

# Terms of Reference

## GAC Consultant

### 1. Background

MSI Reproductive Choices (MSI) is a global sexual and reproductive health and rights organisation. We take a mixed health systems approach to scaling up access to quality sexual and reproductive health (SRH) services. We deliver SRH services to last-mile communities via mobile outreach teams and roving providers, we operate our own social enterprise PHC, SRH and maternity clinic networks, and we work with the private and public sectors to strengthen their capacity. Every day 80,000 people access SRH services delivered or supported by MSI's 37 country programmes. The service delivery is complemented by a large-scale social marketing program and 33 contact centres that support self-care and make referrals.

This work is funded by a range of institutional donors, multi-laterals, foundations and private individuals. MSI is growing its portfolio of Global Affairs Canada (GAC) grants and seeks a consultant to strengthen its capacity to manage these at a global and country level.

### 2. Assignment

MSI seeks a consultant who can develop and deliver a training programme for a small cohort of staff at a global and country level on managing and reporting on GAC grants.

This training programme should build on GAC's existing guidance<sup>1</sup> and training materials<sup>2</sup>, adapt it to the specific context of MSI<sup>3</sup>, and enrich it with the consultant's first-hand experience of working with or for GAC. The content should span the full project cycle, from design to close out. It should include but not be limited to:

- Meeting the integrated priorities: gender equality, human rights, environmental sustainability and innovation<sup>4</sup>.
- Results-based reporting, including reporting on failures.
- Writing 'Stories of Change'.
- Relationship management at a country level.

The training programme should be developed and delivered in English and French and be complemented by checklists that teams can use to apply the training.

MSI would like this exercise completed at the earliest opportunity, on a part-time or full-time basis.

### 3. Consultant profile

MSI is looking for an individual who offers:

- Significant experience working with or for GAC, throughout the project cycle from design to close out.
- Significant experience in developing and delivering training.
- Bi-lingual or able to sub-contract a translator.

### 4. Application process

MSI requests proposals from consultants, outlining their experience, estimated days, daily rates and availability.

Proposals should include an example of a training the consultant has developed and delivered.

Prospective consultants may contact MSI to discuss the assignment further.

Proposals should be submitted to [monica.encinas@msichoices.org](mailto:monica.encinas@msichoices.org) by 12<sup>th</sup> November 2023.

The contracting process will take up to 2 weeks.

The consultancy will be subject to a non-disclosure agreement.

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<sup>1</sup> For example: [https://www.international.gc.ca/world-monde/assets/pdfs/funding-financement/assistance\\_results\\_guide\\_partners-guide\\_resultats\\_aide\\_partenaires-en.pdf](https://www.international.gc.ca/world-monde/assets/pdfs/funding-financement/assistance_results_guide_partners-guide_resultats_aide_partenaires-en.pdf)

<sup>2</sup> For example: <https://www.youtube.com/watch?v=tJ4JzF1YBqo>

<sup>3</sup> i.e., SRH programming and a combination of core and bilateral funding.

<sup>4</sup> For example, what level of rigour is required for gender assessments, what does good look like for environmental sustainability plans, how are expectations around gender transformative programming and human rights-based approaches applied in different contexts, etc.