

TERMS OF REFERENCE

Virtual events planner
Thursday 7th 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*, (TGG-ALM) is a consortium led by Options Consultancy Services, and includes Amref Health Africa, ActionAid, Orchid Project, Africa Coordination Centre for Abandonment of FGM/C (ACCAF) 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

The 16 Days of Activism against Gender-Based Violence is an annual international campaign that kicks off on **25 November**, the International Day for the Elimination of Violence against Women, and runs until **10 December**, on Human Rights Day.

Each year, the UNITE Campaign highlights a specific theme. **In 2023, the theme is 'UNITE! Invest to prevent violence against women and girls,' as stated by UN Women.** The campaign encourages individuals to demonstrate their commitment to ending violence against women and girls by sharing their actions toward a violence-free world. Additionally, it urges governments worldwide to disclose their investments in preventing gender-based violence.

In commemoration of the 2023 16 Days of Activism, The Girl Generation-Support to the Africa-led Movement would like to host a virtual event on **'Integrating FGM/C and Health on Thursday 7th December 2023.'**

By harnessing the dual functions of the healthcare system, specifically prevention and response through treatment of women with FGM/C-related complications, interventions to end the practice can be seamlessly integrated into the sector, offering substantial potential for success. However, the healthcare sector's strategic advantage has not been fully utilized, as it has remained largely invisible in combatting FGM/C. Alarming, there is a growing trend of medical professionals engaging in FGM/C

(medicalization), which threatens the progress made over decades in addressing this issue. This situation is largely attributed to the limited knowledge and skills of healthcare professionals and the standalone approach in dealing with this practice as well as lack of tools to capture FGM/C related data in the service delivery points for programming.

TGG-ALM continues to call for greater action and investments in the prevention of FGM/C in the health sector. There's a need to engage health workers especially, on their role in **Do No Harm and the ethical principles**, that medical practitioners sign into, as well as their role in preventing and responding to FGM/C.

Through our consortium partner Africa Coordination Centre for Abandonment of FGM/C (ACCAF), we will host a virtual event on the importance on the key role of health workers in preventing and responding to FGM/C.

2. Expected outcomes

The audiences will get to understand how FGM/C is a public health concern and why health practitioners should be equipped to prevent and respond to FGM/C complications. The webinar will bring together panelists and stakeholders from Kenya, Ethiopia and Somaliland, as well as the World Health Organisation who will delve into integrating FGM/C into health. The webinar will also target Francophone audiences. More specifically, the;

1. Audiences will have an opportunity to learn more about how ACCAF and the World Health Organisation (WHO) are engaging health practitioners in ending FGM/C.
2. Audiences will have an opportunity to listen to practitioners on successes, challenges, and what more needs to be done.

3. Scope of work and Key Activities

Options Consultancy Services is seeking a virtual events planner with proven expertise and experience to provide services as follows:

Phase 1: Pre-virtual event

Collaborate with the relevant staff to plan and prepare for the two (2) hours virtual event including:

- a) Pre-virtual event planning and agenda development
- b) Develop an online link and invite relevant stakeholders- the list will be provided
- c) Collaborate with interpreters- French and Amharic- to ensure smooth coordination before, during, and after the event. The language interpreters will be engaged by Options Consultancy Services.
- d) Collaborate with relevant team members to ensure the panelists are well-prepped ahead of the event.
- e) Identify, engage, and pay a sign-language interpreter for the virtual event
- f) Develop E-fliers to advertise the event
- g) Pre-test through a mock virtual event

Phase 2: During virtual event

- Ensure the virtual event runs smoothly including interpretation rooms are in order
- Ensure guests are let into the virtual event on time

Phase 3: Post virtual event

- a) An edited version of the webinar which can be shared externally as a link
- b) Develop a web story
- c) Develop a report outlining successes/challenges and recommendations for future virtual events.

The scope of work requires the consultant to work for 5 ½ days together with relevant staff and interpreters and agree on a complementary overarching approach to the virtual event.

4. Person specification:

Essential Skills and Competences:

- Relevant advanced degree in communications or journalism studies
- A minimum of two (2) years' experience in running virtual events
- Demonstrable experience in conducting virtual events CSOs/NGOs
- Demonstrable technical expertise in at least two or more of organizational capacity functional areas (e.g. developing strategic plans, advocacy strategies etc);
- Highly proficient in English language (written and spoken);
- Strong commitment to the values and approach of TGG-ALM Programme, including a strong commitment to Do No Harm framework, safeguarding, girl-centred approach, survivor sensitive approaches, participation, gender equality, and the end to all forms of FGM/C and other forms of gender-based violence;
- Technical knowledge in the following areas: social change, communications, advocacy, gender, human rights, FGM/C;
- A collaborative approach to teamwork.

Desirable Skills and Competences:

- Previous experience working with feminist organizations/CSOs in Africa;

5. Deliverables

- a) A well-organised virtual event
- b) An edited version of the webinar which can be shared externally
- c) A web story
- d) A report outlining successes/challenges and recommendations for future virtual events.

All the deliverables are to be submitted to Ann Njuguna through A.Njuguna@options.co.uk

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
20 th November 2023	½ day	<ul style="list-style-type: none"> - Briefing with team - Agree on the virtual webinar agenda - Agree on how to invite guests and share a guest list 	<ul style="list-style-type: none"> - Agenda and guest list 	21 st Nov 2023
27 th Nov 2023	3 days	<ul style="list-style-type: none"> - Updates on registration - Confirmations of panelists/guests - Update on interpreters - Update on media invitations 	<ul style="list-style-type: none"> - The registered number of participants - Onboarding of interpreters - Number of media invitations sent and number confirmed 	29 th Nov 2023
7 th Dec 2023	1 day	<ul style="list-style-type: none"> - Virtual event 	<ul style="list-style-type: none"> - Smooth running of the webinar 	7 th Dec 2023
8 th Dec 2023	1 day	<ul style="list-style-type: none"> - Post-workshop 	<ul style="list-style-type: none"> - An edited version of the webinar which can be shared externally - A web story - A report outlining successes/challenges and recommendations for future virtual events. 	11 th Dec 2023
	5 ½ days			

The consultancy 5 ½ 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 Ann Njuguna, A.Njuguna@options.co.uk

8. Payment Schedule

An invoice should be raised following the submission and approval of the deliverables below and submitted together with consultant timesheet to with copy to Bernadette Kamau, b.kamau@options.co.uk and Elsy Kariuki, e.kariuki@options.co.uk

Deliverable #	Deliverable	Amount Due (KES)
1	Pre workshop planning	75,000
2	Successful virtual event	100,000
3	Sign language interpreter	50,000
3	Post workshop reporting (web story, edited webinar and report)	75,000
	Total	300,000

9. Contract Management and Reporting arrangements

The Consultant will liaise with and report to Ann Njuguna.

All contractual and administrative matters will be managed by Roline Kimeu, r.kimeu@options.co.uk