

ANNEX 1 – TERMS OF REFERENCE

Workshop Facilitation Consultant

1. Background

Options Consultancy Services Limited is a leading global health consultancy established in 1992 as a wholly owned subsidiary of Marie Stopes International. We manage health programmes that ensure vulnerable women and children can access the high-quality health services they need. We work with partners to co-create and implement locally informed solutions to complex health problems. This includes governments, development partners, NGOs, civil society and health workers. Our programming is flexible, evidence-based and politically informed. This means we adapt to changing contexts, use data to inform our decisions and ensure our approach is appropriate. Our focus is always on building local skills and systems that last.

2. Specific background

The Options Kenya team has grown in terms of programming and staff numbers since 2020. In 2022 we are looking to leverage the lessons from the last 2 years of COVID 19 and remote working as we get ready to scale and grow our work across a number of programming areas. The 2022 staff end of year event will aim to consolidate gains achieved over the year while unleashing the potential we have as a team into 2023.

3. Objective of the consultancy

Options seeks a Workshop Facilitator Consultant with proven expertise and experience to provide services as follows:

1. Work with the Kenya Country Representative to conduct a 2-day workshop, including:
 - a. Pre-workshop planning / agenda development
 - b. Review of workshop agenda, materials etc.
 - c. Develop presentation materials, design activities to maximize participation
 - d. Facilitate the 2-day workshop
2. Post Workshop Assistance – provide support to post-workshop activities, including:
 - a. Review and refine retreat minutes as required to ensure these accurately reflect the actual discussions.
 - b. Prepare summary report on observations and next steps recommended, stemming from the retreat within two weeks

4. Scope of work and key activities

The Consultant is expected to provide group facilitation services at the retreat, aligned to the meeting agenda under the guidance of the Country Representative.

Key activities for the Consultant are:

- 2-day session (physical)
- Facilitate updates from the various programs
- Facilitate review of our workplan and deliverables
- Facilitate validation of 2022 plans
- Suggest a programme for the 2 days
- Facilitate a session on growing Options in Kenya
- Suggest and facilitate a team building session

The consultant is expected to provide the following services:

Phase 1: Pre-Workshop work including:

- Preparation of content, materials, presentations, activities, energizer, games
- Propose workgroup formats and discussion to ensure maximum participation

Phase 2: During workshop

- Facilitation services during the meeting (2 days) including team building activity

Phase 3: Post workshop

- Debrief, wrap up and report on recommendations.

5. Deliverables

The Consultant is expected to complete and submit the following deliverables, as specified in the Timeframe and Deliverable schedule in section 5:

- In collaboration with the country representative, suggest a programme for the 2 days
- In collaboration with the country representative, suggest and facilitate a team building session
- Physical presence at, and facilitation during, the 2-days (15th and 16th December 2022).
- Participation in debrief meetings and preparation of a report summarising outcomes and recommendations.
- Submit a final copy of the Summary report.

All the deliverables are to be submitted to and approved in writing by **the Country Representative**.

6. Timeframe and deliverables schedule

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

Timeline	Level of Effort (days)	Activities	Expected deliverables (#)	Due date
09-14 December 2022	3	Briefing with the Country Representative. Finalisation of team building activities proposed for the workshop. Finalisation of the agenda for the workshop	Submit a final copy of the workshop agenda and relevant meeting materials/resources	14 December 2022
15 – 16 December 2022	2	Physical presence at, and facilitation during the workshop	Physical presence and facilitation for the 2 days of the main workshop/meeting	16 December 2022
19-20 December 2022	2	Participation in debrief meetings and preparation of report summarising outcomes and recommendations	<ul style="list-style-type: none"> • Draft Meeting Report • Final Report 	23 December 2022

7. Reimbursable expenses budget

The Consultant will not claim any reimbursable/out-of-pocket expenses to Options that have not been agreed in advance. Any reimbursable expenses – as agreed in writing with the Country Representative shall be included in the invoice.

8. Payment schedule

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

Deliverable #	Deliverable
1	Submit a final copy of the workshop agenda and relevant meeting materials/resources
2	Physical presence and facilitation for the 2 days of the main workshop/meeting
3	Final meeting report and recommendations

Any reimbursable expenses – as agreed in writing with the **Country Representative** - shall be included in the invoice.

9. Contract management and reporting arrangements

The Consultant will liaise with and report to the Country Representative and work closely with the Regional H.R. Advisor.

All contractual and administrative matters will be managed by the Regional H.R Advisor.