Act2Aid, EU Aid Volunteers for East Africa

Senior EU Aid Volunteer- Programme Development Coordinator in Kenya

Senior — 1 positions

Deployment dates:
01/06/2020 - 31/10/2021

Kenya

Lead organisation:

ICCO

Closing date:
24/03/2020

The EU Aid Volunteers is an initiative of the European Union. It brings together volunteers and organisations from different countries, providing practical support to humanitarian aid projects and contributing to strengthening the local capacity and resilience of disaster-affected communities. Participants in the EU Aid Volunteers initiative must be over 18 years of age and be a citizen of an EU Member State or a long-term resident in the EU.

DESCRIPTION

This Senior Programme Development role is a 18-months volunteering position at ICCO Kenya. The volunteer will be based at ICCO premises in Nairobi. The Proposal Development Coordinator coordinates/oversees fundraising efforts of the country team by providing leadership to diverse proposal bids which includes: pulling together bid materials (proposals, presentations and concept notes), design and lead on proposal development workshops to design and validate consortia/bid team inputs, provide high quality proposal review to other proposals and support capacity building and training of country office teams. The role supports consistency in relationships with institutional and non-institutional donors; and to support program teams and country office in planning, securing and managing funds. The programme development coordinator will mainly support the Civic Engagement programme (CEA).

The Civic Engagement programme is a 5 year lobby and advocacy programme that is being implemented in 5 rural counties in Western Kenya. The programme aims at strengthening civil society organisations and smallholder farmers to be able to effectively engage policy makers and influencers policy formulation and implementation. As well as promote the realization of the right to adequate and nutritious food and ensuring...
smallholder farmers have access to inclusive markets, skills, inputs and improved agricultural extension services. The programme targets youth, women and people living with disability, with a specific interest in maize, poultry, sorghum and soya value chains. The programme is implemented with 5 national partner organisations and their networks.

In addition, ICCO Kenya is implementing a Shared Futures programme in 2 counties of Mombasa and Kwale the coastal areas of Kenya. The Shared Futures programme focuses on strengthening the resilience of the youth and their community against violent extremism through economic empowerment and interfaith dialogues and cooperation. In addition, the programme also seeks to build knowledge by working with local learning institutions. The programme is implemented with 4 national partners.

**Operational details & security context:**
ICCO Kenya office is located in Nairobi with a lot of visits and field work in the implementing areas of western Kenya and the coastal areas. The security situation in Western Kenya is relatively good. However, certain regions in the coastal counties can be volatile at times and caution is always taken. But in general the programme implementation sites are usually safe. The country has two official languages, English and Swahili. It has 43 ethnic groups with many sub tribes which each speak their local languages. The largest ethnic group in Kenya is Kikuyu, which comprises approximately 22 percent of the country’s population. Other major groups include the Luhya (14 percent), the Luo (13 percent), the Kalenjin (12 percent) and the Kamba (11 percent).

The hosting organization will share before the deployment a security management plan and at the start of the project provide the volunteer with a security briefing.

**TASKS**

**Proposal Development Coordinator**

- **Resource mobilization strategy:** Coordinate the development and execution of the resource mobilization strategy and efforts in the areas of: Food security and nutrition, livelihoods, DRR amongst others. Conduct research on current and prospective funders.
- **Proposal development:** Write proposal components, including executive summaries, technical sections, management plans, capability statements, past performance and staffing plans. Lead on development and negotiations of proposal budgets and budget narratives.
- **Partnership creation and opportunity management:** Cultivate and strengthen relationships with institutional donors, partner organizations and other stakeholders. Research, track and analyze new opportunities and ICCO Kenya competitive position within the institutional donor space. Coordinates fundraising activities.
- Grants Management: Support programme team in managing secured grants. Ensure grant management tools and resources are streamlined and disseminated to relevant ICCO Kenya staff.

Apprenticeship:
N/A

Required competences:

- A degree in a relevant subject matter with an orientation towards agricultural (private sector) development (e.g. agribusiness, rural development) and/or youth entrepreneurship;
- Entrepreneurial abilities; experience in agri-enterprise development and/or running an agribusiness enterprise is a plus;
- Experience in working with rural communities and/or youth, or motivated to do this;
- The person must be highly motivated, passionate about inclusive development, knows how to be creative and persistent to achieve results, demonstrates consistent leadership and can work independently in a variety of changing circumstances.
- S/he must have at least 10 years in donor mapping, donor engagement, proposal development and award management.
- Exceptional writer with expert command of English grammar; strong oral communication skills.
- Demonstrated experience leading and producing competitive, successful proposals for both international development and gender contexts.
- Good interpersonal, communication and relationship skills with ability to influence external organizations and individuals.
- Ability to facilitate proposal development processes involving technical designs, Programme quality, and finance.
- Proven analytical skills and the ability to think strategically in relation to fundraising and donor engagement.
- Affinity with the protestant character of ICCO and ICCO’s values and operating principles.
- Ability to connect with people of different backgrounds.
- Ability to transfer skills and advise in an appropriate manner. Flexibility; Ability and willingness to travel regularly to rural settings.

SELECTION CRITERIA

Applications are made directly within the sending organisation, please check out the how to apply section.

Eligibility and exception criteria:
The candidate for EU Aid Volunteers must be a citizen of the EU or a third country national who is a long-term resident in an EU Member State, and must have a minimum age of 18 years.
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**Minimum Requirements:**
ICCO Cooperation applies a policy of equal opportunities and accepts applications without distinction on the grounds of sex, race, color, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation.

**CONDITION OF SERVICE**

**Learning Opportunities:**
- Opportunity to acquire experience of working at an international NGO in a developing country.
- Security training/ pre-deployment training of at the Global Office at ICCO in The Netherlands.
- Quarterly review and learning meetings for both the CEA and Shared Futures project.
- Participation in staff meetings and close cooperation with project staff will result in knowledge sharing and learning.

**Working and Living Conditions:**

**Working Conditions:**

The volunteer will be based in the ICCO Kenya offices in Nairobi with at least monthly visits and field work in the implementing areas of western Kenya and the coastal areas.

- Regular working hours shall not exceed 40 hours per week on average, calculated over a four-month period.
- The volunteer shall have access to a dedicated working space in accordance with their task assignment and with agreed-upon safe, secure and healthy working conditions.
- All costs will be covered for the volunteer during deployment, and this includes accommodation in-country for the entire period of deployment, travel, and monthly subsistence payments per month (515.95 Euros per month).

**Travel:**

- A roundtrip flight from/to the home country will be provided.
- The cost of pre-departure preparations, including medical checks, vaccinations, visas, etc., will be provided.
- The volunteer will be covered by a travel insurance plan provided by the sending organization.
SELECTION PROCESS

Shortlisting and Interviews:
14/03/2020 - 20/03/2020

Interview Process:
The interviews will be held face-to-face or by an online interviewing process.

Expected date decision on outcome:
25/03/2020

TIMETABLE

Date of training:
May/April 2020

Apprenticeship Placement:
N/A

Pre-deployment preparation and induction:
25/05/2020 - 27/05/2020

Deployment:
01/06/2020 - 31/10/2021

Post-deployment activities:
Debriefing and follow-up at ICCO The Netherlands

Sectors:
- Disaster Risk Reduction
- Food And Nutrition
- Livelihoods
- Resilience

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