

Terms of Reference (ToR): Consultant Project Manager – Sexual and Reproductive Health and Rights (SRHR) Programme

About Sahara Consult

Sahara Consult is a leading management consulting firm specializing in strategic advisory services and project management across three core areas: development (impact), innovation, and technology. Committed to excellence, we work with development partners, corporate entities, and public institutions to drive sustainable growth, foster innovation, and leverage technology for meaningful societal transformation.

Opportunity: Project Manager – Sexual and Reproductive Health and Rights (SRHR) Programme

As part of our growing project portfolio, Sahara Consult is seeking a highly skilled and experienced Consultant Project Manager to lead the implementation of a Sexual and Reproductive Health and Rights (SRHR) programme. This programme aims to improve access to comprehensive SRHR services, empower adolescents and youth with accurate information, and advocate for gender equity and reproductive justice. The ideal candidate will possess strong project management capabilities and hands-on experience in SRHR, public health, or related social development fields.

The Consultant Project Manager will oversee the coordination, strategic direction, and results-based management of the programme. This includes ensuring alignment with donor expectations, effective stakeholder engagement, and successful implementation of SRHR interventions.

Scope of Work and Key Responsibilities

Project Management & Execution

- Develop and manage comprehensive project plans, timelines, and budgets.
- Lead and supervise the implementation of SRHR programme activities in alignment with agreed objectives.
- Monitor programme progress, mitigate risks, and ensure timely and high-quality deliverables.

Stakeholder Engagement

- Build and maintain relationships with key stakeholders, including government agencies, youth-led organizations, healthcare providers, NGOs, and donors.
- Facilitate collaborative activities such as policy dialogues, capacity-building workshops, and community outreach.
- Identify and nurture strategic partnerships to support programme sustainability and advocacy goals.

Program Coordination and Administration

- Coordinate logistics, resources, and communications for programme activities, including training, awareness campaigns, and stakeholder forums.
- Prepare and disseminate programme-related materials, including reports, presentations, and communication products.
- Ensure compliance with programme requirements, regulations, and funding agreements.

Monitoring, Evaluation & Learning

- Track programme indicators, outcomes, and lessons learned.
- Facilitate adaptive management through participatory reviews and feedback mechanisms.
- Prepare technical and financial reports in accordance with donor requirements.

Communication & Knowledge Sharing

- Draft and review proposals, reports, concept notes, and advocacy materials.
- Communicate progress and impact stories via reports, presentations, newsletters, and digital platforms.
- Develop knowledge products, including case studies, toolkits, and best practices.

Gender, Youth, and Inclusion Lens

- Integrate gender-sensitive and youth-responsive approaches into all programme components.
- Ensure meaningful participation of marginalized populations, including adolescents, youth, and persons with disabilities.

Key Performance Indicators (KPIs):

- Programme activities completed on time
- Budget adherence maintained
- Stakeholder satisfaction $\geq 80\%$
- X advocacy events or campaigns executed
- Regular partner engagement
- Track key SRHR indicators (e.g., service uptake, awareness levels)
- Programme reach increased by X% annually
- Timely reporting and documentation
- Reporting compliance $\geq 95\%$
- Monitor digital engagement metrics
- Audience engagement increased by X%
- X youth-led initiatives supported
- X policy contributions or outcomes achieved

Level of Effort

Level of Effort: Estimated 20–22 working days per month.

Duty Station: Dar es Salaam, with field travel to project sites and partner locations as required.

Qualifications and Experience

- Bachelor's degree in public health, gender studies, social sciences, project management, or a related field; Master's degree preferred.
- Minimum of 5 years of experience in managing SRHR or public health programmes.
- Demonstrated understanding of SRHR issues, youth engagement, and gender equity in Tanzania.
- Proven track record of managing complex projects with a focus on advocacy, service delivery, and community engagement.
- Strong interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders and partners.
- Excellent writing and presentation skills, with the ability to draft clear, concise, and compelling documents and reports.
- Ability to coordinate multiple activities, prioritize tasks, and meet deadlines in a fast-paced environment.
- Familiarity with project management tools and methodologies, such as Agile, Scrum, or PRINCE2, is desirable.
- Fluency in English and Swahili is required.

Submission Requirements

Interested individuals should submit their CVs to Contact@saharaventures.com

Deadline

The deadline for submitting is 31st March 2025

6th Floor, Tan House Tower, Ursino South

Plot 34/1, New Bagamoyo Road, Dar es Salaam.

P. O Box 110199.

+255 744 828 241 / +255 713 221 946

consult.saharaventures.com