



Terms of Reference: Operations Consultant for Engagements with Large Institutions

Context

[Raising Voices](#) is a nonprofit organization based in Kampala, Uganda working toward the prevention of violence against women and children. Our work strives to influence the power dynamics shaping relationships between women and men, girls and boys by catalyzing social change in communities, rigorously studying and learning from the work we do, and sharing our experiences to shape the field.

Over the past decade, Raising Voices has been approached by various UN agencies and large International Non-Governmental Organizations (INGOs) to use its methodologies. In each instance, Raising Voices has utilized that institution's agreements and complied with its processes to further those individual partnerships. As requests from these large institutions have increased, Raising Voices has seen a need to establish its own processes and agreements with these institutions that reflect our principles and lessons learned around effective VAW prevention partnerships. Raising Voices has recently launched an In-House Technical Assistance Cohort for *SASA! Together*, providing training and technical support to several multilateral organizations and INGOs. Therefore, we are seeking an Operations Consultant who can help us to shape agreements and relationships with these large and complex institutions participating in the cohort.

I. Objective of Consultancy

The Operations Consultant will create templates for agreements and other documents as well as making recommendations related to structures and processes for partnership between Raising Voices and large institutions for the In-House Technical Assistance Provision Cohort. All documents and recommendations should align with the principles of feminist partnership, promote quality VAW prevention programming, work well within the systems of multilateral organizations and INGOs and maintain Raising Voices' interests, such as intellectual property.

II. Scope of Work

The consultant will be expected to complete the following tasks:

- Gather information from key Raising Voices staff and consultants about previous experiences with partnerships with large institutions and current needs.
- Develop overall recommendations and work plan for creation of documents and processes for In-House Technical Assistance Cohort, comprised mostly of large institutions.
- Create templates for agreements and other documents, based on those recommendations, in collaboration with Raising Voices and their lawyers.

Following the completion of this consultancy – assuming a positive working experience and submission of high-quality deliverables – we would envision maintaining a longer-term relationship with the selected consultant. We would hope that the consultant could continue to provide advice as needed on an ad hoc basis as partnerships between Raising Voices and the large institutions participating in the In-House Technical Assistance cohort continue to evolve. This ongoing relationship would be discussed and negotiated separately at the end of the consultancy.



III. Deliverables

- Outline of recommended process and documents to create and overall work plan for their creation (to be submitted within one week of the start of the consultancy).
- Finalized templates for agreements and other documents based on agreed-upon work plan.
- Final recommendations at the end of the consultancy.

IV. Duration & Deadlines

The calendar of work will be established in detail between the Consultant and the Raising Voices focal point. We anticipate the tasks outlined above may require roughly 10-15 days' work over a period of two months.

V. Responsibilities of Raising Voices

- Provide information about previous experiences with partnerships with large institutions and current needs.
- Share all reference documents as needed.
- Coordinate feedback on drafts of agreements and other documents in a timely fashion.
- Pay contract invoices within 30 working days of receipt.

VI. Candidate Profile

- Experience working in operations within multilateral organizations and/or large INGOs preferred.
- Comprehensive understanding of the partnership styles, procedures, and agreements of multilateral organizations and large INGOs.
- Experience writing MOUs, agreements and other partnership documents.
- Strong analysis of power dynamics and feminist principles.
- Attention to detail.
- Availability and ability to work on a schedule.
- Excellent written and verbal communication skills.

VII. Submission of Application

Interested candidates should submit:

- An expression of interest outlining relevant previous experience and alignment to the profile and expectations
- A financial proposal indicating daily rate and expected number of days per task
- CV
- Contact details for two references

All applications should be submitted to jobs@raisingvoices.org with the subject line **Application for Operations Consultancy** by 10 May 2021.