**Girls Not Brides: Education Out Loud Year Zero Process**

**Consultant Terms of Reference and Call for Proposals**

**Background**

*Girls Not Brides* is a global partnership of more than 1,400 civil society organisations from over 100 countries committed to ending child marriage and enabling girls to fulfil their potential. Members are based throughout Africa, Asia, the Middle East, Europe and the Americas. We share the conviction that every girl has the right to lead the life that she chooses and that, by ending child marriage, we can achieve a safer, healthier and more prosperous future for all. *Girls Not Brides* members bring child marriage to global attention, build an understanding of what it will take to end child marriage and call for the laws, policies and programmes that will make a difference in the lives of millions of girls.

*Girls Not Brides* is calling for applications from qualified bilingual (EN/FR) consultants to assist in developing a detailed project proposal and learning plan for our project: *Strengthening collective action to end child marriage, keep girls in school and advance gender equality in West Africa*. The proposed project seeks to address the interlinked problems of child marriage and girls’ lack of access to quality education. It focuses on countries in Francophone West Africa (especially Burkina Faso and Niger), which have some of the highest rates of child marriage and out-of-school girls, and which are likely to be even more impacted due to the COVID-19 crisis. It will bring together actors across sectors and countries for joint advocacy on child marriage and girls’ education. We are also planning to recruit a local consultant in each of the project countries.

*Girls Not Brides* submitted a concept note (copy available on request) to Education Out Loud OC3 early in 2020, which was one of ten selected to move forward to Year Zero and to submit a detailed project proposal. The aim of Year Zero is to offer an initial period for intensive support to build common understanding across members of the alliance, development of sound theories of change, develop tactics for influencing, and capacity building in core areas such as monitoring, evaluation and learning. We are required to submit a detailed project proposal on 30 September 2020 and the Year Zero process ends in December 2020.

**Objective**

To develop a detailed project proposal, including narrative proposal, budget, monitoring framework, results framework and risk register for submission on 30 September.

**Working in close collaboration with the Secretariat team and local consultants, and in consultation with the implementing partners, the consultant will develop a detailed proposal for the above project. This will involve:**

- Carrying out desk research to build an understanding of the context.
- Arranging a series of online project design workshops with *Girls Not Brides* staff, implementing organisations and other potential partners.
- Developing a project theory of change (in line with *Girls Not Brides Theory of Change*) and strategic approach for the project.
- Carrying out an online capacity needs assessment for the implementing organisations.
- Developing a learning plan for the implementing organisations.
- Developing a monitoring, evaluation and learning framework for the project.
- Developing the project budget.
- Writing the detailed project proposal, including narrative proposal, budget, monitoring framework, results framework and risk register.
Deliverables

- Plan to show process and timelines to deliver on the above objectives.
- Detailed needs assessment and learning plan for the organisations involved in the project.
- Project proposal including narrative, budget, monitoring framework, results framework and risk register. Draft and final version.

Timeframe

The consultant will begin working with the secretariat from 1 August 2020 for a total of 15 working days. A draft project proposal should be ready for internal review in mid-September (exact date to be confirmed). The final project proposal has to be submitted by 30th September 2020.

Proposal submission

Please submit your application to recruitment@GirlsNotBrides.org by 27 July 2020. Please include the following items:

- Name and CV of applicant
- Description of relevant previous experience
- Proposed methodology and timeline
- Client references for similar work
- An example of similar work you have done in the past
- Expected consultancy rate / proposed budget

Profile of the consultant

- Proven experience of conducting similar work for civil society in developing countries
- A clear understanding of what needs to be in place to implement robust, externally funded projects as part of a civil society coalition/alliance
- Strong programme development experience, with a track record of using project management tools such as work plans, roles and responsibilities matrices
- Experience of developing proposals for externally funded projects
- Proven track record of donor reporting
- A strong understanding of monitoring and evaluation processes and how to conduct robust monitoring and evaluation for donor-funded projects
- Knowledge of education and child marriage programming is desirable
- Excellent communication and interpersonal skills
- Excellent report-writing skills
- Fluent in French and English

Safeguarding

At Girls Not Brides, we are committed to the wellbeing, empowerment and rights of children, and to safeguarding children from harm in all of our activities. Girls Not Brides aims to promote an environment of trust and understanding where the welfare of children is paramount. You will adhere to the Girls Not Brides Child Safeguarding Policy and its Code of Conduct and report any concerns relating to the safeguarding of children in accordance with agreed procedures.