

**Practical
ACTION**

**PROJECT MANAGER - CIRCULAR
ECONOMY FOR HOUSEHOLD
ORGANIC WASTE (CE4HOW),
KENYA**



Practical Action

ABOUT US

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We are an international development organisation putting ingenious ideas to work so people in poverty can change their world.

We help people find solutions to some of the world's toughest problems. Challenges made worse by catastrophic climate change and persistent gender inequality. We work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. And we share what works with others, so answers that start small can grow big.

We're a global change-making group. The group consists of a UK registered charity with community projects in Africa, Asia and Latin America, an independent development publishing company and a technical consulting service. We combine these specialisms to multiply our impact and help shape a world that works better for everyone.

OUR AIMS

We help people find solutions to some of the world's toughest problems, made worse by catastrophic climate change and persistent gender inequality. Our aims are to:

- Make agriculture work better for smallholder farmers, many of them women, so they can adapt to climate change and achieve a good standard of living.
- Help more people harness the transformational effects of clean affordable energy and reduce avoidable deaths caused by smoke from indoor stoves and fires.
- Make cities in poorer countries cleaner, healthier places to live and work.
- Build disaster resilience into the lives of people threatened by hazards – reducing the risk of hazards and minimising their impact on lives and livelihoods.

PRACTICAL ACTION IN KENYA

In Kenya, Practical Action has a long history of addressing systemic barriers that prevent people from accessing energy that transforms their lives, helping communities and government make cities healthier and safer, making agriculture and markets work better for small holder farmers and supporting communities and government to become more resilient.

We use a mix of programming with communities and consultancy services with shapers of policy and practice to achieve our aims.

ABOUT THE ROLE

The objective of the project is to create a commercially viable circular economy model for household organic waste, that reduces greenhouse gas emissions, improves household waste services, and transforms the lives of informal waste workers.

Household organic waste makes up over 60% of municipal waste but is currently un-valued, uncollected, and a source of pollution. The project will create an urban waste collection system in Kakamega, Kenya, to feed 4,000 tonnes pa of household organic waste into Regen Organic's (part of Sanergy Inc.) new waste processing plant. This will be converted into organic fertiliser and animal feed, providing regenerative inputs for local farmers who in turn supply food to the urban area, creating a circular economy. The innovation is in incentivising household separation of waste and creating privately run aggregation centres that can profitably integrate waste into Regen Organic's supply chain, whilst creating decent jobs.

Practical Action is looking for a Project Manager who will be responsible for all aspects of project delivery, building relationships with County Government, community stakeholders and informal waste workers for a participatory approach to a citywide action plan and implementation of actions and a behaviour change campaign.

SCOPE

Title	Project Manager - Circular Economy for Household Organic Waste (CE4HOW), Kenya
Reporting to	Head of Programmes
Matrix management	None
Direct reports	Enterprise Development, Project Officers
Matrix reporting Member	None
Relationships	Internal: Impact & Influence Team, Business Development team, Communications team, Finance & Systems, People and Culture and Operations functions External: Consortium and other Strategic Partners relevant to the project – government ministries, community stakeholder and informal waste workers.
Financial scope	Direct management of project budget
Location	Kisumu, Kenya
Grade	8
Travel requirements	Frequent travel within geographic scope (and others as required)
Position Status	Full-time, Regular

ACCOUNTABILITIES

Leadership and Strategic Alignment

- Identify key stakeholders and potential collaborators for waste management initiatives.
- Develop cost analysis and financial model for waste management practices.
- Lead the development, review and updating of an influencing plan for waste management. Set relevant global indicator targets and work with MEL staff to track progress.
- Consider gender and inclusion issues as key in strategy, Theory of Change mapping, technical approach choice and implementation plan Develop, review and update the theory of change systems map for solid waste management, to analyses the nature, causes and scale of the problem.
- Serve as a key member of the organisational Cities Ambition Hub and interact with any other organisational Change Ambition Hubs and working groups, if/as appropriate, actively creating synergies between our organisation-wide change ambitions and our work in country.
- Work with the Impact and Influence team to develop and submit consolidated programs' level quarterly and annual internal reports.
- Play a key role in developing our waste management ambitions, offers, and Strategic Business Plans.

Strengthening Profile, Generating Funding and Managing Relationships

- Represent Practical Action internally for strategic matters on waste management and externally with the international consortium partners to ensure linkage between work in Kenya on this project, and regional and global aspects of the project" Ensure smooth working relationships with consortium partners in this project for co-ordination of activities and joint learning and influencing Build a solid organizational profile at local, county, and national levels.
- Provide leadership where required to develop proposals, raise funds and build strategic relationships aligning to the Strategic Business Plans.
- Support the MEL team to shape learning, built-in into upcoming proposal development by the Business Development Unit, including community design work.
- Contribute to storytelling in collaboration with the Communications, M&E and Knowledge team.

Delivering Quality

As Project Manager:

- Responsible for all aspects of project delivery, building relationships with County Government, community stakeholders and informal waste workers for a participatory approach to a citywide action plan and implementation of actions and a behaviour change campaign Responsible for the overall direction, quality, performance, and coordination of project implementation as detailed in Practical Action's PQD (Programme Quality and practicalaction.org Delivery guide).
- Delegated responsibility for field delivery of high-quality programming and operations in line with the project objectives and the country's strategic business plan.
- In close coordination with the Africa regional programme team and UK Head of Cities Programmes ensure that program activities progress in accordance with grant agreement, work plans and are completed within time and on budget.
- Ensure preparation of timely and high-quality progress reports, program reports, donor reports and knowledge.
- Ensure effective communication with partners (including international colleagues, UK and Kenya offices).
- Serve as the budget holder for the project budget; where applicable manage and support delegated sub-budget holders for individual contracts and grants.
- Work with the Impact and Influence Lead team to ensure high quality measurement on key performance indicators across all programs.

Team management

- Create and sustain a work environment of mutual respect where team members strive to achieve excellence.
- Line manage and build a high performing project team that has clear objectives, metrics, is continuously developed and rewarded both as individuals and as a team.
- Ensure staff development and performance is addressed by ensuring that adequate and up-to-date job descriptions exist for all positions; staff performance appraisals conducted, and individual staff/team development training plans are subsequently implemented.
- Proactively ensure the well-being of team members and ensure they are aware of policies to help manage insecure environments.

Finance and compliance management

- Manage a project risk register, reviewing and updating it, flagging key or increasing risks to the country office.
- Ensure compliance and transparent use of resources in line with donor and Practical Action's policies.
- Ensure adherence to grant agreements, Practical Action's policies and procedures and other relevant regulations, including those of the Government of Kenya.
- Work closely with support functions in Kenya, regional and headquarters to ensure highest compliance and programs' performance.
- Work with Program Managers on proper budget management, including, budget development, forecasting and procurement planning.

PERSON PROFILE

To be successful in the role, the ideal candidate will be able to demonstrate:

Experience & Knowledge

- A degree in international development, rural development or a related field and at least five years' experience managing rural development programs in Kenya and/or another East Africa Country.
- Demonstrated expertise and achievement in management of complex development programs/activities, including in the area of rural development.
- Must have understanding and experience in Markets System Development with focus in rural areas including the dry lands.
- Excellent knowledge of rural development issues affecting Kenya and the agriculture sector, preferably in Western Kenya.
- Experience working with young people is an added advantage.
- Program management skills with supporting skills in finance management, contract management, communication, negotiation and representation.
- Leadership capacity and an ability to make decisions and participate in setting strategic direction.
- Commitment to development principles and Practical Action's vision, mission and ambition.

Essential

- Experience in fundraising with strong proposal writing skills.
- Knowledge of monitoring, evaluation and learning strategies.
- Experience managing and Markets Systems Development programs with demonstrated evidence of continued learning and adaptation.

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- Knowledge and experience in Market Systems Development programming with demonstrated evidence of continued learning and adaptation.
 - Prior experience in developing partnerships with both private and public actors as part of program implementation in achieving desired goals.
 - Research and analytical skills with a practical focus.
 - Prior experience in developing partnerships with both private and public actors as part of program implementation in achieving desired goals.
 - Knowledge of agriculture or agri-business in particular at the local, national and regional levels.
 - Knowledge in Gender mainstreaming and transformative approaches.
 - Ability to implement long term and cross sectoral programs.
 - Experience working with technology and innovation in the thematic area will be an added advantage.
 - Proven experience in capturing knowledge, learnings and management.

Desirable

- Experience in influencing relevant stakeholders for advocacy.
 - Excellent report writing, analytical, networking, presentation and communication skills.
 - Experience in coordination with government, donors, partners and multilateral agencies coupled with excellent networking and communications skills.
 - Proven ability to coordinate and collaborate with colleagues, building cohesion and buy-in.
 - Proven ability to manage a high performing team, mentor and support talent and set team priorities including for matrix managed staff.
 - High levels of demonstrated skills in prioritising task and meeting deadlines.
 - Able to work remotely and independently with an understanding of working across multiple sites.
 - Demonstrated experience working effectively with local and national governments, INGO and local NGO partners and the Private Sector.
 - Experience working in Kenya, or the East Africa region is preferred.
 - Post-graduate degree in relevant subject.
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