



Nairobi, 07 September 2021

Vacancy Announcement:

Trainer and Consultant at MDF Training & Consultancy Eastern and Southern Africa (MDF-ESA)

Monitoring and Evaluation Consultant (f/m)

MDF-ESA is the regional training & consultancy provider of MDF Training & Consultancy (www.mdf.nl) covering the Eastern and Southern African market, based in Nairobi.

MDF and MDF-ESA work to strengthen the management capacities of people and organisations. We enable projects and programmes, professionals, organisations, partnerships, and networks to achieve sustainable results and results that matter for a better world. We do this because we are convinced that people who continue to develop themselves are best equipped to make a sustainable difference towards more equitable societies.

MDF's core competencies are:

1. **Management Advice** – MDF Training & Consultancy provides a range of management advisory services to help you manage a team, a programme, or a project, secure funding, and increase your influence. We aim to improve your results and increase your impact as an individual, organisation, and partnership.
2. **Training** – Are you looking to improve your own skills or the skills of your team or organisation? MDF Training & Consultancy offers training courses on a wide range of management-related subjects. You can join one of our open entry training courses, ask us for a custom-designed training course, or approach us to co-create a unique learning experience.
3. **Evaluation** – MDF Training & Consultancy enables your (network) organisation to capture, understand and learn from the effects of your interventions. Together we design and implement a sound baseline and/or evaluation process that enables you to learn from achievements to increase your future impact, whilst taking care of your accountability requirements.
4. **Implementing Partner** – MDF Training & Consultancy invites public and private organisations to design and implement complex projects that aim for a positive impact on society. For these projects, we bring together the right partners, help access the necessary funding, co-manage implementation, engage, and develop the capacity of locally involved players.

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The main role of the position will be to:

a) acquire assignments and generate work for him/herself and other colleagues, and b) execute, manage and lead training, consultancy, and monitoring and evaluation services for our clients.

Within this role, you will have the opportunity to work with a variety of clients and travel in the Eastern and Southern African region thereby being part of a team. You will also be part of the international MDF network and work with and learn from colleagues from Africa, Europe, and Asia.

MDF-ESA has a small, and energetic core team that allows for freedom, initiative, collaboration, and learning. Pro-activeness and quality are promoted. You will have the opportunity to build your own client portfolio based on your and MDF-ESA's interests and have a say about the strategic direction of the organisation. You will receive much flexibility to organize your own time (work from home or office) within certain KPI expectations.

Your main tasks and responsibilities

This position is a monitoring and evaluation expert role. You are expected to carry out tasks around the acquisition of clients and execution of projects including:

Acquisition of work:

- Identify, follow up, and respond to training & consultancy opportunities with clients in the Eastern and Southern African region.
- Analyse and understand clients' requests for service via an existing terms of reference/request for proposal and/or direct contact via phone, intake meetings (visits), and or email.
- Write proposals and/or steer the proposal writing process together with the project team.
- Develop strategies and write how you would approach the assignments i.e. methodological approach, methods used, work plan, budget, and team composition as required.
- Acquire assignments for MDF-ESA within the MDF network.
- Represent MDF during functions and participate in formal and informal gatherings to build a network of clients and partners.

Execution of work:

- Execute M&E consultancies for international clients in the fields of project planning & formulation, monitoring (design monitoring systems, third-party monitoring), and conducting external evaluations (formative, mid-terms, end term, and impact evaluations).
- The ideal candidate also designs and facilitates training sessions on M&E and other capacity-building activities.
- When needed, take the lead, and steer a team of colleagues/partners during the execution of assignments.

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- Maintain client contact during execution and contracting of assignments i.e. process management. Be the focal person for the client and manage client expectations.
- Deliver quality outputs, e.g. inception reports, evaluation reports, impact studies, and research reports. When needed, lead the report writing process and ensure report quality.

Your expected competencies:

Technical/professional

- You have monitoring and evaluation (M&E) expertise within projects, programmes, teams, or organizations, i.e. steering people, client management, financial management, knowledge management.
- You have strong proposal and report writing skills, i.e. clear, to-the-point, in-depth, proper English grammar, timely, and understanding client needs.
- Excellent data collection, analysis, and processing skills, i.e. data gathering via interviews, focus-group discussions, checklists, and analysing situations, documents, datasheets.
- Familiar with data analysis software (quantitative/qualitative) and various M&E methods.
- You have experience in the consulting sector: previous consultancy and advisory expertise, individually or as part of an organization/consulting firm.
- You have (participatory) training and presentation skills/expertise. You are comfortable standing in front of and guiding a group (4-25 people) with an international profile.
- Maintaining client relationships and networking.

Personal/social

- You are highly service-and-client oriented.
- Pro-active/take initiative, business-driven, professional, cosmopolitan attitude.
- Team player, flexible, goes the extra mile, not a 9 to 5 mentality.
- Strong communication skills (both verbal and written) on a regional and international level via email, phone, and face-to-face, i.e. respectful, business-oriented, broad vocabulary, understanding culture, and customs.
- You can work independently and take responsibility for the team and clients.
- You can think academically, but with a practical approach.
- You are self-motivated self-driven.
- Can deal with productivity and turnover targets, results-driven. You can deal with pressure and tight deadlines, and work on multiple assignments at the same time.
- International and EAC or SADC working expertise is an advantage.

Other:

- You are capable of handling administrative work, are tech-savvy with knowledge of management technologies – MS Teams<Zoom, SharePoint, Adobe, PiktoChart, Skype, LinkedIn, online data collection tools, and more.
- Fluent in English on an international standard.
- Portuguese or French language is an advantage.



- Obviously, you have excellent analytical skills (qualitative/ quantitative data).
- You are accurate and precise.

Your profile:

- Education level: Master's degree or equivalent in (international) business management, social studies, international development, and or relations, with components on research, statistics, data analysis, or equivalent.
- You must have 8 – 12 years of working experience in monitoring and/or evaluation, in an international context.
- You have a background in service-oriented roles i.e. business, advisory, international programme management.
- Ideally, you have some regional and international working experience.

The vacancy is open for all residents with eligible work permits in Kenya. However, Kenyans and EAC nationals who reside in Kenya are favoured to apply.

The working hours for the position are Monday to Friday (40hrs+ a week) and will start towards the end of 2021, for one year renewable.

Compensation:

Primary labour conditions:

- Attractive remuneration depending on experience.
- One-year contract with the opportunity to extend, depending on performance.
- 25 paid leave days.
- Basic medical insurance (for employees only) and travel insurance.
- Be prepared to travel in the region on a regular basis.

Secondary labour conditions:

- Official holidays (following the MDF-ESA calendar based on International and Kenyan accepted holidays).
- Compensation package for mobile phone/Internet costs for work-related purposes.
- Daily commute allowance.
- Business trip allowance when travel for an assignment is required.

Interested and fitting the profile?

Please send your motivation letter (max 1 page) and CV (max 3 pages) before 22 September 2021 to mdfesa@mdf.nl

- Please note that only candidates who sufficiently fit the above profile will be contacted.
- Interviews will start end of September/October 2021.
- A two-step assessment and reference check will be part of the recruitment process.

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