed and signed off by Grants Lead.

6. Payment Schedule

An invoice should be raised following the submission and approval of all the deliverables mentioned in section 5.

Deliverable #	Deliverable	Amount Due(%)	Budget Amount XOF
1	Participate in Grantee Inception briefing session and submission of inception report	20%	500,000

2	Physical presence at, and conducting the 3-days capacity building workshop	40%	1,000,000
3	a. Draft Training Report b. Final Report	40%	1,000,000
	Total		2,500,000

All transport and accommodation costs will be managed and paid directly by Options, with prior agreement with the Consultant and based on Options travel and security policy / procedures in place.