



PROJECT ADVERTISEMENT

OFFICER, IP LIAISON & DATABASE

USAID/BHA Somalia Monitoring Learning Project-2 (SMLP-2)

Long-term cooperating country national (CCN) assignment
based in Nairobi, Kenya.

September 2023



Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the program and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 80 deliver multi-year projects, programs and consulting assignments to a wide range of government clients, international organizations, foundations and private sector clients.

VISION: To set the international standard for ethically delivered expert services in complex and challenging contexts.

MISSION: We use evidence and learning to provide trusted advice and enable change for a sustainable future.

VALUES:

- **Courage:** We work on many of the world's most complex problems. We stand against violence in all its forms. We are unafraid to stand up to illegal or unethical practices.
- **Objectivity:** We challenge conventional thinking. Our recommendations are not based on assumptions or ideology but evidence and learning.
- **Diligence:** We incorporate our best individual and collective intellect through rigor, reflection, and collaboration.
- **Accountability:** We take responsibility for the quality of our work and performance. We hold ourselves to account through clear policy and process, sustained by long-term profitability.
- **Sensitivity:** We understand the impact of our presence and our work, empathize with people's situations, and commit to do no harm.

ETHICS: Integrity upholds the highest ethical standards in our work, our employment of staff and our interaction with people. Through adherence to our core values, we ensure the best possible service, and benefit the communities amongst whom we work.

We commit to building a diverse and inclusive organization where all feel safe and able to progress, contribute and be heard, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status.

Further information about Integrity can be found at www.integrityglobal.com.

Project Background

Integrity, in partnership with Management Systems International (MSI) and with leading research and data collection firms in Somalia, established a third-party monitoring (TPM) system to collect data that verifies partner reported outputs and selected outcomes, and to deduce lessons learned from humanitarian programs in Somalia funded by Bureau Of Humanitarian Assistance (BHA)/Somalia. The overall goal of SMLP-2 is to increase BHA/Somalia's access to independent, verifiable data related to the quantity and quality of activities delivered, and performance of BHA-funded programs in Somalia. This increased access to data will allow BHA/Somalia to make more evidence-based program design, implementation, and strategy decisions.

Scope of Work

Reporting directly to the Somalia Monitoring Learning Project-2 (SMLP-2) Deputy Chief of Party (DCOP), the Officer, IP Liaison & Database will support data, knowledge, and learning tracking and management. This encompasses the development and maintenance of tools and trackers, conducting analyses of secondary data sources, and maintaining communications with the implementing partners (IP) that SMLP-2 monitors.

Terms of Reference

Track and Manage IP Activity Knowledge and SMLP-2 Site Visits

- Develop and maintain the Excel-based BHA Site and Activities Database.
- Analyze the award applications of existing and incoming BHA awards and prepare short briefs on each award for the SMLP-2 team and its subcontractors.
- Routinely solicit information on active and inactive sites/activities from IPs and conduct thorough follow-ups to ensure the sites/activities in the Database accurately reflect what the IPs are implementing.
- Maintain and update the IP coordination files.
- Develop and update SMLP-2 introduction presentations for BHA, IPs and external audiences.
- Conduct analysis of the Database to prepare reports and graphics on BHA portfolio metrics and site/activities maps.
- Update site visit cards in the Virtual Reporting Platform (VRP) whenever relevant information is received from IPs and Data Collection Partners.
- Export site visit metadata from the VRP, including Data Collection Partner assigned, type of visit (remote/in-person), field monitor gender, data collection and review durations. and conduct routine analysis for TPM Reports and other deliverables.
- Regularly reconcile site visit status data from the online VRP with the Excel Database.
- Other administrative support as directed by the Chief of Party (COP), DCOP or Senior Monitoring Advisor (SMA).

Manage and Track Knowledge Attained through the SMLP2 Learning Component

- Support the development of and regularly populate the SMLP-2 Learning Matrix.
- Develop and regularly populate a catalogue/tracker for secondary data sources, for the purpose of triangulation with SMLP-2 data.
- Conduct web scans for the latest news and publications about humanitarian aid delivery in Somalia, and review and summarize the content in a weekly update for the technical team.
- Support the Senior Learning Advisor (SLA) in communicating with IPs.
- Support the planning of learning events.
- Other administrative support as directed by the SLA.

Your Experience and Expertise

The Officer, IP Liaison & Database must have:

- A Bachelor's degree in social science research or international development/humanitarian assistance or related field is required.
- Technical certification or otherwise demonstrable knowledge of Microsoft Office applications including Excel and/or Access required.
- More than three years of experience in database development, management and/or maintenance required.
- More than three years of experience in the development or humanitarian sectors required, with knowledge of USAID humanitarian programming highly desirable.
- Experience with Somalia development or humanitarian programming highly desired.

Required Interpersonal Skills

- Must be professional, possess a high degree of urgency and self-motivation, and have a strong work ethic.
- Results-oriented approach to problem solving.
- Strong communication skills.
- High professional standards for strategy development.
- Accustomed to teamwork and able to sustain positive and frequent communications with relevant team members.
- Ability to work independently where necessary.
- Works well in a diverse team.

Languages

- Written and oral fluency in English, with the ability to write clear and compelling narrative.

How to Apply

If you are interested in applying for this position, please complete the application form at <https://tinyurl.com/m6vc3vvd> and attach a CV and Cover Letter, explaining why you are suitable for and want the role. **Applications submitted without a cover letter will not be considered.**

The closing date for applications is **22nd September 2023**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in Kenya.

Integrity is an equal opportunities employer. We encourage applications from suitably qualified and eligible candidates, regardless of gender, race, disability, age, sexual orientation, religion, marital or parental status. We will respect your confidentiality and abide by data protection laws.