

PFT/10/2021/2023

**Professional Service (Consultancy)- Closing date 10th March 2021
Advert No. 2021/2**

CATEGORY	DESCRIPTION	QUALIFICATION
Monitoring, Evaluation and Learning	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct project needs assessment/ baselines and support the design of programs and development of implementation logical frameworks. <input type="checkbox"/> Support the development and review of project M&E tools. <input type="checkbox"/> Support program mid-term and end-term evaluations. <input type="checkbox"/> Support in the development and review of institutional and programs strategy/line of sight. 	<ul style="list-style-type: none"> <input type="checkbox"/> At least a Bachelor's Degree in Social sciences and proven skills and experience in project design, monitoring and Evaluation. <input type="checkbox"/> Masters Degree in Project management, monitoring and evaluation and experience is an added advantage. <input type="checkbox"/> Experience in applying results-based project management in design, implementation, monitoring and Evaluation. <input type="checkbox"/> Knowledge in designing and implement M&E Plans. <input type="checkbox"/> Experience in web-based/ online systems for qualitative and quantitative statistical data gathering and analysis in monitoring and Evaluation.
Conflict Transformation Trainer	<ul style="list-style-type: none"> <input type="checkbox"/> Supporting development of training manuals/ curricula <input type="checkbox"/> Conduct and evaluate trainings and programs <input type="checkbox"/> Design and deliver training to diverse target groups and contexts <input type="checkbox"/> Be part of a training team as team leader of member 	<ul style="list-style-type: none"> <input type="checkbox"/> At least Bachelor's Degree education. <input type="checkbox"/> Must have be a peacebuilding practitioner with honed facilitation skills by use of participatory methodology <input type="checkbox"/> Experience and skills in facilitating participatory peacebuilding trainings, concepts and methodologies. <input type="checkbox"/> Experience in (supporting) designing a training curriculum/ manual <input type="checkbox"/> Skills in preparing and monitoring and evaluating participatory learning processes/ programs.
Policy and Governance Expert	<ul style="list-style-type: none"> <input type="checkbox"/> Research develop and execute strategies for key governance programs and processes <input type="checkbox"/> Facilitate institutional engagement (intergovernmental, civil society and private sector) <input type="checkbox"/> Provide advisory on governance trends and organization programing 	<ul style="list-style-type: none"> <input type="checkbox"/> At least Bachelor's Degree International Relations, Policy Administration, International Development or related field. <input type="checkbox"/> At least 5 years' experience in policy development process including elections management, public service engagement among others <input type="checkbox"/> Demonstrate understanding of Kenyan and Regional governance landscape.
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and review policy documents for strategic engagement at different levels and for different institutional needs. 	<ul style="list-style-type: none"> <input type="checkbox"/> Experience in (supporting) designing and management of policy processes including policy advocacy training and curriculum development <input type="checkbox"/> Skills in participatory research and learning processes/ programs. <input type="checkbox"/> Access to established cross sector networks and linkages
Media and communication Expert	<ul style="list-style-type: none"> <input type="checkbox"/> Development of knowledge management repository for the organization <input type="checkbox"/> Project Documentation and reporting <input type="checkbox"/> Development of frameworks for project documentaries tailored for change stories <input type="checkbox"/> Production of print and electronic content for programs and organizational events for publicity. <input type="checkbox"/> Lead in change management processes 	<ul style="list-style-type: none"> <input type="checkbox"/> An advanced Diploma in media, communication and journalism <input type="checkbox"/> Project management, planning and implementation experience <input type="checkbox"/> Reporting and ability to integrate videography and photography in monitoring and evaluation to narrate change. <input type="checkbox"/> Knowledge web-design options for innovativeness in designing and conducting project/program evaluation. <input type="checkbox"/> Demonstrated experience in team and/or capacity strengthening. <input type="checkbox"/> Conduct evaluative documentation in line with OECD-DAC criteria and standards.
Business Coach/ Trainer	<ul style="list-style-type: none"> <input type="checkbox"/> Conduct business and finance management basic training to project beneficiaries. <input type="checkbox"/> Lead job market business scans <input type="checkbox"/> Develop training modules and curricula for different targets <input type="checkbox"/> Provide business coaching and advisory to enterprises <input type="checkbox"/> Identify business and entrepreneurship needs, capacity gaps and opportunities for improvement and growth regarding sales, marketing, management, and team building <input type="checkbox"/> Providing assistance to ensure support, guidance, accountability, and encouragement. <input type="checkbox"/> Support in the development and review of business finance management training manuals. 	<ul style="list-style-type: none"> <input type="checkbox"/> Bachelor degree in commerce, Business Administration, Social Sciences, Public Administration, or equivalent <input type="checkbox"/> Private sector and NGO engagement experience on business management and entrepreneurship <input type="checkbox"/> Knowledge and skills in project management is an added advantage. <input type="checkbox"/> Ability design programs and projects related to youth employment, blue economy, TVET, climate change adaptation for community livelihood systems. <input type="checkbox"/> Ability to conduct trainings as lead trainer or, support trainer <input type="checkbox"/> Experience in business and entrepreneurship training curriculum development. <input type="checkbox"/> Knowledge in TVET and industry liaison networks
Business Apprentice and mentorship	<ul style="list-style-type: none"> <input type="checkbox"/> Train program beneficiaries/clients on Business skills and life skills and provide linkages for growth. <input type="checkbox"/> Support beneficiaries in developing business plans 	<ul style="list-style-type: none"> <input type="checkbox"/> At least post-secondary education Social Sciences, Public Administration, community development, and business related disciplines.
	<ul style="list-style-type: none"> <input type="checkbox"/> Follow up on clients whose businesses have been funded to offer on-site support in areas of business sustainability and other areas of concern. <input type="checkbox"/> Prepare periodic reports on progress of businesses and programs. 	<ul style="list-style-type: none"> <input type="checkbox"/> At least 2 years of experience in business development and entrepreneurship <input type="checkbox"/> Community engagement on programs or in private sector with understanding on SMEs development and support. <input type="checkbox"/> Experience working with /training disadvantaged groups including Refugees and pastoralists <input type="checkbox"/> Good reporting and communication skills <input type="checkbox"/> Excellent interpersonal and problem-solving skills, creativity and flexibility <input type="checkbox"/> Fluency in English and Kiswahili required.
Psycho-Social Support Expert	<ul style="list-style-type: none"> <input type="checkbox"/> Provide expert opinion and advisory to PSS in all activities PFT programs. <input type="checkbox"/> Identify key issues or potential challenges of PSS & protection as well as develop recommendations and intervention proposals. <input type="checkbox"/> Provide technical guidance to workers, volunteers, community mobilizers, peace champions, youth at risk and case workers on structured and semi-structured PSS activities according to PFT policies. <input type="checkbox"/> Lead all psychosocial support dialogue and healing sessions with communities and target groups. <input type="checkbox"/> Facilitate PSS trainings to PSS volunteers, community mobilizers and PFT staff. <input type="checkbox"/> Lead annual planning and development of PSS guidelines, tools and activities. 	<ul style="list-style-type: none"> <input type="checkbox"/> Diploma in Counseling Psychology with at least 2 years' experience of working on psychosocial activities including experience in community mobilization, facilitation of trainings and conducting outreach activities. (Degree is an added advantage). <input type="checkbox"/> Knowledge on Child Protection, Psycho-Social Support (PSS), Psychosocial First Aid (PFA) and trauma care giving. <input type="checkbox"/> Good communication and social skills <input type="checkbox"/> Computer skills (MS Office). <input type="checkbox"/> Strong organizational and reporting skills. <input type="checkbox"/> Strongly motivated by humanitarian work. <input type="checkbox"/> Fluency in spoken and written Kiswahili and English.

Mandatory requirements
Curriculum vitae and testimonials
KRA Pin
Compliance certificate
References (atleast three)

Note: only applications that shall have fulfilled the list of requirements shall be shortlisted.

ALL applications to be submitted through info@pamoja-transformation.org