



**Sexual & Reproductive Justice Coalition**  
Working together for reproductive justice

## **Advert** **Organisational Development Consultant**

**Job Title:** External Consultant –Organisational Development  
**Organization:** Sexual and Reproductive Justice Coalition (SRJC)  
**Location:** Remote / Cape Town, South Africa (as needed)  
**Contract Period:** To be agreed at inception (Maximum 6 months)  
**Budget Available:** Up to **US \$8,000** (inclusive of all fees and expenses unless otherwise specified)

### **About SRJC**

The Sexual Reproductive Justice Coalition (SRJC) is a feminist, black woman-led cross movement-building coalition established in 2015. The coalition is comprised of over 180 individual, and organisational members. We work in South Africa and support organisations across Southern African Development Community (SADC). Our regional work coalesces through hosting (SAASA), the Safe Abortion Alliance of Southern Africa secretariat. Our vision is to achieve a future of sexual and reproductive justice informed by an intersectional perspective in which all people, irrespective of class, race, gender, sexual orientation, gender expression, disability, age, religion, or any other factor may enjoy their sexuality, make reproductive decisions and access high quality services in ways that enhance their dignity, bodily integrity and well-being.

Our mission is to provide a platform through which individuals and organizations produce and use evidence to foster informed public debate and consensus building, working towards holding policy makers and implementers accountable for progress toward realizing SRJ for all.

### **This Opportunity**

Based on the findings of a completed Baseline Organisational Systems Assessment and Alignment Review, SRJC is seeking an External Organisational Development Consultant to design, develop, and institutionalise four integrated organisational systems that will strengthen SRJC's governance, operational effectiveness, accountability, and strategic implementation.

### **Scope of Work**

The consultant will work with the Strategy & Programs Board Working Group, the Managing Coordinator, membership, and a lead board member to develop three core systems. Key responsibilities may include:

- **Strategic Implementation & Performance Management:** translating the 2025–2028 Strategic Plan into a detailed operational implementation framework with KPI tracking mechanisms, structured Board and membership reporting cycles, and performance accountability tools suited to a lean staffing structure.
- **Monitoring, Evaluation & Learning (MEL) System:** developing a practical M&E framework aligned to strategic objectives, including indicator matrices, a member-inclusive review and learning cycle, and basic risk monitoring integration with consideration of automation.

- **Communications & Archival System:** developing a simple, security conscious, partly automated organisation-wide communications system covering internal stakeholder communications (Board, staff, and members) and external visibility (social media, website, and partnerships), including a coherent communications protocol and a document management and handover protocol to safeguard institutional memory.
- **Membership Management:** conducting a diagnostic review of the current membership database and engagement practices, and developing a consolidated, accessible membership management system with criteria documentation, a working renewal cycle, and engagement protocols.
- **Stakeholder consultations:** reviewing baseline assessment findings and conducting targeted stakeholder interviews (Board members, previous Board members, members, SAASA Co-Chairs, and trusted donors) to validate and deepen understanding of systemic gaps.
- **Collaborative development:** facilitating virtual validation workshop(s) to develop draft systems and tools collaboratively; presenting drafts for review; consolidating feedback; and supporting Board approval and adoption of all developed systems.
- **Institutionalisation:** developing and leading the implementation of a time-bound institutionalisation roadmap, including two consultations with role-players to ensure adoption and operationalisation, and an institutionalisation update meeting with the Board Executive.

## Deliverables & Timeline

Deliverable	Due Date
Inception Report — confirming scope, methodology, stakeholder engagement plan, and timeline	Within 10 days of appointment
Strategic Implementation Framework — operationalising the 2025–2028 Strategic Plan with linked annual workplans	Months 1–3 (to be agreed)
M&EL Framework and Reporting System with KPI tracking — live tracking tool (Google Sheets or equivalent)	Months 1–3 (to be agreed)
Communications & Archival System — security conscious, partly automated, covering internal and external stakeholder communications	Months 4–6 (to be agreed)
Membership Management System — consolidated register, renewal cycle, engagement protocol, and automated communications workflow	Months 4–6 (to be agreed)
Communications Protocol — covering member-facing and external stakeholder communications	Months 4–6 (to be agreed)
Board Presentation and Formal Adoption — presentation and adoption of all developed systems	End of consultancy period
Institutionalisation Roadmap — time-bound, role-assigned implementation mapping with two consultations and an update meeting with the Board Executive	End of consultancy period

## Qualifications

- Demonstrated expertise in NGO organisational development, systems design, and institutional strengthening.
- Demonstrated expertise with membership-based or coalition models.
- Expertise in governance strengthening and Board effectiveness.
- Experience in M&EL framework development.
- Proven ability to deliver practical, implementable recommendations that operational staff can own and sustain independently.
- Strong facilitation and stakeholder engagement skills.

- Experience with security conscious systems, implementation and design.
- Demonstrated ability to configure lightweight digital systems and workflow automation tools suited to lean NGO contexts, including Google Workspace (Forms, Sheets, and automated workflows), membership management or CRM platforms, email communication systems (such as Mailchimp or Brevo), and no-code or low-code automation tools (such as Zapier or Make).
- Familiarity with the southern African civil society and SRHR landscape is a strong asset.

## **Budget & Payment**

A budget of US \$8,000 is available for this consultancy, inclusive of all fees and expenses unless otherwise specified. The consultancy is scoped for a maximum of six months, with an indicative 20–24 consulting days. Payment will be tied to agreed milestones and deliverables, with a detailed payment schedule to be agreed at inception stage.

All expenditure must comply with Fos Feminista's anti-corruption and safeguarding policies. Alcohol and other prohibited expenses are not allowable.

## **How to Apply**

This is an open advertisement. Applications will be reviewed on a rolling basis and the advertisement may be closed before the final date. Suitably qualified candidates are encouraged to apply as soon as possible. SRJC reserves the right to close this advertisement at any time without prior notice. Please indicate the position you are applying for in the subject line of your email.

Please submit the following to [recruitment@srjc.org.za](mailto:recruitment@srjc.org.za) by 24 July 2026

- A brief CV (max 3 pages).
- A one-page cover letter outlining your relevant experience and approach to organisational development in feminist and civil society contexts.
- A proposal describing your approach to the scope of work, and a high-level budget breakdown showing how you would allocate the US \$8,000 (e.g., daily rate, number of days, any expenses, etc.).
- Three references from similar work, including a brief description of the nature of the work undertaken.

**Note:** This consultancy is funded by a Fos Feminista sub-grant. The grantor must remain anonymous per the sub-grant agreement. Do not publicly name Fos Feminista without prior written approval.

***SRJC is an equal opportunity organisation committed to diversity and inclusion. Candidates from all backgrounds are encouraged to apply. SRJC reserves the right to negotiate scope and budget with finalists.***