

Job Framework:

GPP Manager – CIFF programmes (Maternity Cover)



General role information

Job Title:	Global Programmes and Philanthropy Manager – CIFF Programmes
Reporting to:	Head of Challenge Fund – CIFF Programmes
Salary Band:	BG9
Notice period:	3 months
Budget Responsibility?	No
Direct Reports?	No
Client facing role?	No

Introduction:

MSI Reproductive Choices is one of the world's leading providers of sexual and reproductive healthcare. We believe that everyone should have the right to choose. From contraception to safe abortion and life-saving post-abortion care, we are committed to delivering compassionate, affordable, high-quality services for all.

Today, our organisation has over 9,000 team members working in 36 countries across the world. Our success lies in the fact that MSI teams are locally led, entrepreneurial and results-driven, and are passionate about delivering high quality, client-centred care in their own communities. As a social business, we focus on sustainable delivery, efficiency, and funding models that are built to last, so that the women and girls we serve today will have a choice in the future too.

We know that access to reproductive choice is life changing. For some, it can mean the ability to complete an education or start a career. For others, it means being able to look after the family they already have. For everyone, it means the freedom to decide their own future, creating a fairer, more equal world.

The role

MSI seeks a Global Programmes and Philanthropy (GPP) Manager to support the management of a large-scale five-year multi country programme funded by the Children's Investment Fund Foundation (CIFF). The Manager will be responsible for supporting The Challenge Fund Programme (2024-2028), a \$100m programme with global and bilateral investments from CIFF to advance sexual and reproductive health services and increase modern contraceptive prevalence in six countries across West and Central Africa.

Working in the Challenge Fund programme team (composed of a Head of Challenge Fund, another GPP Manager and two GPP Advisers), the GPP Manager will actively support the Niger and DRC Country Programmes and partners' implementation, ensuring delivery of agreed deliverables (including payment by results KPIs) for the Challenge Fund Programme. In addition and given the strong focus on co-funding of this investment, the Manager will be responsible to support the Niger country programme with their programme funded by the Gates foundation.

They also work very closely with other relevant donor teams, International Operations and Technical services departments to ensure MSI and donor priorities are reflected in programmes and learning agenda. The Manager will play a critical role in donor relationship management including effective and timely reporting and serve as an important internal resource and 'donor champion'. This is an exciting and

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

internally high-profile role that requires excellent financial and data analysis skills, strong communication and facilitation skills, analytical and problem-solving skills, excellent ability to work across teams to deliver results, and great attention to detail.

This role and programme team is part of the broader team supporting CIFF investments. The team oversees the technical design and execution of CIFF investments and is responsible for safeguarding and advancing MSI's relationship with CIFF as a key contributor to achieving MSI's mission. The team provides organizational leadership to ensure that MSI's strategy, policy, systems, and capacities are responsive to donor priorities and investments and that CIFF programming advances the MSI2030 strategy.

Key Responsibilities

Global programme delivery and donor engagement (20%)

- Support the Head of Challenge Fund and the Head of SRHR scale up initiatives (Gates Foundation lead) in monitoring, analysing and driving progress against deliverables and major activities: developing or adapting systems for tracking progress against deliverables and major activities in collaboration with the FCDO WISH2 Team, International Operations and technical teams, identifying key project implementation risks early and coordinating with relevant teams to develop solutions.
- Work with the Head of Challenge Fund the Head of SRHR scale up initiatives (Gates Foundation lead) and other team members to perform monthly finance reviews of spend against budgets: coordinate with the global donor finance, regional and country finance teams to ensure correct charging of financial expenditure and strategic reallocation of funds.
- Support high quality narrative and financial reports for the donor: work with the Head of Challenge Fund (and assisted by the GPP adviser) and coordinate the programme reporting process, identifying and linking key successes, lessons, and emerging themes across the project portfolio, and working with teams to compile and edit reports.
- Ensure compliance: Be familiar with relevant donor rules and requirements, as well as MSI policies and procedures and ensure project implementation is compliant through clear communication to field implementation and international support teams.
- Donor engagement: Represent MSI with the donor as required; support in preparation of programme calls with the donor, as well as for engagement discussions on technical areas of interest, work with the team to proactively communicate key learnings, successes, and progress to the donor.
- Identify and mitigate project risks: Work with relevant stakeholders (International Operations, Country Programmes etc.) to identify risks to project implementation and in coordination with relevant stakeholders, develop risk mitigation strategies with Country Programmes. Keep informed the Head of Challenge Fund of any significant risks that will have an impact on our ability to achieve project deliverables.

Country level programme management support (60%)

- Responsible for the management and monitoring of overall project performance and delivery of Key Performance Indicators of focal MSI country programmes (Niger and DRC).
- Responsible for the monitoring of progress and risk management of focal MSI country programmes through regular monthly meetings, escalating issues as necessary with the Head of Challenge Fund and contributing to overall team risk monitoring and management processes as required.
- Ensure project's risks are recorded in the programme's risk tracker, applying appropriate mitigation and follow-ups with the country programme.
- Provide guidance on financial management and spending strategy: Guide country programmes on project financial management. Ensure spend and programmatic deliverables are aligned and forecasting are adequate.

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

- Responsible for the quality and timely narrative and financial donor reporting for the focal MSI country programmes. Coordinate with country teams to respond to donor queries on reports.
- Ensure clear communication: Convene regular review meetings and conference calls with country programme staff and regional support teams for project coordination; provide written and other guidance as necessary to disseminate vital information.
- Support country programmes with donor country visits to plan, schedule and participate in the country visit as required.

Partners' account management (10%)

- Lead the management and monitoring of sub-contracts with consortium partners, verifying they are meeting their contractual obligations including the successful delivery of payment KPIs under the payment by results component of their contract, logframe outcomes and deliverables.
- Provide advice and clear guidance on work-planning, reporting, budgets and forecasting to consortium partners;
- Facilitate, review and advise consortium partners on donor narrative and financial reports and ensure high quality and timely donor reporting, including quarterly and annual reports to the donor.
- Work closely with MSI legal and donor compliance team to ensure due diligence requirements are met and ongoing, and that partners are respecting the project code of conduct and are aware of obligations for reporting around safeguarding and AFB.

Technical Coordination and Leadership (10%)

- Manage the effective delivery of dedicated technical or operational areas for the programme, especially the learning agenda and associated dissemination strategy.
- Together with the Evidence & Impact team, support data collection and documenting best practice, lessons learned and innovations for specific outputs or technical/thematic areas (to be identified); contributing to or co-ordinating Technical Working Groups;

Key Skills

To perform this role, it is **essential** that you have the following skills:

- Proven ability to liaise effectively with and collaborate with diverse stakeholders, including global, regional, national, local, public, and private partners.
- Excellent skills in communicating evidence, excellent facilitation skills with proven ability to synthesize complex technical component into easy-to-understand briefs or presentation.
- Demonstrated ability to establish and maintain effective relationships across cross cultural settings to achieve mutual objectives and maximise opportunities.
- Exceptional problem-solving abilities and demonstrated confidence in handling difficult situations.
- Demonstrated ability to meet deadlines, perform under pressure and reputation for consistently delivering results to a high standard.
- Be data-literate with an attention for details. Able to analyse and interpret datasets and spot trends.
- Fluent English and French oral and written communication skills.
- Good Excel proficiency

Key Experience

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

To perform this role, it is essential that you have the following experience:

- Experience of managing CIFF or Gates Foundation donor-funded projects preferable, or large restricted foundations/government/institutional donor (multi-country desirable), including project monitoring and reporting against payment deliverables, proactive risk management and escalation (essential)
- Experience in writing and editing reports, or externally facing project information for donors or other external stakeholders (essential)
- Financial management experience including budgeting, budget tracking and financial performance analysis (essential)
- Demonstrable experience managing complex relationships across organisations and across countries (essential)
- Experience in delivering capacity building support and skills development of others in either a technical area or project management skills, in order to meet project deliverables (essential)
- Understanding of the sexual and reproductive health and family planning fields (desirable)

Formal Education/qualification

- Educated to degree-level essential, master's degree desirable.

Personal Attributes

We recruit talented, dynamic people with diverse backgrounds and experiences, all united by a belief in our mission and a focus on delivering measurable results. We're proud to be an equal opportunities employer and are committed to creating a fully inclusive workplace, where everyone feels able to participate and contribute meaningfully. You must be open-minded, curious, resilient, and solutions-oriented, and be committed to promoting equality, and safeguarding the welfare of team members and clients alike.

We seek exceptional individuals who are aligned to MSI's mission and entrepreneurial mindset. You must be a strong communicator, self-motivated and solutions-seeking, committed to driving social change in an environment that measures sustainable results and impact at an individual and global level. You must be able to work effectively with and across diverse teams and be comfortable with ambiguity.

For this role, we're looking for an individual who is:

- A strong supporter of the cause of sexual reproductive health and rights and a woman's right to safe abortion (pro-choice)
- Quality-focused and results-orientated
- Proactive
- Highly organised
- Decisive and confident
- Resourceful and determined
- Self-aware
- Willing to travel up to 4 weeks per year

Our Values

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org

Job Framework:

GPP Manager – CIFF programmes (Maternity Cover)



Mission Driven: With unwavering commitment, we exist to empower women and men to have children by choice not chance.

Client Centred: We are dedicated to our clients and work tirelessly to deliver high-quality, high-impact services that meet their individual needs.

Accountable: We are accountable for our actions and focus on results, ensuring long term sustainability and increasing the impact of the Partnership.

Courageous: We recruit and nurture talented, passionate, and brave people who have the courage to push boundaries, make tough decisions and challenge others in line with our mission.

Resilient: In challenging situations, we work together and support each other, adapting and learning to find solutions, whatever we're up against.

Inclusive: We believe that diversity is a strength. We all play our part in creating a culture where every team member can thrive, feel valued and contribute meaningfully to our mission, and where all our clients feel welcome and supported.

By signing below, you indicate that you have read and agree to this job framework.

Full Name:	
Signature:	
Date:	

All MSI Reproductive Choices job framework is subject to a language neutrality test prior to approval and we're always looking for new ways to make our recruitment process as fair and unbiased as we can. If you'd like to provide feedback on MSI Reproductive Choices recruitment process, please do so via email to

recruitmentinbox@msichoice.org