

## **TERMS OF REFERENCE FOR WEST AFRICA-BASED CONSULTANT FOR GLOBAL DEVELOPMENT AND POPULATION PROGRAM**

**Term of Assignment:** January – December 2014

The Hewlett Foundation seeks an experienced mid- to senior-level independent Consultant to provide support on the design and implementation of grantmaking strategies in West Africa for The William and Flora Hewlett Foundation's Global Development and Population Program ("Program"). In 2014, the Consultant's primary areas of work will include regular monitoring and reporting on the work of the Program's grantees, and analysis and reporting of major developments in government and donor policies and programs that may affect the implementation of the Program's strategy and its grantees' operations in the region. In addition, the Consultant will be tasked with some more targeted objectives related to each of the Program's thematic areas of grantmaking.

The Consultant's responsibilities will include: Exercise monitoring, reporting and targeted support to assigned grantees within a portfolio of education, reproductive health and research-oriented grants in the region. Visit grantees' field and management operations to monitor and report on the effectiveness of program implementation and results, detect and report on potential risks, and advise grantees on their monitoring and evaluation frameworks, processes and indicators.

Additional tasks could include:

- Where appropriate, and under the guidance of Program staff, identify potential areas for grantee capacity building.
- Perform periodic situation analyses and reporting on major development trends, priorities and stakeholders at the country and regional level relevant to the Program's thematic strategies and grantmaking in the region.
- Conduct periodic consultations and information sharing and identification of opportunities for cooperation and/or coordination with other leading donor agencies active in the region.
- Support Program staff field visits to the region by preparing a proposed visit agenda and schedule for review/approval, briefing documents and scheduling and attending meetings as required.
- Identify relevant areas of learning and evidence about what works (or not) related to each program's expected outcomes and/or program strategy successes and failures that have the potential to advance the state of knowledge and practice in Hewlett Foundation's fields of interest (health, education, evidence-based policy making and transparency and accountability); identify opportunities for disseminating this learning through additional grant-making or contractual services involving more structured research, evaluation or other program documentation.
- Organize and facilitate meetings of grantees and other grantee learning exchanges/events.
- Attend and summarize key findings from international and regional conferences that may be held in West Africa or elsewhere and that relate to the Program's strategy and to the work of grantees.

- Share information and updates with grantees about other opportunities in country or in the region for sharing the results of their work, peer learning and potential co-financing relationships with other donors, if and when such opportunities emerge as a result of the Consultant's other information gathering and donor consultation efforts.
- Support Program staff in proposal development and reviews for new and renewal grants, as assigned.

Minimum Qualifications:

- 8-10 years of experience in program design/proposal development, project management, monitoring and evaluation and reporting for a leading foundation, non-governmental organization (NGO), research or academic institution or donor agency.
- Extensive knowledge of political, social and economic issues in the region and a network of NGO, civil society, government, donor agency and other contacts within one or more of the technical areas described in this Terms of Reference.
- Highly skilled verbal and written communications skills in both French and English; ability to gather information, analyze and summarize trends, opportunities and risks, present options and propose solutions succinctly and in a timely manner.
- Ability to interact and communicate effectively, jointly problem-solve and provide constructive feedback working in cooperation with Hewlett Foundation's grantees, while maintaining appropriate professional distance in terms of the management of grantees' projects, operations and especially staff.
- Fluency in both French and English.
- Proficiency with Microsoft Office applications (Word, Excel, Outlook, PowerPoint).
- Ability to prepare timely and accurate invoices, expense reports and other necessary financial documentation/records associated with the Consultant's Terms of Reference and agreed upon budget.
- Ability to travel.

Highly Desirable Qualifications:

- Fluency in one or more local languages of Senegal and/or Mali.
- Professional experience in research, education and/or reproductive health in the region.
- Previous experience with policies and procedures of a US foundation or other grantmaking organization.
- Familiarity with applying organizational assessment and capacity assessment tools in the Francophone West African context.
- Fluency in evaluation methods and the ability to envision and advise others on the visual presentation of data.

Submission Instructions:

Please submit a cover letter addressing your background and fit with the requirements above, including:

Resume or curriculum vitae of key personnel

Indication of type of consultant business (i.e. individual, for-profit corporation, LLC)

Indication of other clients and/or references

Email address for submission: [gdandp@hewlett.org](mailto:gdandp@hewlett.org)