TERMS OF REFERENCE (TOR)

WEEK II Project Super Mentors (Business Mentorship) - 2 Positions

INTRODUCTION

Practical Action is a change making organization that works in unconventional ways to help people find solutions to some of the world’s toughest problems that have been made worse by catastrophic climate change and persistent gender inequality. As an organization, we work with communities to develop ingenious, lasting and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. We also share what works with others, so many more people can change their worlds.

PROJECT BACKGROUND

Practical Action currently has funding from ENERGIA International Network on Gender and Sustainable Energy and is implementing a project that seeks to economically empower 500 Women Entrepreneurs in 7 counties in Kenya (Nairobi, Kisumu, Kakamega, Siaya, Machakos, Kiambu and Makueni) through renewable energy businesses. The women entrepreneurs will in turn reach 1.4 million beneficiaries with modern energy products and services.

The project rates mentorship to women entrepreneurs as one of its most effective and valued intervention areas in helping the women realize the full capacity they need to confidently run their enterprises for success; hence the motivation to recruit for this position

TERMS OF REFERENCE FOR SUPER MENTORS (FIELD ACTIVITY COORDINATION)

1. Support coordination of mentorship activities in the assigned project areas. Specifically, the super mentor will be expected to:
   a. Review business mentor activity plans and advice accordingly before implementation
   b. Review and confirm monthly Mentor reports for content and quality to enable project team to advise on revisions and ensure timely submission
   c. Regular monitoring of implementation by the business mentors to ensure activities are implemented as planned (including but not limited to market campaign events, exchange visits, actual group mentorship sessions etc)
   d. Provide technical support to the business mentors in preparation of costed activity plans and preparation of quality activity and monthly mentoring reports
2. Convene periodic technical review meetings with project teams to facilitate learning between Mentors and ensure lessons from each area are used to
improve implementation and to support development of Practical Action’s work in the region.

3. Coordinate collection of key WEs performance indicators for reporting and decision making including tracking the progress of the women enterprises in terms of sales turnover, profit margin; changes of the women enterprises from the onset to their current status in terms of business growth and development etc., including preparation of case studies

4. Coordinate regular business mentor inputs into the project reports

5. To be the main contact between the business mentors in the region and the project staff.

6. To facilitate effective support to VSLAs as part of the VSLA strengthening process to increase access to affordable financing for WEs supported by the project

7. Supporting the organization’s M&E function in capturing evidence of changes attributed to PA’s work, documenting lessons learned and leveraging on the knowledge to further develop our program work

8. Support identification of opportunities for establishment of strategic partnerships with private sector stakeholders and government agencies that complement the organization’s Market systems approach, enterprise and women economic empowerment models in delivery of program interventions

**LOCATION**
The project is being implemented in Nairobi, Kisumu, Siaya Kakamega, Vihiga, Machakos and Makueni Counties.

**QUALIFICATIONS AND EXPERIENCE**

1. A graduate degree in Business related discipline, Sales and Marketing or any other relevant field with at least 3 years’ working experience in business development services for small and micro enterprises. Experience in household energy value chains (Solar, Briquettes and Improved Cookstoves) and Agency Empowerment programs for women entrepreneurs will be an added advantage

2. The incumbent will have strong communication skills in English, Swahili and local language, training and coaching skills as well as excellent time management, organizational, networking and liaison skills

3. He/she will have strong leadership skills with the ability to coordinate teams for successful achievement of project objectives. Supervisory skills are also desirable for this role

4. He/she will also have In-depth knowledge and understanding of the off grid renewable energy sub-sector of Kenya with the ability to use computer applications for online reporting and report writing

5. The person will have strong interpersonal skills and the ability to work effectively with stakeholders across different sectors and be self-motivated with the ability to work under minimal supervision
HOW TO APPLY

Interested applicants should send a letter of interest expressing their motivation for the Business Mentorship position; including an updated CV to Practical Action East Africa Regional Office by email to: recruitment@practicalaction.or.ke no later than 28th November 2019. Indicate “WEEK II Super Mentor Opportunity” in the email subject line.