Terms of Reference for Impact & Learning Associate Consultant

Position: Impact and Learning Associate
Type of Contract: Consultancy
Duration: 6 Months
Ref No: TG-CONS-006-23
Location: Nairobi with occasional field visits

1.0 ABOUT US
Tectona Group is a thought leader in change and data-driven impact management. We are people-centred change makers using quality data and digital transformation tools to prepare people within underserved communities and emerging markets in Africa for change, to adopt and adapt to emerging sustainable livelihoods.

Our Vision: A transformed, adaptive, safer, and sustainable world for all.
Our Commitment: Use quality data and digital tools to prepare and equip people in underserved communities in Africa for change, to adopt and adapt to emerging sustainable livelihoods and new markets.

2.0 JOB SUMMARY
As an Impact and Learning Associate, you will coordinate and provide technical support in planning, co-designing, co-creating, implementing, and managing the organization's aspirations for Monitoring and Evaluation (M&E), Research, Evidence-based Impact, and Adaptive Learning pillars to both internal and all external stakeholders.

3.0 KEY ROLES AND RESPONSIBILITIES
Therefore, as an Impact and Learning Associate, you are required to execute the following tasks and duties diligently and satisfactorily:

A. Results-Based Project Management

1) Coordinate and implement the co-design, co-creation, execution, management, and continuously review and update the results/MEL framework/tools and indicators including Logical Framework (Log Frame), Theory of Change (ToC) models of programmes and projects to ensure alignment with organizational strategy and impact aspirations.

2) Coordinate the routine planning and monitoring and evaluation activities to produce data of high quality and integrity for credible reporting including impact reports and initiatives to strengthen MEL systems within Tectona Group.

3) Ensure MEL reports are produced in a timely manner, and in compliance with the organization's (including clients and partners) reporting guidelines, performance management needs, and expectations.

4) Coordinate and implement the design and documentation of evidence-based impact with the targeted communities and beneficiaries especially the "people who need it most", using Most Significant Change Stories (MSCS) and Case Studies.

5) Lead the co-design, co-creation, implementation, continuously review and update the adaptive learning pathways, strategies and tools for programmes and projects to ensure alignment with organizational strategy and impact aspirations.

6) Coordinate the design and implementation of research studies, summative and formative evaluations (baseline, needs assessment, mid-term, end-term, and impact assessment).

B. Data Analysis, Modelling, and Visualization

1) Conduct comprehensive research and analysis by extracting valuable insights from diverse datasets to inform strategic initiatives and business processes.

2) Conduct sector-specific research, including gathering relevant data and analyzing market trends, industry dynamics, and best practices.

3) Utilize statistical methods and modelling techniques to forecast trends, identify correlations, and develop predictive models that guide data-driven decision-making.

4) Prepare visually appealing reports, dashboards, and presentations communicating complex findings and actionable insights in a consumable and accessible manner to internal and external stakeholders.

5) Ensure data integrity, accuracy, and security at Tectona, adhering to data governance policies and best practices.

C. Business Development and Capacity Building

1) Support in identifying, exploring, and sharing opportunities to upgrade current approaches to MEL, data collection, verification, reporting, visualization, and analysis.

2) Support in the development of technical and grant proposals.

3) Liaise with the Data & Innovation Lead to coordinate the training, coaching and mentorship of research and MEL support team within the organization and external stakeholders (research assistants and associate consultants) on research and MEL related activities e.g., methodologies, research ethics, Lean Data Practices (LDP) and data protection protocols, designing data collection tools, quality data collection and analysis, and credible report writing.

D. Communication and Other Project Management Support

1) Regularly updating the supervisor on progress, challenges, and achievements related to assigned tasks.
2) Participating in team meetings, sharing insights, and collaborating with colleagues to achieve common goals.
3) Assist in project management activities, including planning, coordination, and monitoring of project activities, timelines, and deliverables.
4) Collaborate with cross-functional teams to ensure effective communication, resource allocation, and risk management.
5) Contribute to the development of project management tools and methodologies to improve project efficiency and effectiveness.
6) Support in any other technical duties as may be assigned to you from time to time.

4.0 QUALIFICATION AND EXPERIENCE

- Minimum of 8 years of work experience in a similar role.
- Knowledge and Training in Monitoring & Evaluation, Project Management, Research, Statistics, Data Analytics, or related field is preferred.
- Experience in working/support Entrepreneur Support Organizations (ESOs), startups, entrepreneurs, and MSMEs will be an added advantage.
- Proficiency in MS Office preferably Office 365.

5.0 CORE COMPETENCIES

This position requires a person who can demonstrate the following:

- High integrity to strictly adhere to company's data protection framework.
- Problem-solving skills - "We-Can-Do-It Attitude"
- Creative, and analytical abilities.
- Great communication and interpersonal skills.
- Teamwork and collaboration skills.
- Ability to build and manage relationships with partners and team members.
- Highly adaptable and willing to travel to the field on need basis.

6.0 HOW TO APPLY

If you meet the above requirements for the role, please submit you Cover Letter and CV to this [link](#).

Submissions will close on Wednesday, 10th January 2024. Applications will be reviewed on rolling basis and please note that only shortlisted candidates will be contacted.