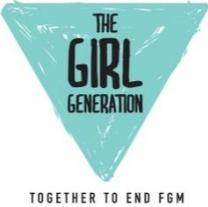


## Terms of Reference

|  |  |
|--|--|
| <b>Job title</b>   | <b>The Girl Generation Programme Officer – Sudan</b>   |
| <b>Department</b>  | Technical Team   |
| <b>Post holder</b>   | Vacant   |
| <b>Reporting to</b>  | Social Change Communications Manager – The Girl Generation   |
| <b>Responsible for</b>   | N/A  |
| <b>Liaison with</b>  | Global Director, Deputy Programme Director, Regional Coordinators, Programme Officers, Programme Management Team and Other The Girl Generation staff and Ahfad University Women's Gender and Reproductive Health and Rights Resource and Advocacy Centre (GRACe) staff |
| <b>Hours</b>   | 16 days per month  |
| <b>Type of contract</b>  | Consultancy Contract, Fixed Term to January, 2019  |
| <b>Location</b>  | Khartoum, Sudan  |
| <b>About Options</b>   |  |
| 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 to governments, health workers, NGOs and businesses to catalyse change so that health services can be accessed by the people who need them the most.   |  |
| <b>Main purpose of job</b>   |  |
| <p>The Girl Generation (<a href="http://www.thegirlgeneration.org">www.thegirlgeneration.org</a>) is a global campaign managed by Options that supports the Africa-led movement to end FGM.</p> <div style="text-align: right;">  </div> <p>In May 2016, The Girl Generation and Options for International Health (a registered charity established by Options) launched The End FGM Small Grants Programme supported by the Human Dignity Foundation (HDF). The grants programme will provide flexible funding to grassroots organisations working to end FGM in order to support their work in the area of communications, advocacy and campaigning to end FGM. It is expected that the Programme will launch in Sudan in late 2016.</p> <p>The purpose of the position is to represent, promote and coordinate all aspects of The Girl Generation's work in Sudan.</p> <p>The position will be based with Ahfad University's Women's Gender and Reproductive Health and Rights Resource and Advocacy Centre (GRACe) and is expected to work in liaison with The Girl Generation staff in Nairobi and London.</p> |  |

## Objectives and Main duties

### Objectives of the assignment:

This role will support four key outputs of the Girl Generation which include:

- Developing a social movement to end FGM in Sudan
- Social Change Communications (SCC) enabled by training ToTS who can scale up SCC across Sudan
- Sudan positive stories of change amplified at the national, regional and global levels
- Partnerships and resources leveraged to support work to end FGM in Sudan

Guided by the above outputs the objectives of the role will be:

- To provide overall coordination and oversight of The Girl Generation's end FGM activities in Sudan including those related to the End FGM Small Grants Programme.
- To coordinate the implementation of The Girl Generation's activities in Sudan by working in coordination with Ahfad University's Women's Gender and Reproductive Health and Rights Resource and Advocacy Centre (GRACe) to organise events, meetings, trainings and convenings.
- To develop and maintain a vibrant membership base for The Girl Generation in Sudan to contribute to the development for a social movement to end FGM in Sudan.
- To ensure that members are engaged with The Girl Generation and appropriately supported to effectively use social change communications in Sudan.
- To support the development of an ambassador program for The Girl Generation in Sudan by identifying appropriate members and leaders across the different ambassador categories identified by The Girl Generation.
- To be the public face and technical representative of The Girl Generation in Sudan.
- To identify evidence and stories of social change towards ending FGM, particularly from the grassroots level and from member organisations, to share with the core team for amplification at different levels.
- To support the establishment and development of partnerships across different stakeholders including media, local funders, INGOs to leverage resources for ending FGM in Sudan.
- To support the collection, interpretation and reporting of programme monitoring and evaluation data from Sudan, and the promotion of learning from across The Girl Generation and its partners.

### Main Tasks

#### ***Coordinating national activities***

- Work with The Ahfad University's GRACe on coordinating activities of The Girl Generation.
- Work with The Girl Generation's Social Change Communications Manager and Programme Management team to develop comprehensive country work plans, budgets, tasks and keeping inventory of The Girl Generation's materials and coordinating logistics for events and in-country activities with GRACe.
- Identify appropriate participants for national events, drawing on local contacts and professional networks to produce lists of invitees, and act as chief point of coordination for the guest list and with invitees
- Work with the Social Change Communications Manager to develop detailed meeting / events concept notes, agendas, materials for all events and identifying speakers and opportunities for pre-event media.

#### ***Developing and maintaining a vibrant membership base***

- Map out organisations in Sudan which share the vision, values, and principles of The Girl Generation, with a particular focus on youth groups
- Assist to recruit priority organisations to become members of The Girl Generation
- In coordination with The Girl Generation Communications team, work to support members of The Girl Generation in Sudan by ensuring that members receive regular support to engage with and contribute to The Girl Generation as guided by the membership engagement plan
- Promote The Girl Generation's values and messages through social change communications.

**To support the development of an ambassador/champions program for The Girl Generation in Sudan**

By identifying appropriate members and leaders across the different ambassador/champion categories identified by The Girl Generation

- Supporting the ambassador/champion training programme and coordinating work plans and activities for these champions.

**To be the public face and technical representative of The Girl Generation in Sudan**

- Attend events on behalf of The Girl Generation to promote the brand's vision, values and approach
- Seek opportunities to represent and promote the global movement to end FGM in meetings with the press, public events and government meetings in line with pre-agreed work plans.

**Support the set up and implementation of the End FGM Small Grants Programme**

- Work with, The Girl Generation Grants Manager to the set up the grants scheme
- Review and support grant applications
- Support capacity building and monitoring and evaluation of grant recipients

**Gathering positive stories of change**

- To identify evidence and stories of social change towards ending FGM, particularly from the grassroots level and from member organisations, to share with the core team for amplification at different levels.

**Partnerships and resource leveraging**

- Identify possible partners to support the establishment and development of partnerships across different stakeholders including media, local funders INGOs to leverage resources for ending FGM in Sudan

**Monitoring and Evaluation**

- To support the collection, interpretation and reporting of programme monitoring and evaluation data from Sudan, and the promotion of learning from across The Girl Generation and its partners
- Supporting the development of M&E working groups in Sudan and developing their work plans in line with agreed TORS,
- Convening the working groups to discuss data, share learning and developing reporting mechanisms for end FGM work in Sudan in collaboration with Monitoring Evidence and Learning Coordinator.

**Other**

- To do other tasks which might not be included in this JD but are strategic for the Girl Generation.
- Provide finance oversight for work plans and other budgets

Note: this job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.

**Signed by:**

**Date:**

## Person specification

| Criteria   | Essential | Desirable |
|--|-----------|-----------|
| <b>Qualifications</b>  |           |           |
| Professional qualification or degree in a relevant subject   | ✓         |           |
| <b>Experience</b>  |           |           |
| Knowledge of Female Genital Mutilation including in the context of Sudan   | ✓         |           |
| Understanding of behaviour change or social change communications  | ✓         |           |
| High attention to detail and strong organisational skills  | ✓         |           |
| Experience of meeting and events planning and management   | ✓         |           |
| Good verbal and written communication skills   | ✓         |           |
| Excellent interpersonal skills   | ✓         |           |
| Strong networks among campaigners, organisations and government bodies working to end FGM.                           | ✓         |           |
| Networks with media contacts/partners in Sudan   | ✓         |           |
| Understanding of monitoring and evaluation, data collection and reporting  | ✓         |           |
| <b>Skills and attributes</b>   |           |           |
| Fluency in English and Arabic language skills, other local language desirable  | ✓         |           |
| Ability to work with remote teams and with high sensitivity to cultural and social diversity                         | ✓         |           |
| Self-starter and ability to work both in a team and independently  | ✓         |           |
| Ability to effectively manage workloads  | ✓         |           |
| Capacity building skills of grassroots organisations   |           | ✓         |
| Monitoring and evaluation of programmes  |           | ✓         |
| <b>Other requirements</b>  |           |           |
| Commitment to Equal Opportunities  | ✓         |           |
| A commitment to The Girl Generation's founding principles, including the Do No Harm guidelines.                      | ✓         |           |
| Understanding of, and personal commitment to international human rights, particularly women's and children's rights. | ✓         |           |
| Willing and able to travel internationally   | ✓         |           |

|                                     |   |  |
|-------------------------------------|---|--|
| The right to live and work in Sudan | ✓ |  |
|-------------------------------------|---|--|