



# Terms of Reference

## Senior Consultant - Programme Quality and Delivery

### Terms of Reference

**Consultancy Title:** Senior Consultant- Programme Quality and Delivery

**Duration:** 3 months (May 2025 – July 2025) with possibility to extend depending on business needs.

**Time commitment:** 5 days per week; to be agreed with SPANA in advance

**Location:** Remote

**Fee:** Approximately £190 per day

**Payment:** Payment within 30 days upon receipt of invoice.

**Point Person:** Kit Vaughan, Director of Global Programmes

### Background

In alignment with SPANA's 2023-2027 strategy and the Global Programmes Department 2025 business plan, the Programme Quality and Delivery (PQD) team is focused on the development of a high quality, innovative portfolio that delivers immediate and lasting change for working animals. We are looking for an experienced senior consultant to provide interim strategic support and continuity to our PQD team during a transitional period whilst we recruit for a permanent Head of PQD.

This is an interim consultancy role focused on delivering key outcomes, offering expert guidance, and ensuring ongoing progress against departmental priorities. The consultant will work closely with the Director of Global Programmes and other team members to contribute to shaping the team's direction.

### Objectives

The aims of the consultancy are to:

- Oversee and provide guidance on the continued development of SPANA's programme portfolio;
- Maintain strategic oversight across SPANA's three programmatic streams of work and support their development;
- Ensure continued adherence to a robust Quality Framework;

- Monitor and maintain operational, programme, and technical excellence;
- Maintain assurance that SPANA programmes are based on data and experience gained from high quality Monitoring, Evaluation, Accountability and Learning (MEAL) and support the team's continuing development and mainstreaming of applicable indicators and tools;
- Maintain relationships with SPANA's external stakeholders;
- Maintain the team's budget, ensuring financial accountability and compliance with organisational and donor policies.

## Scope of work

The consultant will be expected to:

- Provide strategic oversight and guidance across the team's work;
- Ensure continued focus on key outcomes and monitor progress;
- Work with the director of Global Programmes to ensure progress in alignment with SPANA's strategy and the Global Programmes Department Business Plan.

## Qualifications & Experience

- Degree or commensurate experience in international development, programme management or a related discipline;
- Recognised certification or commensurate experience in project/programme management and MEAL;
- Demonstrable understanding of animal welfare in an international context and within the sphere of sustainable development;
- Experience of working in diverse cultural context and understanding the challenges faced by communities in the majority world
- Experience in budget development, management and financial reporting.

## To apply:

Please submit a CV and cover letter totalling no more than two pages to [recruitment@spana.org](mailto:recruitment@spana.org). The deadline for applications is 22 April 2025. Applications will be reviewed on a rolling basis, so we may close this vacancy before the deadline and encourage interested applicants to apply as soon as possible.

Please note that this is an interim consultancy assignment and not a salaried role. The consultant will be engaged on a self-employed basis or via a limited company, with a clear scope of work and deliverables. There is a separate recruitment process for the permanent Head of PQD, and consultants engaged on the interim assignment are welcome to apply for the permanent position should they wish to be considered.