

Sustainable Urban Economic Development (SUED) programme MEL Unit (Nairobi)

Call for **Team Leader** applications

1. Overview

Itad is a leading international development consultancy providing technical advice to governments, foundations, multilateral agencies and non-profits on how to maximise the impact of their investments. We have a 30-year track record of providing our clients with the information and insight they need to make development work smarter, produce better results and improve people's lives.

We are recruiting an experienced **Team Leader** to lead independent **Monitoring, Evaluation and Learning (MEL)** Unit for the **Sustainable Urban Economic Development Programme (SUED)**. The Team Leader (TL) will have oversight of the MEL framework and will work closely with programme partners to ensure its delivery. The TL will also lead the evaluation component and will have a good understanding of evaluation methodologies. The role also requires representing the MEL unit at programme/external meetings and leading the facilitation of learning workshops for the implementing partners.

The role requires good understanding of private sector development, climate change, infrastructure and value chains in the context of Kenya.

2. About the SUED Programme

The Sustainable Urban Economic Development (SUED) Programme is a £70 million, 5-year programme running from 2018 to 2022. It will support 12 fast growing municipalities to develop sustainable urban economic plans (UEPs) and attract investment in business and industry that maximise upstream and downstream value-chain linkages, while also improving resilience to impacts of climate change. The urban economic plans integrate market-based approaches into the counties integrated plans emphasising the potential of value chain development.

SUED is implemented by two main entities. Coffey is acting as the Managing Agent and the International Finance Corporation (IFC) is also supported by DFID as a 'strategic partner' on the project. These funds to supplement their Kenya Competitiveness Enhancement Programme, (KCEP).

Overall, SUED is aiming to achieved six outcome-level objectives:

1. Raising substantial investment for resilient infrastructure and value-chain projects identified through urban economic plans;
2. Supporting policy and legislative changes enabling greater private sector led growth;
3. Developing capacity at the municipality level that to plan better for urbanization;
4. Creating climate resilient jobs;
5. Improving rural links with larger markets that were previously difficult to access;
6. Supporting towns towards climate resilient and sustainable growth.

3. About the MEL Unit

Itad has been appointed to deliver the monitoring, evaluation and learning (MEL) component of SUED to support programme learning and adaptation, and contribute to the global knowledge base on what works and doesn't work in bringing about sustainable urban development at the municipality/country level. The main responsibilities of the MEL unit include:

- Develop and implement a MEL framework (aligned with the DCED & International Climate Funds (ICF) reporting standards);
- Undertake an independent baseline, mid-term review and final evaluation;
- Design and set-up a Project Management System (PMS) to facilitate monitoring of activities at the municipal level;
- Organisation of MEL Quarterly workshops and Annual Learning events;
- Reporting progress on a Quarterly and Annual basis to DFID and provide recommendations on ways to better improve the programme's design/implementation;
- Develop high quality, professional Annual Learning Synthesis reports ensuring that both programme learning and broader learning for wider audiences / policy development are captured and communicated effectively.

4. The position

The TL will provide leadership in coordination with ITAD and in-country team on the following activities:

- Lead the successful delivery of the SUED MEL component;
Main point of contact with DFID and Implementers on all technical matters;
- Lead on establishing open collaboration and productive relationships with stakeholders and will be assisted by in-country team members including our M&E and Urban consultants;
- Manage the inputs of the SUED core team (alongside the non-core team), including leading analysis and report writing;
- Lead the technical support to the implementing partners on MEL matters including DFID reporting;
- Lead the production of all the implementation phase deliverables including Quarterly reports, Design documents, Baseline, Mid-term review and Endline evaluation reports;
- Oversee the production of Evidence and Learning products;
- Lead the design and facilitation of annual learning workshops.

5. Deliverables

In coordination with the rest of the Itad team, the TL is expected to contribute and lead on the delivery of the following

- Quarterly and Annual reports to DFID;
- Lead the writing up of the Baseline, Mid-term review and Endline Evaluation report;
- Prepare the Annual Learning synthesis;
- Leading Annual learning workshops and MEL Quarterly workshops;
- Provide inputs for survey work and data collection activities for the household and enterprise surveys.

6. Reporting

- a) Project Director – MEL design, technical products;
- b) Project Manager – Generic management, technical delivery, team resourcing.

7. The person

Depending on availability and skills the position will take approx. 60-120 days per year and we are looking for an expert with the following skills and experience:

Required skills and experience

- Post-graduate degree in a relevant discipline and a (e.g. international development, social sciences, international relations or equivalent);
- A proven track record in leading MEL teams;
- Demonstrated substantial technical expertise in designing and delivering complex evaluations using a range of approaches and methodologies – some of which must be in a senior, client-facing role;
- A proven track of record in designing Monitoring systems, tools and processes for a range of clients;
- In-depth experience applying qualitative data analysis and synthesis tools and techniques;
- Experience implementing the DCED Standard for Results Measurement;
- A good understanding of private sector development issues;
- Good understanding of the socio-economic and political context in Kenya;
- Excellent interpersonal, management, and networking/influencing skills to both internal/external stakeholders;
- Experience working with DFID
- Fluency in English (written/spoken).

Desired skills and experience

- Experience in the creation and dissemination of learning products;
- Experience in at least one of the following areas: urban planning, infrastructure, investment attraction, climate change, gender and value chains;
- Based in Nairobi

8. How to Apply

Please send your CV (maximum 3 pages) and cover letter outlining: a) your interest in the position; and b) the extent to which you meet the required specifications (maximum two pages) to: cv@itad.com

Please mark the **email subject** line with the job reference **SUED Team Leader**

Closing date for applications: **15th September 2019**

If you do not meet with all the listed requirements for this position but you have substantial experience in M&E, we will be happy to receive applications to expand our roster of short-term consultants. Please send your CV and mark the **email subject** line with the job reference **M&E consultant roster**