

Terms of Reference (ToR) for Grants Mechanism Support

Ghana Somubi Dwumadie
(Ghana Participation Programme)
February, 2022

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1. Background

Ghana Somubi Dwumadie (Ghana Participation Programme) is a four-year disability programme in Ghana, with a specific focus on mental health. This programme is funded with UK Aid from the UK government. The programme is run by an Options-led consortium, which also consists of BasicNeeds-Ghana, King's College London, Sightsavers and Tropical Health, and focuses on four key areas:

1. Promoting stronger policies and systems that respect the rights of people with disabilities, including people with mental health disabilities
2. Scaling up high quality and accessible mental health services
3. Reducing stigma and discrimination against people with disabilities, including mental health disabilities
4. Generating evidence to inform policy and practice on the effectiveness of disability and mental health programmes and interventions

2. Rationale and Purpose of the grants mechanism support

Ghana Somubi Dwumadie has implemented two grants rounds since 2020. This includes a COVID-19 Psychosocial Resilience Support grants round (12 months, now been evaluated) and an Evidence and Effectiveness grants round which funded a range of advocacy focused and social behaviour change (SBC) focused grants awards (large and small grants).

The programme is developing a third and final call for proposals, which intends to focus on sustainability / legacy funding to support the strengthening of small and grassroots self help groups and / or disabled people's organisations.

There are several areas of interlinked support required, working closely with the grants team and team leader and other senior team members:

- Revision of grants strategy
- Review and revision of tools and processes (manual) to identify what can be simplified in line with the objectives of the new Call, including recommendations for any changes to grant agreements
- Development of a new Call for Proposals and associated materials, including recommendations for funding of grassroots entities, where possible

3. Scope of the Assignment

It is expected that the work will break down as follows:

Review of existing materials and any supplementary materials	3 days
Discussions with grants team members / other relevant staff	2 days
Drafting of revised strategy	2 days
Drafting of revised manual/tools	4 days
Drafting of CfP and tools	2 days
Revisions	2 days
Total	15 days

4. Timeframe, Deliverables and Payment Schedule

4.1 Timeframes and deliverables

Table 1: timeframes and deliverables

	Tasks	Timeframe
1.	Submission of bids/approach	24 February
2.	Due Diligence checks and contracting completed by	01 March
3.	Submission of draft revised strategy	11 March
4.	Submission of draft revised manual and tools	18 March
5.	Submission of draft CfP and materials	25 March
6.	Revision of any materials	30 March
7.	Approval of Final revised Strategy, Manual and CfP and materials	30 March
8.	Arrange to present the major revisions by the consultant to the GT and Programme Management Team	31 March

4.2 Payment Schedule

40% payment on contracting and 60% payment on completion

5. Ethics, Data Protection and Safeguarding

The supplier shall be responsible for upholding all ethical standards by ensuring that they follow and apply the good data protection principles in handling reports and materials.

The supplier shall adhere to Options Data Protection, Confidentiality and Company Property requirements which will be detailed in the Service Agreement between the parties.

Safeguarding is a priority concern for Ghana Somubi Dwumadie and the Programme is committed to ensuring that its staff, programmes, consultants and activities 'Do No Harm'. In our context, safeguarding focuses in particular on measures undertaken to protect adults with disabilities, including adults with mental health disabilities, against Programme risks, actions and behaviours which results in them being harmed, exploited, neglected or discriminated against. In view of this, the supplier is required to be aware of the safeguarding policy in the contract.

6. Consultant's Competencies, Experience and Skills Requirements

This consultancy assignment is open to individual consultants with extensive grants management expertise particularly on grant funded development projects or programmes. Applicants will be assessed against a set of criteria including:

- Prior experience in developing and revising grants strategies, manuals and tools for FCDO funded grant programmes
- Prior experience in developing Call for Proposals and reviewing grant applications
- Prior experience in working with or managing grants to Disabled People's Organisations (also known as Organisations of People with Disabilities), Self Help Groups or disability groups, and / or grassroots organisations
- Strong expertise and track record of conducting grant management system reviews focusing on process and tools reviews
- Good communication, both oral and written skills and presentation skills
- Previous experience in conducting similar assignments.
- Value for money (suitability of the financial proposal)

7. Points of Contact

The primary point of contact for this agreement is the Programme Manager (**p.hand@ghanasomubi.com**). Other Ghana Somubi Dwumadie staff to be involved in the work to provide targeted support when required include the Programme Team Leader (**l.adwan-kamara@ghanasomubi.com**) and Grants Adviser (**m.aneinini@ghanasomubi.com**)

8. Application Process

The closing date for submitting your Expressions of Interest is 5pm (GMT) 24 February 2022. This should include:

- An explanation of how you fulfil the consultant Competencies, Experience and Skills requirements in Section 6
- A description of how you will approach this task to ensure you meet the deadlines in section 4.1
- A financial proposal
- Confirmation of your availability to undertake the task in the timescales specified
- A CV with 2 references