

Terms of Reference: Chief of Party

Location: Nairobi, Kenya



CARE International works around the globe to save lives, defeat poverty and achieve social justice. We put women and girls in the centre because we know that we cannot overcome poverty until all people have equal rights and opportunities.

CARE currently works in 100 countries, helping millions of the world's poorest people find routes out of poverty.

CARE Kenya is seeking experienced candidates for a **Chief of Party** position to lead an anticipated DFID-funded *Kenya Elections Support Programme* (KESP) supporting election institutions in the lead up to the 2022 general election in Kenya. The programme will support:

- Meaningful electoral reforms early in the electoral cycle and effective coordination between the Independent Elections and Boundaries Commission (IEBC) Judiciary, Office of the Registrar of Political Parties (ORPP) and Parliament;
- Kenyan institutions to improve on standards achieved in the 2017 election, and incorporate lessons learned for more effective planning, management, strategic communication and stakeholder engagement to build public trust;
- An enabling environment that leads to more women, youth and persons with disabilities (PWDs) turning out to vote and elected to representative posts; and,
- Strengthened domestic election observation and monitoring.

Scope of the Programme

This role is contingent on award of a contract which seeks to contribute to the delivery of credible, peaceful and inclusive 2022 general election in Kenya. The programme will also provide support to election institutions to manage a constitutional referendum and electoral boundary review if required.

Scope of the Chief of Party (CoP) role

Programme Leadership and Management: This role will be primarily responsible for providing strategic leadership and direction for the implementation of the programme, managing non-partisan relationships with internal and external stakeholders, including the IEBC, ORPP, judiciary, Parliament, political parties, electoral support providers and the international community. The Chief of Party serves as the primary coordinator for the programme and will be responsible for representing the programme in different fora, raising visibility and facilitating communication and networks with relevant stakeholders in Kenya. She/he will ensure consistent performance and adherence to donor regulations, ensuring synergies and an integrated vision among different stakeholders.

Technical Leadership and Management

- Establish and facilitate close working relationships with, and between, government and civil society, including officials in government ministries, election management bodies, political parties, Judiciary and Parliament.

- Establish and maintain working relationships with Peer Electoral Support providers, including but not limited to UNDP, IFES, NDI, EISA, international NGOs and the donor community to ensure successful implementation of the project and avoid duplication of efforts.
- Provide technical leadership and experience on election support programming in Kenya, by embedding lessons from the 2017 election in the implementation of the CARE-Led electoral support programme.
- Lead on developing risk management, mitigation and scenario-planning for the programme
- Lead high quality, results-oriented programme planning, implementation and reporting in compliance with donor, government and CARE Kenya agreements and procedures.
- Serve as primary liaison with the donor and the consortium members on administrative and technical matters.
- Design and oversee the management of systems and processes consistent with programme needs and in accordance with donor's annual planning cycle.
- Oversee the design, implementation and maintenance of monitoring and evaluation tools and frameworks.
- Ensure that agreed roles and responsibilities of all programme stakeholders are fulfilled.
- Ensure programme strategies adhere to best practices in the sector – in particular in relation to safeguarding and do no harm practices
- Ensure that local laws and operational policies and protocols, including for security, are observed and respected.
- Work collaboratively, anticipate and overcome challenges or potential challenges faced by the consortium in the implementation of this programme.
- Promote dialogue and consensus building at the highest levels and to provide and facilitate expert advice to national actors in Kenya;

Synergy, Communication and Coordination

- Facilitate relevant committees and meetings between key stakeholders and regular inter-agency coordination meetings in accordance with the governance structure agreed by the consortium.
- Foster and maintain effective and professional relationships with and between all program stakeholders.
- Lead the strategic dissemination of lessons learned and ensure the integration of these into programming.

Representation (External/Internal):

- Build and maintain strong, non-partisan relationships with key stakeholders, donors, and partners, including civic education organizations and IEBC, ORPP, the parliament, security agencies, the Judiciary and other relevant government institutions that play a role in the electoral process.
- Serve as the primary point of contact with donors, maintaining strong relationships with staff and being responsive to their priorities and needs. Represent CARE and overall programme interests at national and regional meetings, workshops, and conferences, and promotes the program at the global level.

Human Resources Management

- Lead and manage a Programme Management Unit (PMU) to ensure high levels of motivation, commitment, capacity, and teamwork.
- Conduct periodic reviews of staff performance in line with CARE Kenya performance management system.
- Clarify roles, delegate responsibilities to senior staff, and clearly communicate expectations for staff contribution to programme activities.
- Participate in staff and consultant recruitment, in collaboration with Human Resources and programme stakeholders.

The Team Leader will work closely with a Deputy Chief of Party, who will have responsibility for day-to-day operational issues (programme plans, resourcing, forecasting, reporting, risk management etc.), including ensuring timely execution of project activities within the allocated budget, and strategic development and implementation of the programme;

Skills and Experience

Knowledge and experience

- Master's Degree (or equivalent) in a related democratic governance/development field or evidence of equivalent knowledge gained through experience.
- At least 10 years of demonstrable, progressive experience in managing large government and bilateral donor funded grants (e.g. DFID, USAID).
- At least 10 years of demonstrable experience managing complex electoral support and inclusive governance programmes, ideally in Kenya/East Africa.
- Experience of working for INGOs in senior positions (Chief of Party/Programme Director level strongly preferred), ideally in Kenya or East Africa.
- Experience contributing to the development of research and publications
- A proven ability to establish high-level relationships and facilitate inter-institutional collaboration between Government institutions in Kenya.
- Demonstrable experience of working with key electoral stakeholders and institutions in Kenya, including the IEBC, ORPP, the parliament and judiciary.
- In-depth knowledge and understanding of the overall socio-political context in Kenya, with experience in elections management and electoral reform.
- Demonstrated experience working collaboratively without the need for close supervision.
- Previous management of consortium and partnership relations, including local CSOs, INGOs and government institutions
- Proficient in computer skills and use of relevant software and other applications (e.g. word processing, spreadsheets, database management, Internet).
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Skills and Behaviours:

- Proven leadership, inter-personal and cross-cultural skills, and ability to build and motivate multi-disciplinary teams.
- A demonstrable commitment to facilitating non-partisan political processes, including strong integrated civic engagement.
- Possesses a demonstrated ability to establish strong working relationships with senior representatives of international donors, national and local governments and consortium members.
- Ability to take responsibility, make decisions and monitor implementation and risks in a timely manner.
- Ability to effectively lead multi-stakeholder meetings and processes.

- Ability to analyse issues, determine key risks or adverse trends, and come up with appropriate corrective measures.
- An ability to arbitrate between parties and to find solutions to challenging issues in an evolving development/emergency context is necessary.
- Demonstrable skills in strategic planning, financial and human resources management, supervision, and budgeting.
- Demonstrated ability to manage programs with rigorous timelines and deliverables and to track program quality through donor approved monitoring and evaluation systems.
- Strong negotiating, facilitation & influencing skills while maintaining political neutrality.
- Demonstrated creativity and willingness to innovate.
- Ability to integrate a rights based gender and diversity perspective in all activities
- Strong analytical skills and problem-solving skills.
- Ability to work under pressure, multi-task and meet deadlines.
- Commitment to working transparently and with integrity.
- Fluency in Oral and written English, with fluency in Kiswahili strongly preferred

Location: The role is expected to be based in Nairobi, with some travel expected.

Remuneration: Based on skills, experience and previous remuneration packages for similar assignments.

Please note this role is contingent on award decision from the donor.

CARE International has a zero-tolerance approach to any harm to, or exploitation of, a vulnerable adult or a child, by any of our staff, representatives or partners. Recruitment to all jobs in CARE International includes, in particular, **criminal record checks** and the collection of relevant references. Safeguarding our beneficiaries is our top priority in everything we do.

CARE is committed to **Equality and value Diversity**. We are a **Disability Confident Employer** and particularly welcome applications from disabled people. We guarantee interviews to disabled applicants who meet the essential criteria for the job (see person specification).