Terms of Reference – Grants Process Consultant

*Girls Not Brides* is seeking a consultant to make recommendations on how the organisation develops and manages its grant making processes.

**About Girls Not Brides**

Our vision is a world without child marriage where girls and women enjoy equal status with boys and men, and are able to achieve their full potential in all aspects of their lives. Our vision challenges deeply embedded social norms that harm the lives of girls, women and their communities.

*Girls Not Brides* is the only global organisation uniquely focused on creating and sustaining a worldwide movement to end child marriage, and ensuring that this movement leads to tangible change for the girls at risk or affected by the practice. We are a network of over 1,500 civil society organisations in over 100 countries working in partnership to end child marriage. Our member organisations are diverse. They vary in size, location and the type of work they do. They include programme implementers and service providers working directly in their communities, and groups focused on research and advocacy to concentrate global, regional and national attention on the problem. They include small community groups and large international non-governmental organisations. In some countries, our member organisations have come together to form National Partnerships and coalitions to end child marriage. They use collective engagement to consolidate their work and catalyse national action.

**Grant making and the consultant’s role**

*Girls Not Brides* currently provides small grants (c. £2,000-£5,000) to a limited number of our National Partnerships and member organisations to support specific prices of work. This is largely focused on technical and accompaniment support, capacity development, learning, profiling and connecting and amplifying work. At the start of 2020 we used restricted funding to make our first larger sub-grant (~£200k) to one of our National Partnerships.

We are now exploring if making more and/or larger grants would drive further change at the local level and ultimately make our model of partnership more effective and sustainable. In doing so, we want to ensure that we have the right internal processes, skills and capacity for such grant making processes to be effective, efficient and compliant.

We are looking for a consultant to make recommendations on the operational and financial aspects of this work, mapping out a comprehensive and effective grant making process for *Girls Not Brides*.

The consultant will consider and advise on the following issues, creating process documents as relevant:

- All stages of the grant making process from project planning, selecting grantees, carrying out due diligence checks, establishing funding agreements to project monitoring and reporting, financial management, resolving challenges and grant wrap-up processes.
- Applying processes to varying levels of grants, ensuring they remain practical and proportionate to the size and capacity of the grantee, the amount of funding and level of risk.
- Infrastructure and staffing needs, ensuring that we have the necessary capacity, skills and lines of responsibility for effective grant management.
- Creating best practice grant management policies, process documents, grant agreements and reporting templates.
• Processes for ensuring effective grant management financial activity including around budgeting, allocating indirect costs and overheads and grant tracking in internal financial systems.
• Ensuring appropriate due diligence, including relevant financial, legal and safeguarding checks on potential grantees and ensuring appropriate processes and responsibilities around grantees’ own sub-granting activity.
• Maintaining ongoing compliance with Girls Not Brides’ donor requirements throughout our grant making activity.
• Operational risks related to grant making and how to mitigate them.

We anticipate the work taking place in early 2021. Specific timeframes will be agreed with the appointed consultant.

Person/organisation specification

Essential
• In-depth knowledge of global grant making best practice, processes and systems.
• Advanced understanding of financial and legal aspects of grant making, including in an international context.
• Significant experience of developing high quality and straightforward process documents, compliance policies and control systems for grant-making activities.
• Significant experience of confidently developing appropriate advice, expertise, and recommendations.
• Advanced skills in project management, strategic thinking and problem solving.
• Excellent research and data-analytic skills.
• Skilled and confident in reviewing, understanding and appropriately applying complex issues.
• Knowledge of and familiarity with UK statutory and regulatory frameworks relevant to charities.
• Excellent interpersonal and communication skills, with the ability to work effectively with people at all levels and from diverse backgrounds.
• Advanced written and verbal English language skills.
• Excellent attention to detail and commitment to high standards.
• Ability to maintain appropriate confidentiality.
• Alignment with Girls Not Brides core values of collaboration, determination, inclusivity, integrity, pragmatism and respect.

How to apply

To apply, please send your proposal to recruitment@GirlsNotBrides.org by 23:00 GMT on Monday 11th January 2021 clearly stating “Grants Process Consultant” and your name or company name in the subject line.

The proposal should include:

• An outline of how you meet the criteria for this consultancy position.
• Broad indications of how you would plan to carry out the work.
• A suggested duration/timeframe for the work.
• A proposed daily rate and maximum total fee.
• Details of your availability.

Interviews will take place in mid-January 2021 with the Director of Operations and Head of Finance.
We are an equal opportunities employer and welcome applications from all suitably qualified persons.

**Safeguarding**

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