

Request for Proposal (RFP)
Recruitment services/headhunting

Date: December 31, 2024

Subject: Request for Proposal

Habitat for Humanity Kenya (HFHK) invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential sale on the following service for Habitat for Humanity Kenya.

1. INTRODUCTION

HABITA FOR HUMANITY KENYA (HFHK) Habitat for Humanity Kenya (HFH Kenya) was established in 1982 as a not-for-profit, non-governmental organization (NGO). We are an affiliate of Habitat for Humanity International (HFHI). The affiliation is guided by a National Affiliation Agreement (NAA) and a Memorandum of understanding (MOU). We seek to be part of the solution to the dire housing situation in Kenya and are one of the central players in providing Adequate and Affordable (AA) housing solutions. Our overarching goal is: "Enabling low-income families to access decent and affordable shelter." Since starting operations in 1982, HFH Kenya has worked in over 10 Counties across the country, enabling low-income families to access decent housing and water, sanitation, and hygiene services. Our interventions are currently in six Counties; Homabay, Kisumu, Laikipia, Tana River, Makeni, and Machakos.

2. BACKGROUND

Habitat for Humanity Kenya seeks a service provider for recruitment and selection of several managers for its office in Nairobi. This includes recruitment of candidates at the professional and management level who possess unique and/or hard to find skills. Habitat for Humanity Kenya seeks to identify top talented Habitability manager, MEAL manager and Advocacy and policy manager. Habitat for Humanity Kenya intends to engage the recruitment agency to provide the following services on a position-by-position basis for specific job vacancies.

3. GENERAL REQUIREMENTS

The ideal firm will have an already established vast network of potential candidates from Kenya. The ideal firm will also have substantial experience recruiting for positions within the private sector, as well as for international nonprofit organizations and NGOs. The ideal firm will have experienced recruiters available to implement the Scope of Work.

4. SCOPE OF WORK

The selected firm will provide the following recruitment services:

- a. Searching and headhunting. Recruitment agency shall explore prospective candidates from its rich database, other sources, and/or by headhunting to match the

- a. skills and qualifications required by the specific job description. To achieve this, the agency may be required to undertake labor market analysis, tap networks of professional affiliations, and leverage social media and other non-traditional methods of candidate sourcing.
- b. Identifying. Recruitment agency will analyze profiles identified or received through applications or other sources and identify the ones who match the position profile.
- c. Shortlisting. Recruitment agency shall then share a shortlist of a maximum of five of the most qualified prospective candidates to Habitat for Humanity Kenya for final interviews and selection. If any of the shortlisted candidates do not meet the hiring managers' expectations, Habitat for humanity Kenya may ask for additional candidates to be added to the shortlist.
- d. Assessing. A recruitment agency will invite potential candidates to be assessed. Recruitment agency will conduct both oral and written assessments aimed at testing each individual's potential. Recruitment agency will coordinate and setup interview appointments with the Habitat for Humanity Kenya hiring panel and hiring manager.
- e. Recruitment agency shall perform reference checks of two to three referees provided by the prospect candidates. References checks may be performed for one to three of the top interviewed candidates

5. PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this solicitation is anticipated to begin on or about February 01, 2025 and last through January 31, 2027.

6. TERMS AND CONDITIONS

- a. The Request for Proposal is not and shall not be considered an offer by Habitat for Humanity Kenya.
- b. All responses must be received on or before the date and time indicated below. All late responses will be rejected.
- c. All unresponsive responses will be rejected.
- d. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent or required by RFP.
- e. All awards will be subject to HFHK contractual terms and conditions and contingent on the availability of donor funding.
- f. HFHK reserves the right to accept or reject any proposal or cancel the solicitation process at any time, and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- g. HFHK reserves the right to accept all or part of the proposal when award is provided.
- h. All information provided by HFHK in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. HFHK is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- i. HFHK reserves the right to require any bidder to enter into a non-disclosure agreement.
- j. The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of HFHK, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
- k. Bidders are required to identify and disclose any actual or potential Conflict of Interest.

7. FORM/CONTENT OF RESPONSE

FORMAT FOR TECHNICAL PROPOSAL

Section A: Consultants' proposed approach and methodology for the Scope of Work.

- Section B: Consultants' proposed work plan to achieve the Scope of Work. Proposals shall indicate the estimated length of time required to implement each of the 5 services listed above under section 3 for each job vacancy.
- Section C: Consultants' relevant experience in delivering similar works. Proposals shall describe how the firm meets the general requirements described in section 3 above.
- Section D: A brief outline of the firm/agency and services offered, including:
- Full legal name, certificate of incorporation and address of the company
 - CR12
 - Valid Tax Compliance
 - Year business was established
- Section E: Qualifications of key staff who will be assigned to this project

FORMAT FOR FINANCIAL PROPOSAL

- Section A: Summary of total costs broken down in sections
- Section B: Detailed breakdown of each cost section
- Section C: Proposed payment terms per recruitment

GENERAL REQUIREMENTS

All proposals shall:

1. Be in the English language.
2. Contain detailed cost in Kenya shillings, with applicable Tax/Charges clearly identified.
3. Provide requested payment terms and conditions.
4. Include a contact name, email address, and telephone number to facilitate communication between HFHK and the submitting organization.
5. Costs should be stated in unit costs as much as possible, to allow for the flexibility in the increase or decrease of scope where necessary
6. Be valid for a period of 90 days.

7. CRITERIA FOR SELECTION

The evaluation of each response to this RFP will be based on the requirements set out in this solicitation. At the sole discretion of HFHK, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes:

Technical Proposal - 35% Project Approach/Methodology Proposed Work Plan	20 points (maximum) 15 points (maximum)	35 total points
Management Proposal - 35% Firm relevant experience Qualifications/Experience of proposed key staff	20 points (maximum) 15 points (maximum)	35 total points
Cost Proposal - 30%		30 total points
TOTAL		100 POINTS

Habitat for Humanity Kenya reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to HFHK and the Donor.

HFHK will not award a contract to any bidder where there is an indication of a lack of business integrity.

The firm with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of HFHK.

8. SCHEDULE OF EVENTS

- A. Questions regarding this request may be addressed to procurement@hfhkenya.org , and must be received no later than January 06, 2025 Responses to questions will be distributed to all interested parties no later than January 7, 2025
- B. Requests for proposals (Technical & Financial) should be sent to procurement@hfhkenya.org no later than 14th January 2024 at 10:00 a.m with the subject Recruitment services/headhunting

End of RFP

HABITABILITY MANAGER - JOB DESCRIPTION

POSITION	Habitability Manager
REPORTS TO	Programme Director - HFH Kenya
LOCATION	Nairobi
DIRECT SUPERVISEES	<ul style="list-style-type: none"> • Construction Supervisor • Quantity Surveyor
RELATIONSHIPS	<ul style="list-style-type: none"> • Subject Matter Experts, Line Managers and Project Leads within the Programs Department • Functional Leads from other departments
JOB GRADE	JOB GRADE 8
JOB PURPOSE	<p>Reporting to the Programs Director, the Habitability Manager will be Kenya's Focal Point for interventions on Resilient Housing Climate Change Adaptation as well as Disaster Risk Reduction and Response (DR3). The position's purpose is to support access to housing that guarantees occupant's adequate space/privacy and physical safety against climate change and disasters. This position seeks to address the root causes of inequality on access to resilient housing by low-income families, as well as tackle the drivers of habitability deficits such as climate change, urbanization, disasters and migration. As a contribution to our Business Plan, the Habitability Manager is responsible for leading the design, planning, implementation, overall coordination, and monitoring of these interventions as well as providing strategic direction and budget preparation, forecasting, and funding. The Job Holder also oversees contract compliance, database and file maintenance, repair and maintenance projects and other logistics coordination for Habitability projects. S/he is expected to build capacity and best practices across all projects on resilient housing, climate change adaptation and Disaster Risk Reduction and Response (DR3). The professional will assist communities and stakeholders on exploration of emerging technological opportunities related to green construction ideals that can be supported by public and/or private sector community leaders as important investments for current and future generations. To ensure the projects are executed within budget and meet the required quality standards and are delivered on time, the position interacts with other field staff, and Subject Matter Experts (SMEs) and partners organizations in the maintenance of best practice methodologies, systems, procedures, and policies.</p>
KEY RESPONSIBILITIES	<p>OVERAL LEADERSHIP</p> <ul style="list-style-type: none"> • Lead habitability business development in Kenya, according to sector and country standards • Provide strategic and operational leadership to projects on Resilient Housing and Disaster Reduction and Response (DR3) • Ensure the efficient and effective professional functioning of the habitability projects and alignment with the strategic objectives of HFHK • Promote innovative and quality housing solutions to accelerate housing access, ensuring program's cost effectiveness and sustainability • Ensure the development, implementation, maintenance and regular updating of all the relevant related tools, systems, processes, procedures and techniques of construction in line with best practices • Ensure that construction standards, regulations, legislative and statutory requirements of habitability are consistently met throughout the entire life cycle of construction projects (planning, designing, execution) • Provide overall leadership to technical teams and facilitators involved in habitability related projects / programmes under HFHK • Build technical capacity and resources at HFHK in close coordination with the HR Department • Enhance and maintain employee motivation and cultivate a culture of performance management

- Ensures that performance of Habitability initiatives and projects are reviewed against their contribution to HFHK's business

PROJECT MANAGEMENT

- Support HFHK in designing, development and delivering major donor proposals, reports, concept notes and other relevant documents
- Supports the partnerships team in mobilizing resources towards key activities/projects/programs for resilient housing and Disaster Risk Reduction and Response (DR3)
- Lead and manage the total life cycle of habitability projects from conceptualisation to completion/closure – within budget, the requisite quality standards and on time
- Ensure that the entire life cycle of habitability projects are captured using relevant software, systems, and tools in line with best practice
- Oversee construction of structures and infrastructure projects on resilient housing and DR3 from conception to completion
- Ensure effective management and documentation of habitability project scope and escalation management
- Identify, monitor and control scope and prepare relevant documentation to support such change
- Ensure project and programme planning and preparation to make projects to be bankable and implementation ready.
- Coordinate short-to-long term project pipeline planning and updating

QUALITY ASSURANCE & QUALITY CONTROL

- Ensure understanding and adherence at all stages of DR3 project design, implementation and evaluation, the strategies, quality standards and policies related to DR3 (Pathways to Permanence, Core Humanitarian Standards, Sphere, Sendai Framework for Disaster Reduction)
- Conduct and supervise technical assessments and data analysis related to Habitability, considering Resilient Housing, climate change and disaster challenges
- Develop with the support of the MEAL team project Key Performance Indicators on Habitability, Resilient Housing, Climate Adaptation, Disaster Risk Reduction and Disaster Response projects
- Maintenance, and updating of credible and bankable project pipeline and adherence to quality assurance systems, policies, and standard operating procedures (SOP) in line with relevant statutory, legislative
- Ensure that all Resilient Housing projects and infrastructure are managed within the required budgets and timelines from conception to completion
- Ensure construction within the Resilient Housing and Infrastructures projects are properly costed and budgeted based on project pipeline plan.
- Play a leading role in the procurement/adjudication/selection of construction-related service providers, as well as legal contract management
- Ensure that stakeholders such as suppliers and contractors adhere to contractual obligations and submit accurate and correct invoices and ensure that they are accompanied by the relevant evidential documentation
- As part of good project good practice, ensure that other quality assurance measures such as regular project meetings and site technical meetings are regularly convened and documented
- Develop, implement, maintain and update risk management and mitigation strategy and plan to ensure successful implementation of the social housing projects
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations and ensure strict adherence to project budgets

STAKEHOLDER ENGAGEMENT

- Represents HFHK in meetings and events related to Resilient Housing, Climate Change Adaptation and Disaster Risk Reduction and Response
- Manage, measure, and monitor the performance of various external project stakeholders such as professionals, contractors, suppliers, etc in line with the requisite quality and service standards, protocols and service level agreements
- Establish and maintain good and amicable relations with all stakeholders

	<ul style="list-style-type: none"> • Ensure that the person(s) responsible for stakeholder relations in the unit develops and maintains stakeholder strategy, plan and mapping which identifies all the relevant stakeholders and their respective "stake" or roles/responsibilities concerning construction projects • Ensure that a stakeholder communications strategy and plan is developed and maintained for project (s) by the relevant person(s) in the unit • Ensure projects are implemented as per the agreement with donors/funders, clients and approvals by the board - and in line with signed agreements/contracts
KEY PERFORMANCE MEASURES / INDICATORS	<ul style="list-style-type: none"> • Alignment between habitability projects and the strategic objectives of HFHK • Habitability projects are properly costed and implemented as per the agreement with donors • Employees are motivated and cultivate a culture of performance management • Habitability projects are compliant with all the relevant standards, regulations, statutory, legislative and best practice requirements • Good and amicable relations with all stakeholders
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Bachelors degree in a relevant field from any of the following recognized built environment qualifications: <ul style="list-style-type: none"> ○ Construction Management/Building Science ○ Quantity and Land Survey ○ Urban Planning ○ Architectural Sciences ○ Civil Engineering • Masters Degree is preferred • Formal project management qualification and registration with the relevant professional entity would be a distinct added advantage • A minimum of 8 years' experience in Resilient Housing projects considering challenges of Climate Change adaptation and Disaster Risk Reduction and Response (procedures, design, planning, implementation, budgeting, reporting, evaluation, and monitoring). • Experience in planning and developing resilient housing projects in urban, peri-urban, and rural areas with a clear understanding of Social Housing with a nexus on climate change Adaptation and Disaster Risk Reduction and Response • Leadership experience in developing reconstruction projects related to disasters • Project management experience, with the ability to implement projects within a budget and timeframe • Experience negotiating with multiple donors, understanding their interests, requirements and how to meet them • Demonstrable experience in managing and leading a team of technical staff • Experience in managing multi-year projects and providing solutions to complex problems and contexts • Implementing and managing quality assurance systems, procedures and policies based on best practice and applicable legislation
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	<ul style="list-style-type: none"> • Working knowledge of the Agreement and Conditions of Contract for Building Works from the Joint Building Council, Kenya • Computer literacy in Construction Computer Software, Blender (3D Modelling Software), AutoCad • Excellent organizational skills including accuracy, consistency, and attention to detail. • Ability to work under minimal or no supervision, while also able to be a team player and ready to work in a team building environment • Resourceful and creative with ability to think strategically • Analyzes and provides solutions to complex problems and contexts. • Adult training skills, capacity building, facilitation, and presentation skills • A high level of diplomacy and networking skills; cross-cultural sensitivity • Good communication skills – including written and spoken presentation
OTHER INFORMATION	<ul style="list-style-type: none"> • Willing to uphold Christian principles of HFH Kenya • Expected to travel nationally and internationally

- Committed to HFHI principles.
- Ability to work long and odd hours, including weekends
- Confidentiality
- Honesty
- High levels of integrity

Active support of HFHI Values:

Humility – We are part of something bigger than ourselves

Courage – We do what's right, even when it is difficult or unpopular

Accountability – We take personal responsibility for Habitat's mission

Safeguarding: HFH requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.

Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity's code of conduct.

JOB DESCRIPTION FOR POLICY AND ADVOCACY MANAGER

POSITION	Policy and Advocacy Manager
REPORTS TO	Programs Director
LOCATION	Nairobi
DIRECT SUPERVISEES	<ul style="list-style-type: none"> • Advocacy Officer • Advocacy Assistant
RELATIONSHIPS	<ul style="list-style-type: none"> • Subject Matter Experts, Line Managers and Project Leads within the Programs Department • Functional Leads from other departments
JOB GRADE	GRADE 8
JOB PURPOSE	Reporting to the Programs Director, the Policy and Advocacy Manager will support the development and delivery of an ambitious advocacy strategy in line with the vision, mission and objectives of HFHK. The Manager will support the implementation and shaping of advocacy across strategic priorities of the organization. S/he will represent the organisation in national conference as a way to position the organisation work through networking and collaboration. This Job Holder also ensures quality control and compliance with advocacy requirements. This manager is a key contributor to networking, positioning and partnership building for HFHK by attending national events, conferences, and coalitions. S/he also contributes to national strategy development and implementation
KEY RESPONSIBILITIES	<p>POLICY ANALYSIS</p> <ul style="list-style-type: none"> • Analyze policies, strategies, regulations and institutions on adequate and affordable housing and recommend actions to promote adequate and affordable housing • Analyze key international political and policy trends in areas related to HFHK’s work, with a specific focus on access to adequate and affordable housing • Support with policy analysis at country level. Offer guidance; help locate expert advice (internal or external); assist in the collection of best practices and the promotion of successes. • Leads the planning of research activities, based policy needs and executes research tasks as determined in collaboration with other subject matter experts • Ensure policy compliance of national advocacy programs, ensure quality management of national advocacy programs, and validate GMT reports. • Liaise and coordinate with other subject matter experts in the organization and within the Habitat network to ensure policy and advocacy are mainstreamed across Habitat programs. • Supports subject matters experts and project leads in power and access mapping (general housing and campaign-specific planning), mobilizes own network for getting opportunities for introductions with decision makers and provides input for preparation of meetings, participates as necessary • Monitors trends and changes in housing policy and proposals of different stakeholders to ensure appropriate and timely reactions; contributes to creation of policy on HHHK’s reactive advocacy engagement as well as corpus of basic statements and opinions on key issues <p>ADVOCACY ACTIONS</p> <ul style="list-style-type: none"> • Deliver clear advocacy strategies to influence decision-makers, the media, wider civil society and policy makers • Work with HFHK’s advocacy Teams to identify key advocacy opportunities, co-ordinate activities and to maximise positive impact. • Provide overall leadership, vision, strategic direction and management of advocacy and ensure that advocacy is an integral part of HFHK’s Theory of Change and Business Plan

- Contributes to development of proactive advocacy campaigns (research and knowledge generation and dissemination; development of advocacy proposal; networking and lobbying plan); explores funding options and contributes to creation of grant proposals as necessary
- Develop and update HFHK's advocacy strategy, budget and implementation plan
- Contribute to HFHKs advocacy initiatives and campaigns outside in Kenya.
- Lead efforts related to capacity building of field advocacy staff and local partners as well as increased awareness and knowledge of other staff on advocacy issues
- Review and contribute to major grant proposals to ensure funding for advocacy initiatives
- Provide strategic guidance and advice to the advocacy team, by conceptualizing new campaigns initiatives
- Ensure advocacy coherence with global the level and reinforce strong and effective synergies between programmes and advocacy to maximise HFHK's impact, especially ensuring evidence and best practice inform advocacy
- Lead on the development of relevant and realistic advocacy and related communications plans and coordinate their effective implementation

COLLABORATIONS

- Convene and facilitate stakeholder meetings and support key events, with a particular focus on engaging and collaborating with local partners
- Support strategic relationships among relevant networks, decision makers, experts, allies, partners, and other stakeholders
- Lead in the development of relationships and partnerships and represent the organization in key networks, ensuring that participation reflects the perspective of our field experience and key policy priorities
- Engage at high levels of government (national, county and local) and with other sector stakeholders on HFHK advocacy issues
- Make presentations and advocate for HFHK in parliamentary committees and other public platforms
- Build strong relationships with different organizations' and civil society organisations on specific policy and advocacy initiatives
- Contribute to further developing the organisation's stakeholder engagement approach, including curation of management tools
- Position HFHK as the leading organisation on social housing, aiming to achieve Sustainable Development Goals at the core of the advocacy work
- Develop and sustain strategic advocacy partnerships at the national level and maintain a database of advocacy experts contacts and possible alliances.
- Represent the HFHK at national level conferences and workshops as a speaker and expert.
- Contribute to design, planning and partnership coordination of Habitat-led events, workshops, and conferences.
- Contribute to advocacy and fund-raising efforts towards the Kenya
- Contribute to organizational communications regarding advocacy on a regular basis

PUBLICATIONS

- Work with other subject matter experts to coordinate external messaging on policy and advocacy to ensure consistency in HFHK's communications and to maximize reach and impact
- Work with communications team to develop and contribute to press releases, media statements and reactive quotes, signing off content as appropriate
- Prepare information resources and briefing material on key policy issues e.g., reports and briefings for decision-makers, material for World Vision Ireland's website, briefing documents for SMT
- Identify, develop and oversee operational and analytical research
- Work collaboratively with different team to prepare HFHK's knowledge products on advocacy and present, circulate or disseminate the same across various networks and channels
- Coordinate the publication and dissemination of results and ensure that research informs advocacy
- Write and publish opinion pieces on HFHK Advocacy position and develop knowledge materials for influencing.

	<ul style="list-style-type: none"> • Coordinate the production of high-quality policy briefing papers, statements, external communications products and case studies to influence target audiences • Develop briefing notes and position papers as requested for both internal and external use on key policy issues, and coordinate research initiatives as required • Ensures HFHK generated knowledge is appropriately packaged, disseminated and covered in communication activities • Work with the communication team to develop evidence-based documents for media work • Drives knowledge and regularly updates on advocacy issues through consulting relevant literature and networks • And any other duties as may be assigned by your supervisor.
KEY PERFORMANCE MEASURES / INDICATORS	<ul style="list-style-type: none"> • Clear policy roadmap and advocacy strategies • Evidence and best practice informing advocacy • HFHK’s impact maximised through influence • String relationships with stakeholders • HFHK positioned as the leading organisation on social housing
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> • Minimum of Bachelors Degree in Public Policy, law, international development, communications or other related courses • Masters degree is highly preferred • Additional education or certifications related to Policy and Advocacy • 8 years of related experience working in policy, advocacy and/or research in a multicultural environment; previous experience in policy analysis and development is essential. • Experience in advocacy development programs with non-profit organizations in Kenya • Excellent political insight and judgement with good understanding of the Kenya parliamentary processes and the opportunities these present for influencing • Experience of design and execution of advocacy strategies and projects at National and County Levels
KNOWLEDGE, SKILLS & ABILITIES REQUIRED	<ul style="list-style-type: none"> • Knowledge of Kenya’s policy-making and decision-making processes • Skilled and strategic advocate and a confident communicator who can engage persuasively with a variety of audiences • A strong networker and collaborator, ideally with a personal profile in the area • Good understanding of campaigning, use of narratives and communications • Ability to get guidance and work with others and deliver results through teams • Working knowledge of national and international government structures and multi-lateral institutions. • Strategic, analytical and creative thinking skills • Excellent interpersonal skills, ability to working in remote teams and networking skills • Ability to speak clearly, concisely and cogently
OTHER INFORMATION	<ul style="list-style-type: none"> • Willing to uphold Christian principles of HFH Kenya • Ability to work long and odd hours, including weekends • Confidentiality • Honesty • High levels of integrity <p>Safeguarding: HFH requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.</p> <p><i>Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.</i></p>

MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING MANAGER - JOB DESCRIPTION

POSITION	Monitoring, Evaluation, Accountability and Learning (MEAL) Manager
REPORTS TO	Programme Director - HFH Kenya
LOCATION	Nairobi
DIRECT SUPERVISEES	Monitoring, Evaluation, Accountability and Learning (MEAL) Officer
RELATIONSHIPS	<ul style="list-style-type: none"> • Subject Matter Experts, Line Managers and Project Leads within the Programs Department • Functional Leads from other departments
JOB GRADE	JOB GRADE 8
JOB PURPOSE	Reporting to the Programs Director, the MEAL Manager will ensure the quality and accountability of our work, bringing immediate and lasting changes in the lives of vulnerable people. This position will support the improvement of program and project efficiency and effectiveness, decision making and learning through MEAL. The MEAL Manager is responsible for supporting the program teams by developing and implementing Monitoring, Evaluation, Accountability and Learning Systems, ensuring compliance with the HFHK's Programs and MEAL Standards. The MEAL Manager will bring subject matter knowledge, relevant skills and significant experience to initiate, lead and support people- centered MEAL activities such as baseline assessments, program theory articulation during proposal development, budgeting for MEAL, output and outcome monitoring, evaluations and after-action reviews, and learning initiatives. Throughout these various MEAL activities, the post holder will lead and support evidence generation and effective communication of such evidence to support timely decision making. Additionally, He/she will lead HFHK staff and partners' MEAL capacity building - particularly on accountability to communities and participation of implementing partners
KEY RESPONSIBILITIES	<p>STRATEGY, PLANNING AND REPORTING</p> <ul style="list-style-type: none"> • Develop and implement strategies that measure program and project impact, identify areas of strength and opportunities for growth and promote best practices in MEAL. • Adapt MEAL methodology, approaches and tools and provide support and guidance to HFHK staff to ensure their proper use. • Participate in program/project design and proposal writing in the areas of theory of change and log frame design, MEAL plan and budget development. • In collaboration with program/project teams ensure that MEAL is properly integrated into project management, reporting and learning. • Track project data reporting; record, manage and preserve monitoring and evaluation data in a safe and accessible way. • Develop data base for storage and tracking of all historical and current projects of HFHK • Support HFHK in the use of our global results measurement and data reporting tools , review project data collection and reporting for data quality and make recommendations for improvement. • Conduct regular project data aggregation and analysis, discuss findings and recommend improvements. • Provide support to management for evidence-based programmatic decision making • Ensure all projects reports meet MEAL standards and good practices of the organization and donors <p>MONITORING</p> <ul style="list-style-type: none"> • Advise and support program/project teams on quality information gathering and analysis to facilitate informed program and project design. • Develop and oversee the implementation of data collection and monitoring tools, and supporting documentation. • Monitor data collection to ensure data quality

	<ul style="list-style-type: none"> • Provide support and undertake field visits to monitor project progress and delivery of results as per MEAL plans. • Reinforce systems and tools for MEAL, developing new tools as necessary; ensure appropriate process, output, and outcome level monitoring is carried out across all program sectors using effective qualitative and quantitative methods <p>RESEARCH AND EVALUATION</p> <ul style="list-style-type: none"> • Provide research, analysis, planning and evaluation guidance and tools for the implementation of new and pilot shelter delivery programs; • Support program teams and partners, in conducting feasibility studies, baseline data collection and research for new program development • Lead or participate in program and project evaluations and impact studies and assist in the development of tools and methods for such evaluations and studies, in collaboration with other staff and stakeholders. • Prepare terms of reference for all evaluators and coordinate with other key staff • Supervise the development of data collection tools proposed for evaluations activities. • Perform data analyses, using appropriate software as necessary, for project research and evaluations. • Conduct pre and post-tests for all training activities and ascertain change in knowledge acquired • Conduct end of training/workshop assessments to ensure areas of improvement are considered for future trainings/workshop <p>ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Manage and scale-up the Community Based Complaints and Feedback Mechanism (CBFM) • Support program/project teams to set up accountability mechanisms to beneficiaries and community members • Monitor the responsive use of accountability mechanisms, data and responses <p>LEARNING AND CAPACITY BUILDING</p> <ul style="list-style-type: none"> • Facilitate documentation of project activities with clear articulation of lessons learned, good practices and case studies for each project for internal and external sharing • Organize learning events and workshops for program teams to document lessons learned, good practices and areas of improvement • Ensure that learnings and recommendations from all projects and evaluations are well documented and made available to relevant stakeholders within the organization • Plan, and produce case stories in various forms for documenting best practices in all projects • Identify capacity gaps and build the capacity of the program staff in the areas of MEAL
<p>KEY PERFORMANCE MEASURES / INDICATORS</p>	<ul style="list-style-type: none"> • MEAL Capacity Assessment gaps are addressed • Data being produced as per the MEAL Plan • Efficient Community Based Complaints and Feedback Mechanism • Lessons are tracked to inform program planning • Quarterly and Annual Reports are produced on time
<p>QUALIFICATIONS & EXPERIENCE</p>	<ul style="list-style-type: none"> • Minimum of a Master’s degree in Monitoring and Evaluation, Project Management, Development Studies or a related field. • Strong data analysis training including the ability to use computer statistical packages and relevant MEAL Softwares • At least 8 years of experience in a similar position, preferable with a development organization • Experience in developing and implementing successful MEAL systems • Demonstrated experience in applying qualitative/participatory research methods; linking planning to M&E, results-based approaches. • Familiarity with cutting-edge M&E methods, designing results frameworks and evaluating development results, including experience in practical implementation of impact evaluations, experimental and quasi-experimental evaluations, particularly in adequate and affordable housing

KNOWLEDGE, SKILLS & ABILITIES REQUIRED	<ul style="list-style-type: none"> • Knowledge of participatory research methods, participation action and learning • In-depth knowledge and experience in different evaluation types, approaches and methodologies, standards and practices (preferably in relation to Human / Social Development or Housing and human settlement) • Strong technical research competence and experience in quantitative and qualitative data collection methods, data analysis, synthesis and reporting. • Understanding of contemporary trends and innovations in MEAL • Proven ability to advise and lead the development and implementation of MEAL strategies, plans, and systems in complex development programs • High degree of computer literacy, proficient user of MS office, familiarity with statistical packages and IT applications to support MEAL and information management • Adult training and facilitation skills preferred • Ability to work effectively within a multi-cultural team • Strong analytical and critical thinking skills
OTHER INFORMATION	<ul style="list-style-type: none"> • Willing to uphold Christian principles of HFH Kenya • Expected to travel nationally and internationally • Committed to HFHI principles. • Ability to work long and odd hours, including weekends • Confidentiality • Honesty • High levels of integrity <p>Active support of HFHI Values:</p> <p style="padding-left: 40px;"><i>Humility – We are part of something bigger than ourselves</i></p> <p style="padding-left: 40px;"><i>Courage – We do what’s right, even when it is difficult or unpopular</i></p> <p style="padding-left: 40px;"><i>Accountability – We take personal responsibility for Habitat’s mission</i></p> <p>Safeguarding: HFH requires that all employees take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities, and all those with whom we work.</p> <p><i>Managers at all levels have responsibilities to support and develop systems that create and maintain an environment that prevents harassment, sexual exploitation, and abuse, safeguards the rights of beneficiaries and community members (especially children), and promotes the implementation of Habitat for Humanity’s code of conduct.</i></p>