

Terms of Reference - USAID Project Start-Up Consultant Team (multiple consultants expected)

This Terms of Reference outlines key responsibilities and expected tasks to support USAID project start-up and implementation. IPPF expects a team of multiple consultants will provide comprehensive support to project startup project operations, including operations, workplanning, recruitment, compliance, and reporting.

Applicants are encouraged to specify their skills for relevant responsibilities and expected tasks, daily rate and availability over the period of November to January 2023 (including any availability to travel).

Applications should be sent to Alden Nougua-Ngog (Email: ANougua-Ngog@ippf.org) by October 29, 2023.

Responsibilities and Expected Tasks:

- Stakeholder Engagement:
 - Connect with IPPF stakeholders to leverage resources, networks, and engagement.
 - Communicate with other relevant stakeholder Implementing Partners, including USAID-supported and non-USG-supported programs, to foster cooperation and alignment.
 - Coordinate stakeholder engagement in workplanning workshops.
- Sub-award management:
 - Develop sub-awardee assessment tools and conduct sub-partner pre-award assessments.
 - Orient sub-awardees to USAID rules and regulations in program and financial management.
 - Draft project and sub-award procedures to ensure USAID regulatory compliance and audit preparedness.
- Work planning and Monitoring/Evaluation/Learning (MEL) Planning:
 - In collaboration with Key Personnel - Plan, facilitate, and support workplanning meetings with project partners, USAID, and Ministries of Health.
 - Align workplan with annual MEL plan.
 - Collaborate with the team to design and manage a MEL and reporting system.
- Finance and Operational Support:
 - Provide finance management and operational support to the Chief of Party and Finance Manager for startup operations, local recruitment, policy manual development, etc.
 - Support annual budgeting process to align with revised annual workplan.
 - Draft job descriptions and support staff recruitment.
- Project Systems Building:
 - Develop / adapt Standard Operating Procedures, policy manuals and management processes (including reporting calendars and signatory matrices, etc.).
 - Draft key procedures for the project, including procurement, branding and marking, and travel plans and policies.

Requirements:

- Experience with USAID project implementation and start-up.
- Knowledge of standard compliance procedures with USAID regulations and standards.
- Fluency in working English and French required for some tasks.
- Ability to travel required for some tasks.