



Inades-Formation Kenya

Servir le bien commun – Serving the common good

Institut Africain pour le Développement Economique et Social – Centre Africain de Formation
African Institute for Economic and Social Development – African Training Centre

Field Based Project Officer – Microfinance for sustainable development (Self Help Group Approach),

Terms of Reference

Background Information;

INADES Formation is a pan- African organization working in ten (10) African countries namely, Kenya, Burkina Faso, Cote d'Ivoire, Chad, Cameroon, Togo, Congo DR, Rwanda, Burundi, and Tanzania. The network has a General Secretariat at Abidjan, Cote d'Ivoire. Inades Formation Kenya (IFK) is registered as a Non-Governmental Organization (NGO) with mandate to work anywhere in Kenya for Economic and Social advancement of the people. Inades Formation Kenya works with rural small holder farmers in the semi-arid areas of Lower Eastern Kenya.

We are looking Project Officer (PO) to be based in Machakos -Kithyoko to deliver Self Help Group Approach. The P.O position is for an initial contract of **Six Months with a possibility of extending for two years – Starting Immediately.**

Duties/Responsibilities

Overall

The Project Officer is responsible for the conceptualization, development and execution of the project activities in line with the approved annual work plans for IFK and more specifically for SHGA project.

Project design and Implementation

1. Working together with the project team develop quality project design and ensure that the project outcomes, outputs are in line with the approved project document and builds up to Inades Formation Kenya strategic plan
2. Promote compliance with donor requirements and regulations in project implementation.
3. Promote the realization of quality outcomes from the set targets.
4. Identify and manage project risks
5. Enhance community participation in the project planning, implementation and monitoring
6. Develop monthly activities and budget plans to be implemented as per approved work plan and ensure that all activities are on track with appropriate scheduling, quality and timelines
7. Though the supervisor facilitate access to relevant and accurate information on the project to stakeholders including the government officers, target beneficiaries and funding agency.



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Component -Self Help Group Approach

1. Orient all stakeholders in the identified Self-Help Group Approach area prior to implementation.
2. Implement project cycle for SHGA whose goal is to contribute to women's empowerment for poverty reduction in Masinga sub-county, Machakos County.
3. Provide /coordinate /organize training for Community Facilitators (CFs), Self Help Groups, Cluster Level Associations, Federations according to the training modules.
4. Internalize the concept of SHGA to be able guide the CFs breathe life into the concepts and enrich them through experience.
5. Works towards accomplishing project outcomes
6. Work out the overall implementation plan in consultation with DoP and National Coordinator.
7. Facilitate CFs planning of activities so that the overall implementation plan is achieved in terms of quantity and quality.
8. Monitor the work of the CFs in the terms of quantity and quality.
9. Mentor and nurture the CFs so that they can do their work well in spite of difficulties and hardships in the field.
10. Provide information and updates to IFK team on the implementation of the project in the field and get them involved.
11. Provide SHGs, CLAs, and the Federation with relevant information for establishing linkages and getting project support. Providing information should lead the groups to access information on their own and not be dependent on the Project Officer.
12. Actively link the groups with relevant development resources. For example: appropriate technology, sustainable agriculture, livelihood options etc.
13. Provide periodic reports to DoP as well as to the National Coordinator.

Implement approved project budget

1. Develop and regularly update annual and quarterly project implementation plans and budgets.
2. With support from the finance department, monitor expenditures to promote prudent budget management and adherence to approved budget.
3. With support from the Management Promote compliance with relevant donor policies, contracts, and agreements.
4. Participate in annual planning and budgeting processes



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Project Evaluation, Monitoring Learning and Documentation

1. Establish proper data management systems in accordance with the donor reporting requirements.
1. Monitor the progress of project implementation and undertake corrective actions where necessary.
2. Conduct regular and periodic Follow-up, monitoring and evaluation of the project performance and up-scaling of the appropriate technologies.
3. Promote evidence -based programming.
4. Develop quality and timely reports in accordance with donor guidelines and procedures. This includes (activity reports, monthly and quarterly, six months reports and annual reports) in line with the laid down requirements and Inades Formation Kenya standards
5. Enhance learning and knowledge management through documentation and profiling of Inades Formation Kenya work.
6. Contribute to documentation and sharing of best practices with all stakeholders for learning and sustainability beyond the project phase.
7. Support and plan for monitoring visits for NCO, and IFK management

Fundraising and Resources Mobilization

1. Participate in responding to call for proposals
2. Undertake research on new areas of funding that resonate to the project component
3. Responsible for the project expansion with support of LM

Qualifications and skills

1. A graduate of bachelor's degree in economics, Cooperative Management, Social Sciences, Community Development or Micro finance management or their equivalent; or/and compensatory experience and course work
2. Basic knowledge and experience of community development and rural financial management.
3. Knowledge of women economic empowerment and gender integration best practices
4. Knowledge and experience of working with community groups, youth groups and women groups
5. Excellent oral and written communication skills in English and Kiswahili and Report writing skills.



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6. Ability to work under minimum supervision
7. Relevant computer skills (past skills in working on SHGA will be added advantage)
8. Experience riding a motorcycle (Valid Riders license an added advantage)

Method of Application

Suitable and interested candidates for this position are invited to forward their applications by email; **Curriculum vitae (max of 3 pages) and a 1-page cover letter (-NO CERTIFICATES ATTACHMENTS required at this stage)** with the email subject heading, “P.O IFK- SHGA” addressed to:

**Managing Director,
Inades Formation Kenya
P.O. Box 1905-90100 Machakos- Kenya
Email: inadesformation.kenya@inadesfo.net**

By 7th June 2024; Only shortlisted candidates will be contacted.