



# Independent Consultant Programme Assistant

Strengthening the SDGs Kenya Forum as an  
accountability platform for gender and development

## About the SDGs Kenya Forum

The SDGs Kenya Forum is a platform in Kenya that has been promoting civil society organisation (CSO) engagement with Kenyan government in all aspects of the Sustainable Development Goals (SDGs) since 2015, when the Forum was launched. The Forum uses a threefold approach:

- 1) Helping CSOs engage with national and county governments on policies and legislation to strengthen commitment, financing, planning and implementation of the SDGs
- 2) Empowering grassroots citizens to hold government to account through 'leave no one behind' dialogues
- 3) Building partnerships with the government, international agencies, the private sector, media and academics for the implementation of the SDGs.

Development Initiatives (DI) hosts the SDGs Kenya Forum Secretariat and is a strategic partner in the implementation of the 'Strengthening the SDGs Kenya Forum as an Accountability Platform for Gender and Development' project funded by the Bill & Melinda Gates Foundation.

## Purpose of the consultancy position

SDGs Kenya Forum is looking for a Programme Assistant to join our dynamic team. The holder of this position will be crucial in providing support across all the key programme planning, management, and reporting processes.

The position has no direct accountability for any function but plays a crucial supportive role in ensuring timely and effective delivery of results across all the SDGs Kenya Forum work.

This position will report directly to the Programme Manager at the SDGs Kenya Forum.

## Technical duties

### Programme planning and grant management support

- Provide support in programme planning and design, including in conducting assessments, stakeholder engagements and mapping, preparation of project proposals, and review of relevant documentation to ensure full compliance with funding partners.
- Support in preparation of detailed programme and project workplans by respective programme team members.
- Assist the Programme Manager in development of organisational contracts, agreements and MoUs.
- Be responsible for ensuring proper documentation of key grant documents including signed proposals and budgets, signed contracts and amendments, and donor reports.
- Maintain the calendar of key donors and the donor funding cycle.
- Prepare and regularly update the programme calendar, ensuring that all key deliverables are on course and that necessary follow up actions are taken.
- Support monthly tracking of grants expenditure and preparation of summary reports to highlight progress and any gaps.
- Participate and assist in documentation of quarterly programme review meetings, dissemination of the minutes, and tracking of the key recommendations and actions.
- Develop project communication documents, such as newsletters, press releases and updates for social media.

### Monitoring and evaluation support

- Assist in the preparation of the Monitoring & Evaluation (M&E) plans for funded programmes/projects.
- Support drafting the terms of reference for all M&E related studies.
- Provide support to project implementation partners.
- Support in the organisation and implementation of internal evaluation studies undertaken from time to time.
- Work with M&E lead in conducting periodic data quality reviews.
- Participate in the periodic M&E review meetings to assess progress in the achievement of key programme/project targets.

### Donor reporting

- Assist in the development of project reports on a monthly basis for sharing with donors.
- Maintain the donor reporting calendar and ensure that programmes are constantly appraised to allow for timely preparation and submission of reports.
- Keep track of donor communications and requirements in respect of the reporting and ensure programme teams are adequately informed of any changes made.

### Networking, partnerships, and accountability

- Represent the SDGs Kenya Forum in external forums with key collaborating partners.
- Ensure timely sharing of information with key partners to keep them abreast of important developments that are relevant for their programme activities.
- Regularly update the list of key partners.
- Prepare a basic beneficiary accountability tool that can be used to directly collect feedback from beneficiaries on project activities.
- Represent the organisation as may be required from time to time in key forums organised by the partners.

### Person specification

- A Bachelor's degree in project management, sociology, anthropology, or any other social sciences.
- Additional training and certification in gender studies is desirable.
- Excellent communication and writing skills, including experience of working effectively across cultures and with diverse audiences.
- A team player with excellent organisational skills, who can also work independently and prioritise own workload.
- Excellent report writing skills.
- Proficient in Microsoft programmes such as Word, Excel and PowerPoint.
- A self-starter with initiative and confidence to lead in their designated field.
- Ability to work under pressure yet deliver multiple tasks on time with attention to detail and accuracy.
- Ability to work within project management processes ensuring timely delivery of work to the highest quality standards expected from DI and SDGs Kenya Forum.
- Ability to professionally represent SDGs Kenya Forum in a variety of meetings and other external engagements.
- Ability to interact with employees at all levels of the organisation.
- Excellent social media skills.

Apply by emailing your CV and cover letter to [HRAfrica@devinit.org](mailto:HRAfrica@devinit.org) with the subject header 'Programme Assistant'.

## About Development Initiatives

DI, host of the Kenya SDGs Forum, is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

DI was established in 1993, and since then our partnerships across the world have enabled us to expand from a small organisation in south-west England to a staff of over 70 people working in Brazil, Kenya, Nepal, Uganda, the UK and the US.

## Our work

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

- 1) Measuring the progress of people out of poverty  
Our work on poverty is about driving commitments and investment towards improving poverty data and drawing on existing data to start building a clearer and more accurate picture of poverty.
- 2) Investments to end poverty and build resilience  
Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis.
- 3) Data use of sustainable development  
Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience.

---

Development Initiatives (DI) is an international development organisation that focuses on putting data-driven decision-making at the heart of poverty eradication.

Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

We provide rigorous information to support better decisions, influence policy outcomes, increase accountability and strengthen the use of data to eradicate poverty.

Copyright © 2020 Development Initiatives  
We encourage dissemination of our work provided a reference is included.

Contacts:

Mariam Ibrahim  
Head of Africa Operations  
[mariam.ibrahim@devinit.org](mailto:mariam.ibrahim@devinit.org)

Martha Bekele  
Lead Analyst East Africa  
[martha.bekele@devinit.org](mailto:martha.bekele@devinit.org)

To find out more about our work visit:

[www.devinit.org](http://www.devinit.org)

Twitter: [@devinitorg](https://twitter.com/devinitorg)

Email: [info@devinit.org](mailto:info@devinit.org)

Development Initiatives is the trading name of Development Initiatives Poverty Research Ltd, registered in England and Wales, Company No. 06368740, and DI International Ltd, registered in England and Wales, Company No. 5802543. Registered Office: North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL, UK.

#### **UK OFFICE**

Development Initiatives  
North Quay House  
Quay Side, Temple Back  
Bristol, BS1 6FL, UK  
+44 (0) 1179 272 505

#### **AFRICA OFFICE**

Development Initiatives  
Shelter Afrique Building  
4th Floor, Mamlaka Road  
Nairobi, Kenya  
PO Box 102802-00101  
+254 (0) 20 272 5346

#### **US OFFICE**

Development Initiatives  
1110 Vermont Ave NW,  
Suite 500, Washington DC  
20005, US