



FERTILITY AWARENESS METHODS (FAM) CONSULTANCY – APRIL-AUGUST 2021

Position Description

ORGANIZATIONAL OVERVIEW

The Georgetown University Institute for Reproductive Health (IRH) is dedicated to improving the sexual and reproductive health of women, men and youth through a research-to-practice agenda. Our emphasis is on increasing access to and use of family planning, increasing fertility awareness through life-stage appropriate interventions, expanding access to fertility awareness-based family planning methods in an informed choice context, and developing scalable interventions to transform gender norms and catalyze the diffusion of social norms that support family planning. Cross-cutting themes in the Institute's work include the diffusion of social norms that support sexual and reproductive health, scale-up of innovations, and incorporating gender perspectives in reproductive health. In partnership with a wide range of international and local organizations, IRH conducts research, builds capacity, and provides technical assistance to public and private-sector organizations in lower and middle-income countries and the U.S. The Institute is supported by grants from federal agencies and foundations.

POSITION SUMMARY

Building on IRH's extensive trajectory expanding access to family planning through fertility awareness methods (FAM), Passages aims to assist organizations in integrating and/or strengthening FAM in their programs. This will be done through technical assistance and strengthening capacity in service delivery, outreach, training and logistics. The consultant will assist with the creating a system and tools to record technical assistant efforts, communications with partners and track their progress on programmatic activities, benchmarks and deliverables. This consultancy is anticipated to take place from April to August 2021.

ESSENTIAL FUNCTIONS

The consultant's tasks will include:

1. Develop project tracking system
 - Update partner workplans
 - Develop system to monitor tasks and track deliverables
 - Maintain the project's overall activity tracking log
 - Maintain the individual partners project timeline, benchmarks, deliverables
2. Support virtual training set up and internal communication within the project team on topics related to overall progress of the project and field coordination.
 - Set up lean and agile process to manage partners communications and support efficient virtual interactions
 - Set up virtual events and coordinate logistics with participants
3. Produce briefs and synthesis documents/reports.
 - Assist with cataloging FAM materials
 - Package materials to share with partners
 - Support construction of FAM repository
 - Write blogs, briefs, and reports; assist with the preparation of communications materials
 - Synthesize project results and communication and advocacy products related to project activities

QUALIFICATIONS

- Master's degree in public health, social sciences, organizational development, or related field plus three to five years of experience (or equivalent combination of education and work experience).
- Three to five years of experience managing public health programs, preferably USAID-supported international projects.
- Experience designing, implementing, and evaluating field interventions in low to middle-income settings.
- Able to distill essential information and synthesize results with proven outstanding written and verbal and visual communication skills in English.
- Experienced in preparing thorough, well-written and concise documents, summaries and reports, as well as writing communications products such as briefs and blogs.
- Experience with leveraging technology tools for project management, communications and virtual events.

Email resume, cover letter and daily/hourly fee to irhinfo@georgetown.edu with the subject line "FAM Consultancy – Last name, First name" by April 30, 2021. Please specify where you found the job advertisement. No phone calls please.