

TERMS OF REFERENCE	
Hiring Office:	Rainbo Initiative Head Office
Consultancy title:	Management Consultant
Purpose of consultancy:	Provide management support to RI's Senior Management Team through review of RI's strategy plan including governance, organisational systems and policies to deliver growth.
About Rainbo Initiative	<p>Rainbo Initiative (RI) is a national NGO that is passionate about ending Sexual Gender-Based Violence in Sierra Leone. We started our work as a project under the International Rescue Committee (IRC) in 2003 and became an independent national NGO in 2014. RI was the first provider of free medical treatment and psychosocial services for survivors of Sexual Gender Based-Violence (SGBV) in Sierra Leone.</p> <p>We currently run five Rainbo centres in Bo, Freetown, Kenema, Kono and Makeni. To date, we have helped more than 40,000 women and girls who have experienced SGBV. We combine this service with community outreach and national advocacy to ensure that change is systemic and sustainable.</p> <p>For more information on Rainbo Initiative, please visit: www.rainboinitiative.org</p>
Scope of work: (Description of services, activities, or outputs)	<p>Aim of Consultancy:</p> <p>Rainbo Initiative is implementing a project entitled “Improving the availability and quality of Free Health Care for Survivors of Gender-Based Violence” Which is funded by Irish Aid. The project focuses mainly on three key aspects; 1) Institutional strengthening of RI; 2) Provision of comprehensive quality clinical care services at the RI centres and increasing awareness in communities and 3) promoting best practice to other service providers including Government and NGOs. The project is being implemented in Freetown, Bo, Kono, Kenema and Makeni.</p> <p>As part of our commitment towards building a sustainable, effective and professional organisation; we require the services of an experienced Management Consultant or consulting firm with experts to provide ongoing support to RI's Senior Management Team. This will include conducting leadership and finance training for the Senior Management Team and the Board; reviewing organisational systems and policies, supporting annual review of the strategic plan and supporting the development of a Fundraising Strategy and associated training. The team of consultants with relevant experiences to carry out the following activities listed below:</p> <p>Activities should include:</p> <ol style="list-style-type: none"> 1. Support annual organisational strategy review, planning and budgeting <ol style="list-style-type: none"> I. Facilitate and support the annual review of RI Five-year Strategic Plan 2020-2024 and work plans II. Support RI to hold a stakeholder's event including donors and government officials to launch the new strategy. III. Conduct a thorough review of RI systems, policies and processes to identify gaps for capacity development IV. Support RI in annual review, planning and budgeting process for 2021/2022 financial year 2. Board Review and Training <ol style="list-style-type: none"> i. Review the current and previous (over the last 3 years i.e. 2019 to 2021) practices within the Board.

	<p>ii. Based on the review results, identify elements to strengthen the Board's Governance Role.</p> <p>iii. Produce a Review Report including continuous Board Development.</p> <p>3. Management Support to RI's Senior Management Team</p> <p>I. Consult with RI's Senior Management Team on their needs and develop a capacity development plan.</p> <p>II. Support technical capacity development.</p> <p>III. Provide mentorship and coaching for RI SMT</p> <p>IV. Provide oversight, where relevant, to RI's grant proposal documents and donor reports.</p> <p>4. Build Fundraising Strategy</p> <p>i. Work closely with SMT to review RI's Fundraising Strategy taking into consideration institutional and non-institutional fundraising</p> <p>ii. Develop an action plan for fundraising for 2021 to 2023</p> <p>iii. Conduct training for Rainbo staff on institutional and non-institutional fundraising</p>												
<p>Duration and working schedule:</p>	<p>The assignment will be conducted for 60 days over a period of 6 months starting May 2021.</p> <table border="1" data-bbox="480 925 1444 1256"> <thead> <tr> <th>Activity</th> <th>Duration</th> </tr> </thead> <tbody> <tr> <td>Support annual organisational strategy review, planning and budgeting</td> <td>20 days</td> </tr> <tr> <td>Board Review</td> <td>15 days</td> </tr> <tr> <td>Management Support to RI's Senior Management Team</td> <td>15 days</td> </tr> <tr> <td>Build Fundraising Strategy</td> <td>10 days</td> </tr> <tr> <td>Total</td> <td>60 days</td> </tr> </tbody> </table>	Activity	Duration	Support annual organisational strategy review, planning and budgeting	20 days	Board Review	15 days	Management Support to RI's Senior Management Team	15 days	Build Fundraising Strategy	10 days	Total	60 days
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<p>Place where services are to be delivered:</p>	<p>Rainbo Initiative Head Office, 32B Smart Farm, Off Wilkinson Road Freetown</p>												
<p>Delivery dates and how work will be delivered</p>	<p>All activities should be delivered on or by 20th November 2021, unless otherwise agreed with the Executive Director.</p>												
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>The consultant will be required to have bi-weekly progress briefing meetings with the Executive Director to monitor progress on the above activities.</p>												
<p>Supervisory arrangements:</p>	<p>The consultant will be under the overall guidance of the Executive Director.</p>												
<p>Required expertise, qualifications, and competencies, including language requirements:</p>	<p>Essential:</p> <ul style="list-style-type: none"> • A competent and experienced consultant/consulting firm with demonstrable experience in NGO capacity development including leading organisational development and facilitating training and planning. • Postgraduate qualification in relevant fields with a minimum of 8-10 years of proven record of experience is desirable. 												

	<ul style="list-style-type: none"> • Knowledge and experience of using participatory approaches in women and child rights work in a developing country context. • Experience of working in sectors relating to SGBV, Health or Gender Rights • Proven experience and tangible record of similar previously conducted consultancies. • Excellent documentation skills including analytical and report writing skills. • Experience of working in Sierra Leone or another similar developing country • Have experience in leadership, programming, fundraising and business development. • Excellent presenting skills and experience in staff training. • Exceptional interpersonal skills and evidence of being a team player. • Ability to work to a deadline and respond to comments and feedback as and when it is provided.
Inputs/services to be provided by Rainbo Initiative:	RI will provide a desk space for the Consultant to work if required and will provide ongoing guidance and support throughout the consultancy.
Other relevant information:	<p>Tax and insurance: RI will deduct 5.5% for national or 10% international withholding Tax income as per Sierra Leone Income Tax Law respectively. The consultant shall be responsible for his/her insurance during the assignment.</p> <p>RI Code of Conduct: Because RI work is based on deeply held values and principles, it is essential that our commitment to the protection of women and children's rights and humanitarian principles is supported and demonstrated by all members of staff. RI Code of Conduct sets out the standards, which all staff members must uphold. The consultant is bound by the principles and conditions of RI Code of Conduct (This includes Safeguarding Policy) and would be required to sign.</p>

Interested candidates that meet the above consultancy requirements should submit the following:

- Cover letter: A short (maximum two pages) letter detailing the experience of the applicant in relation to the required consultancy.
- Technical Proposal: that comprises the capacity to undertake this task, a brief explanation about the Consultant with particular emphasis on the previous experience in this kind of work; profile of the Consultant, understanding of the TOR, the task to be accomplished as well as a review process and plan (not exceeding 5 pages).
- An up-to-date CV/s of every technical staff outlining all past and present work experience and education.
- Two references that can be contacted in relation to previous work
- Daily rate and associated budget

The above should be submitted to recruitment@rainboinitiative.org and copy esther.s@rainboinitiative.org with the subject "Management Consultancy".

All submissions should be in on or before 20th April 2021 @ 5 pm.