

## JOB DESCRIPTION – KENYA GRANTS AND M&E COORDINATOR

<b>Role</b>	<i>Kenya Grants and M&amp;E Coordinator</i>		
<b>Reports to</b>	<i>Senior Regional Manager, East Africa</i>	<b>Direct reports</b>	<i>Intern</i>
<b>Budgetary responsibility</b>	<i>None</i>	<b>Resource responsibility</b>	<i>None</i>
<b>Safeguarding</b>	<i>Level of responsibility</i>	<b>Key relationships</b>	<i>Kenyan partners, Kenya Office and SCN Team</i>
<b>Contract</b>	<i>1 year full time consultant contract</i>	<b>Location</b>	<i>Kenya</i>
<b>Salary</b>	<i>\$1,500 - \$2,000 USD a month based upon experience</i>	<b>Level</b>	<i>Coordinator</i>

### ISD's Guiding Principles

ISD's four Guiding Principles run through all of our work and reflect our culture. We expect all members of the team to embody these principles, regardless of seniority and role.

<b>INTEGRITY</b>	We're passionate about doing the right thing and holding ourselves to high standard
<b>COLLABORATION</b>	Together we create more than the sum of our parts
<b>AGILITY</b>	We're dynamic, fast, responsive and proactive in our work
<b>COURAGE</b>	We take considered risks in order to drive change

### Role Purpose

The Grants and M&E Coordinator will provide grants management and M&E support to the ISD East Africa team, implementing partners and small innovation grant recipients. Including collecting and collating M&E data, preparing donor financial reports and reviewing partner financial reports.

### Scope

#### Area of Focus 1: Grants and Operations

- *Prepare financial donor reports and coordinate all in country expenses*
- *Review partner financial reports and follow up where necessary or flag to management if issues of financial accountability arise*
- *Assist the East Africa Programme Manager in budget forecasting and tracking*
- *Support the Senior Regional Manager in the management of ISD's Kenya Office*

#### Area of Focus 2: Monitoring and Evaluation

- *Lead on improving or developing robust M&E frameworks for ISD's existing East Africa projects as well as new funding and development opportunities*
- *Review partner reports with the aim to collect and collate M&E data*
- *Provide M&E training and mentorship to innovation grantees*

#### Area of Focus 3: Partner management

- *Provide technical support to partners in areas such as reporting and financial management*
- *Review innovation grants applications submitted as part of the small grants scheme*
- *Support shortlisted and or successful innovation grantees finalize their proposals*
- *Attend partner's events from time to time to as part of technical support*

**Impact** (the change this role needs to deliver)

*The intern will enable local civil society and grassroots organizations to deliver effective P/CVE and violence prevention programs that engage and support vulnerable and at-risk communities in Kenya.*

**Outcomes** (the way success will be measured)

- *Four donor financial and M&E quarterly reports drafted satisfactorily*
- *Five partners technically supported to strengthen M&E frameworks*
- *Five partners technically supported to improve financial management and accountability*
- *Contributed to the development of at least two funding proposals*
- *Contributed at least one article to the Strong Cities Network Newsletter*

## PERSON SPECIFICATION – KENYA GRANTS AND M&E COORDINATOR

### Expectations

We expect all staff, consultants and volunteers to:

- Commit to ISD’s vision, mission and Guiding Principles
- Foster diversity, inclusivity and equality of opportunity at ISD
- Demonstrate respect for others and safeguard those who are vulnerable
- Carry out their duties in accordance with ISD’s policies and procedures
- Adhere to risk management and security instructions at all times

### Competencies

These reflect ISD’s Guiding Principles which we expect all members of the team to embody, regardless of seniority and role. How these competencies are assessed is outlined in ISD’s Performance Review Process.

Guiding Principles	Competencies
Integrity	<ul style="list-style-type: none"> <li>• Personal integrity</li> <li>• Focus on quality</li> </ul>
Collaboration	<ul style="list-style-type: none"> <li>• Respect for others</li> <li>• Commitment to the team</li> </ul>
Agility	<ul style="list-style-type: none"> <li>• Efficiency and effectiveness</li> <li>• Growth mindset</li> </ul>
Courage	<ul style="list-style-type: none"> <li>• Strategic thinking</li> <li>• Passion for driving change</li> </ul>

### Specific Requirements

These are a priority for this specific role, and form part of our assessment during recruitment, probation and ongoing performance management. They are also a framework for focusing continuing professional and personal development.

For each listed requirement, tick whether this is an essential or desirable requirement.

### Knowledge

Requirement	Essential	Desirable
Knowledge of peacebuilding and conflict management landscape in Kenya and/or East Africa	x	
A good understanding of hate, extremism and polarization in Kenya and/or East Africa	x	
Undergraduate qualification in social sciences, law or any other related field	x	
Knowledge of Kenya P/CVE policy and legal frameworks in Kenya		x
Postgraduate qualification in social sciences or any other related field		x
Additional training or professional course in project management		x

## Experience

Requirement	Essential	Desirable
2-3 years of experience managing P/CVE, Peacebuilding or Conflict Management initiatives in Kenya and/or East Africa	x	
Experience managing and supporting different CSO partners and stakeholders	x	
Solid background in financial reporting and budget management	x	
Working with teams with diverse backgrounds in multiple locations		x
Experience working with national and/or county government stakeholders		x

## Skills

Requirement	Essential	Desirable
Strong ability to develop and implement M&E frameworks and track progress via indicators	x	
Excellent oral and written Swahili and English	x	
Working knowledge of other East African region languages		x

<b>Job description and Person Specification drafted by:</b>	<i>Patricia Crosby, Program Manager, East Africa</i>
<b>Signed off by:</b>	<i>Moustafa Ayad, Deputy Director International Programs</i>
<b>Date:</b>	22 October 2020
<b>HR / Ops sign off:</b>	<i>NAME AND TITLE, EITHER SENIOR HR MANAGER OR DEPUTY DIRECTOR OPS &amp; FINANCE</i>
<b>Date:</b>	
<b>Date for next review:</b>	<i>April 2021</i>

