

Terms of Reference – RPC SDLG Kenya

Proposed function	Resident Programme Coordinator (RPC) for SDLG Kenya
Background of SDLG Programme	<p>The Netherlands Ministry of Foreign Affairs has entered into a five-year (2022-2026) partnership programme with the Netherlands Association of Municipalities (VNG) to impact that local governments and their representative bodies are able to shape more sustainable futures for their communities. Through institutional, organisational and individual capacity development we expect respectively an improved mandate of local governments in intergovernmental relationships, improved local governance in decision-making processes, policies and services, and improved leadership within the local government and society. Improving these should contribute to reaching development objectives in the thematic fields of security and rule of law, migration, climate change and water and economic development and taxation.</p> <p>Kenya has a long history of welcoming and hosting forcibly displaced people and is one of the biggest refugee-hosting country in Africa- currently experiencing again new influxes of refugees, induced by persisting drought and increased conflict in neighbouring countries. Kenya's Comprehensive Refugee Response Framework (CRRF) as well as Kenya's Refugee Act (2019) and Marshall/Shirika Plan indicate a firm focus on programming that benefits both refugees and host communities, in line with national and local planning and priorities. This makes sense, as county governments (CGs) are in practice dealing with the consequences of migration in their communities - in particular in relation to social development, service delivery (e.g. early childhood education, health), economic development (e.g. provision of business permits), land management, and security.</p> <p>Refugees often settle nearby Kenyan host communities. More often than not, this results in conflicts tied to competition for limited resources. Additionally, in the transition from emergent refugee crisis response to refugee management and longer-term development, the displaced are becoming an important player in both the existing economic, urban community fabric, as well as beneficiaries of the services a CG has to deliver to its inhabitants - compounding existing deficiencies in service delivery and governance within the county. These shortcomings are the key starting point for this Sustainable Development through Improved Local Governance in Kenya programme (SDLG Kenya).</p> <p>VNG International are experts in strengthening democratic local governments in developing and transitional countries. Local governments play a key role in the provision of basic services such as water, waste management, health care and housing. They have a profound impact on areas like safety, food security, rule of law, and women's rights. Our projects aim to contribute to better futures for people, communities and countries in a sustainable manner.</p>

<p>Aim of this assignment</p>	<p>The Resident Programme Coordinator (RPC) is based in Nairobi and will be assigned for the period through October 2023 – October 2024 with a possibility for extension. The responsibility of the RPC is to coordinate and lead the team in Kenya to ensure a successful implementation of the SDLG programme. The RPC needs previous experience in or with local governance in Kenya, a familiarity with the political terrain, a strong set of skills in project management and report writing.</p> <p>The RPC’s principal role is to provide managerial and technical direction for the complex array of tasks in the SDLG program, and to ensure that project staff are supported adequately and able to carry out their respective roles efficiently. The RPC liaises with national government, (inter)national stakeholders, county assemblies and governors offices and ensures that the program is implemented in line with the SDLG Kenya proposal and approved project documents (annual plans, activity plans, budgeting requirements).</p> <p>The RPC oversees and actively promotes the internal capacity development of SDLG Kenya staff, including the delegation of responsibility and authority of selected tasks. He will oversee the Programme Officer in Nairobi as well as two Focal Local Government Technical Assistants stationed in Garissa and Turkana. These assistants are responsible for the implementation of the programme on the ground in the two counties and are linked to the local government staff who act as a liaison for the country programme.</p> <p>The RPC is responsible for the overall delivery of the SDLG outputs and ensures quality standards are adhered to.</p>
<p>Activities to be performed</p>	<ol style="list-style-type: none"> 1. Implement the inception phase activities needed in the field of migration and refugee management to update underlying analysis and update the 2022 annual plan and contribute to the writing of the inception phase report. 2. Steering the migration and refugee management component of the Kenya programme, making sure it is contributing to the objectives of the DSH department of the Netherlands ministry of Foreign Affairs, their representation through the Embassy of the Kingdom of the Netherlands in Kenya and agreed partnership objectives. 3. Implement technical assistance and advisory services and accompany the Kenya national and local governments in achieving their results according to the activities in the annual work plan in cooperation with the local government focal persons. 4. Facilitate the expert and implementors network in their work and coordinate activities with the purpose of coherence and contributing to the same results. Actively engage the network in activities and bring together all required expertise to help the Kenyan local governments in achieving their migration and refugee management objectives. Accompany and guide short term experts during their stay and activities in Kenya, elaborate terms of references and monitor their performance. 5. Organise feedback from Kenyan national and local governments on experts’ recommendations and findings and receive management responses. These management responses show how the organisations received the

	<p>support and to what extent the organisation will use the results and recommendations.</p> <p>6. Relate to important national and international programme partners, stakeholders and knowledge holders in the field of migration and refugee management and facilitate their active participation in the programme. Harmonize and search for synergy with other projects, programmes and initiatives of development agencies, donors, national institutes, businesses or NGOs and make sure that programme activities are aligned to existing national policies and initiatives.</p> <p>7. Contribute to the monitoring of progress of the programme in line with the ToC and related indicators.</p> <p>8. Provide input and advise to the overall resident programme manager in Kenya and VNG HQ project managers on the programme Theory of Change and annual work plans.</p> <p>9. Draft, monitor and update the annual work plan on migration and refugee management in cooperation with the Kenya local governments and in line with context development at local level and in the country.</p> <p>10. Monitor the sound financial management of the budget of the programme.</p> <p>11. To build-up knowledge and facilitate learning in Kenya amongst all involved local governments and programme stakeholders.</p> <p>12. Further develop the VNG International approach and methodologies in the field of migration and refugee management in Kenya.</p> <p>13. Form part of the VNG partnership learning network in the field of migration and refugee management, being an actively contributing partner for the VNG HQ thematic expert</p> <p>14. Actively communicate and contribute to the communication and visibility of the programme in the field of expertise.</p> <p>15. Represent VNG International in Kenya in the field of migration and refugee management. Identify new programme and project opportunities for VNG International and contribute to the formulation of proposals.</p> <p><i>Conflict-sensitivity, gender equality and the safeguarding of the environment is to be ensured in the development and implementation of all activities.</i></p>
<p>Verifiable deliverables</p>	<p>The RPC has direct responsibility for the timely delivery to VNG International of:</p> <ul style="list-style-type: none"> ○ Annual Work Plan and Budget ○ Strategy updates ○ Quarterly Program Progress and Financial Reports ○ Activity roll-out ○ Any other report or documentation that is required from the Dutch Ministry of Foreign Affairs upon request.
<p>Written reporting requirements</p>	<ul style="list-style-type: none"> ● Technical progress reports and MEL reports as required by the Grant Agreement with the Dutch MFA. ● Any additional reports to VNG International Headquarters other stakeholders.
<p>Reporting Lines</p>	<ul style="list-style-type: none"> ● The RPC is the day-to-day representative of VNG International in Kenya vis-à-vis the Dutch Embassy, all PROSPECTS partners, Ministries and other stakeholders.

	<ul style="list-style-type: none"> The RPC reports to the SDLG Kenya Project Manager at VNG International Headquarters.
Minimum qualifications	<ul style="list-style-type: none"> University degree; a master's degree in political science, or international development preferred; Minimum of 5 years of experience as project director or manager of a complex project; Excellent management skills (including reporting, planning, budget management and team management); Excellent communication skills; Problem-solving nature and critical thinker; Ability to work independently; Knowledge and understanding of development cooperations and citizens participation Knowledge of and previous work experience with local governance in Kenya Understanding of and experience in the Kenyan migration and refugee context At least 8 years of proven experience of working with local government and service providers; At least 8 years of experience in Kenya; Excellent mediation and moderating skills; Thorough experience with managing grant programs; Good working knowledge of English; knowledge of Kiswahili is considered an asset; Pro-active and outspoken, with the ability to navigate diplomatically through the complex network of stakeholders and competing interests.
Approximate number of working days	Approximately 220 working days over the period between October 2023 – October 2024
Period of the assignment	1 October 2023 – 1 October 2024 (with a possible extension).
Place of the assignment	Nairobi with frequent work visits to Turkana and Garissa. The RPM will be available for work visits to The Hague, the Netherlands for reporting and briefing sessions with VNG International Headquarters
Application	Applications including a cover letter and CV (in PDF), as well as any questions relating to the vacancy, can be sent to Bo Altena, Project Manager Kenya, at bo.altena@vng.nl using the subject "RPC SDLG Kenya". Deadline for submissions of applications is August 15, 2023, and applications are reviewed in a rolling basis. Successful candidates can expect to be invited to a virtual interview around August 16-18, and an in-person interview in Nairobi (where possible) in the week of August 21. Expected starting date is October 1, 2023.