



ADRA Kenya
Adventist Development and Relief Agency Kenya
PO Box 76263-00100, Nairobi, Kenya +254.722.697.888
Vanga Road, off Gitanga Road +254.733.600.013
adra.kenya@adrakenya.org adrakenya.org

TOGETHER Project

Terms of Reference (ToR): Project Manager

1. Assignment Information

Assignment Title	Project Manager
Cluster/Sector	Humanitarian Development
Contract Type	Regular (1-year renewable)
Start Date	Immediately
Duty Station	Turkana West, Kakuma-Kalobeyei

2. About ADRA Kenya

ADRA Kenya (the Adventist Development and Relief Agency Kenya) is a faith-based agency that strives to demonstrate God's love and compassion. We work to change the lives of people in need so profoundly so that they can help themselves and create positive change around them.

3. Project Description

The TOGETHER project (uniting Towards Gender Equality for the enjoyment of women and girls' Total Health and Rights) is a 6-year gender-transformative initiative to increase the enjoyment of health-related human rights of the most vulnerable adolescent girls and boys (10-19 years), women and men (20+ years) and children under 5 years (U5), especially those with intersecting vulnerabilities, in indigenous, remote or resettlement settings in Kenya, Cambodia, Philippines, and Uganda. The project is an initiative of ADRA Canada, its Canadian partners (Salanga and Sick Kids), together with implementing partners (IPs): ADRA Cambodia, Kenya, Philippines, and Uganda. The projects also bring together local and grassroots women's organizations and duty-bearers in each country and is funded by Global Affairs Canada's (GAC)

The project in Kenya targets people living in indigenous, remote or resettlement settings in Turkana West sub-county of Turkana County and seeks to contribute to poverty reduction by improving response to Sexual and Gender-Based Violence (SGBV); improving equitable access to and use of health care services, especially on reproductive health, and emphasizing preventative care.

The desired project outcomes are to be achieved through:

- i. Promoting equitable use of health services by empowering and reducing barriers preventing access for adolescent girls and women (AGW) and children U5 through activities focusing on building self-confidence, Female and Male Champion Groups, and gender-responsive training that target boys, men, parents/caregivers, and other key gatekeepers.
- ii. Improving provision of gender-responsive and inclusive health, social, and nutrition services for the most vulnerable AGW and children U5, by increasing capacity of service providers, caregivers, and educators, and increasing support from duty-bearers.

Increasing community-led actions to reduce structural barriers to health-related rights, especially sexual and reproductive health and rights (SRHR), by building the capacity of the most vulnerable AGW in action planning, utilizing the innovative Community-led Monitoring Evaluation and Learning (CoMEAL) methodology, and supporting grassroots women's organizations.

4. Job Description (Summary)

The Project Manager provides technical leadership, day-to-day management, and coordination of the TOGETHER project at the field level in Turkana County. The position works closely with implementing partners and relevant government departments to ensure effective planning, implementation, and support for all project activities.

5. Specific Tasks

I. Project Implementation and Accountability:

- Ensure the timely planning of project activities through the development of Program Implementation Plan (PIP), Annual Work Plans, Detailed Implementation Plans, Monthly Activity Schedules and Procurement Plans.
- Oversee the accomplishment of the project activities in line with the project plans and DIPs within the approved project timeframes.
- Identify and manage project risks, whilst ensuring timely communication of emerging risks and possible mitigation measures, to the programs department.
- Ensures timely preparation and summation of all activity approvals, financial and purchase requests for all related project activities by the project staff, as well as timely reporting (programmatic and financial reporting).
- Develop strategic innovations that enhance the sustainability of the project and create an opportunity for scale up or future funding.
- Ensure that quality and standards are maintained through the entire project implementation.

II. Staff Management

- Supervises 15+ staff assigned to the project.
- Guide, mentor and coach the project staff under his/her supervision in ensuring quality planning, execution, monitoring and reporting of the project activities.
- Set achievable targets and key performance indicators for the project staff, in line with the project objectives.
- Conduct performance appraisals for the project staff, and report to the programs and HR department.
- Ensures clear communication amongst the project staff, proper behavioral conduct and an amicable way of resolving issues. Escalate issues that need attention of and action by the senior management.
- Mentor the project staff on project implementation, collaborations, stakeholder relations, project reporting and communications.
- Identify any staff training needs and propose to the Programs Department.

III. Project Monitoring, Reporting and Transition

- Responsible for the overall monitoring of the implementation progress of the project in line with the project outcome and output indicators.

- Ensures all project reports (monthly, quarterly, semi-annual and annual) are prepared and submitted as per the donor guidelines (ensuring timeliness and quality). Progress reports may be requested on a need-basis.
- Prepare a timely project exit strategy and plan, for gradual and system planning to the end of the project.

IV. Stakeholder Management and Collaborations

- Map out, document, and share on a regular basis all the stakeholders relevant to the project.
- Identify and address any needs amongst the stakeholders, which may influence the project implementation.
- Establish and maintain good working relationships with other implementing organizations and stakeholders within the project location.
- Strategically engages relevant County partners and stakeholders in the project activities.
- Represent ADRA Kenya in all relevant County and Stakeholder forums including CSGs.
- Actively participate in County planning meetings and/or with other agencies, for strategic maximization of possible complementary funding of the project activities.

V. Documentation:

- Responsible for the safe keeping and filling of all project documents including the Agreements, Project Proposals, Change Requests/Proposals, Budgets, Quarterly, Baseline, Quarterly, End-Evaluation and Project Closure reports and back-up on the office server.
- Lead the project officers in documenting project and submitting success stories with every progress report.
- Lead the project officers in ensuring that all project photos and all relevant media from the project initiation to closure are deposited in a named project folder and backed up in the office cloud server.

VI. Additional Job Responsibilities

- Support the design and development of new concept and proposals for related programming information management and reporting
- The Project Manager may be tasked with additional duties within their level of expertise and experience as deemed relevant to the assignment and advancement of the project objective by the supervisor

6. Desired Competencies and Minimum Qualifications

Education	University degree in Project Management, Development Studies, Health, Education, Gender, or any other relevant academic qualifications
Experience	<ul style="list-style-type: none"> ▪ At least 3-year experience in a comparable position ▪ Knowledge in project management (technical, budgets and staff/people management) ▪ Extensive experience in strategic planning and management, including project/program development and implementation and grants' management ▪ Experience in Health, rights and educations related programming ▪ A good understanding of the social-economic and environmental dynamics of the ASAL counties, of Kenya particularly, Turkana region.

Desired Skills/ Competencies	<ul style="list-style-type: none"> ▪ Superior Written and Verbal Communication Skills (excellent written and oral communication skills, including facilitation and cross-cultural communication) ▪ Excellent inter-personal skills, and ability to maintain strong relationships with colleagues, partners, supporters and collaborators, and versatility in dealing with different types of partnerships and partnership arrangements ▪ Ability to coordinate and work in teams, as well as in complex environments, including appropriate team mentorship and coaching. ▪ Ability and proven experience in multi-tasking, in taking initiative and working effectively under pressure. ▪ Strong and advocacy skills. ▪ Willingness to undertake fieldwork in and/or travel to remote areas ▪ Excellent organization skills and self-directed ▪ Computer Literacy (Microsoft Office, Database Skills)
---	--

7. Application Procedure

Suitably qualified and interested candidates should submit their applications through www.adrakenya.org/get-involved/join-our-team by **January 27**, at **5.00 PM**. Applications sent through e-mail, or any other means will **NOT** be accepted.

At ADRA, we are committed to the safeguarding and protection of the communities, staff and other people we work with. We will do everything possible to ensure that only those who can promote a working environment free from abuse or harm to anyone that works with or comes into contact with ADRA are recruited. This post is subject to a range of vetting checks, including a criminal records disclosure.