

JOB DESCRIPTION

JOB TITLE	ASSISTANT MANAGER, DEVELOPMENT IMPACT	GRADE	
PILLAR	Impact Monitoring and Management		
ABOUT THE ORGANISATION	<p>We work to reduce poverty by strengthening Africa’s financial markets.</p> <p>Established in 2012 and supported by UK aid, FSD Africa is a specialist development agency working to build and strengthen financial markets across sub-Saharan Africa. We work to reduce poverty through a ‘market systems development’ approach, which means we aim to address the structural, underlying causes of poverty by improving how financial market systems function.</p> <p>We believe that investing in building a financial system that is transparent, stable and accessible creates the conditions for a fair and sustainable future, where inequality is reduced, corruption is tackled, and where individuals, businesses and governments alike are able to prepare for future challenges, from climate change to political instability.</p> <p>From our headquarters in Nairobi, our team of financial sector experts work alongside governments, business leaders, regulators and policy makers to design and build ambitious programmes that make financial markets work better for everyone. Depending on the project, we can provide a combination of grants, investment capital, market insights or technical assistance to ensure we achieve our objectives.</p> <p>We focus our work where the need is greatest, and where we believe the potential for impact is the most significant. We have a specific mandate to invest in breakthrough, innovative ideas that we believe can have a transformative impact. By sharing risk with our partners, we’re able to address more difficult, persistent, or higher-risk challenges, in more unstable or fragile geographies, than traditional development finance organisations.</p>		
REPORTING RELATIONSHIPS	REPORTS DIRECTLY TO	Manager, Evidence and Insights	
	REPORTS INDIRECTLY TO	Managers, Development Impact	
	DIRECT REPORTS		
	INDIRECT REPORTS		

JOB PURPOSE	<p>The objective of this role is to support day-to day successful implementation of the FSD Africa Learning Framework and research and knowledge management function. Under the strategic guidance of the Manager, Evidence and Insights, the role holder will be expected to maintain FSD Africa’s research and evaluation database, support the implementation of knowledge-driven programming and continuous learning across the work of FSD Africa and implementation partners.</p> <p>The role holder will also be expected to ensure that research funded by FSD Africa is shared internally and externally and programme activities are implemented using evidence from FSD Africa programmes and other sources to improve investment decisions, maximise impact and support wider organisational strategic priorities. The role holder will also be expected to ensure efficient flow of information between different FSD Africa teams, helping them to package, present, store and manage data in effective and accessible ways.</p>
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<p>KEY RESPONSIBILITIES AND ROLE REQUIREMENTS</p> <p>1. Learning framework development</p> <p>Work with FSD Africa teams to promote usage and monitor compliance to the Learning Framework, in order to foster evidence-based learning</p> <ul style="list-style-type: none"> • Review FSD Africa programme, project and research consultancy Terms of Reference (ToRs), Statements of Work, research studies and programme monitoring reports to ensure that program learning and evidence generation objectives are well articulated • Support implementing partners and Development Impact Managers to ensure FSD Africa approaches to learning and evidence generation are being applied effectively and mainstreamed in all program selection, design, implementation, and monitoring activities • Under the supervision of the Evidence and Insights Manager and with the support of other DI Assistant Managers, develop project monitoring and evaluation plans and country dashboards which reflect FSD Africa’s knowledge and learning needs • Work with the Evidence and Insights Manager to explore new mechanisms for internal knowledge sharing, learning standards, guidance briefs, tools reviews and revisions informed by user feedback and best practices • Support the running of Choma Sessions (FSD Africa learning sessions), managing the Choma Session calendar by booking speakers in advance, communicating with speakers to confirm sessions, and compiling a summary of key takeaways and next steps <p>2. Research and evaluation support</p> <p>Provide technical and administrative support to FSD Africa research and learning activities</p> <ul style="list-style-type: none"> • Liaise with Pillar Heads working on research projects to update FSD Africa’s research database with details of research commissioned and completed • In consultation with the Evidence and Insights Manager, provide bespoke assistance to Pillars on the research commissioning and implementation cycle • Support the Evidence and Insights Manager and relevant staff from the Strategic Comms Unit and IT to establish a “searchable” database/knowledge repository of research data, split by country and theme

- In consultation with the Evidence and Insights Manager and the Development Impact Managers, provide the Strategic Comms unit with appropriate, accurate and insightful evidence/learning from FSD Africa programmes and research projects, in alignment with audience needs
- Support the Evidence and Insights Manager and the Strategic Comms Unit in mapping and creating external partnerships with Think tanks, research institutions and other relevant networks and organisations to influence wider policy and practice
- Support the Evidence and Insights Manager in delivering evaluation projects, working with Development Impact Managers and external consultants as necessary.

3. Development of learning products

Support the production of user-focused and easily consumable learning products to support adaptive programming within FSD Africa and policy and practice influencing

- Support the Evidence and Insights Manager in producing evidence pieces from key strategic projects, evaluations, and research studies to inform programmatic learning. These can be thought leadership papers, fact sheets, policy briefs as well as ‘most significant change’ evidence, packaged in accessible and user-friendly formats adequate to target audiences.
- Support the Evidence and Insights Managers to analyse lessons from the Pillars’ work and programme monitoring reports on a quarterly basis and produce synthesised briefs for consideration by FSD Africa colleagues, partners, etc.
- Under the supervision of the Evidence and Insights Manager, take lead on preparing and organising learning and information sharing workshops, reflection forums and discussions on best practices between FSD Africa project teams, pillars, partners, and donors
- Contribute to the preparation of learning briefs targeting FSD Africa’s Executive Committee, Development Committee, and Investment Committee

4. Quality improvement

Assure quality of all FSD Africa learning activities to ensure that the entire spectrum of knowledge users' needs are addressed satisfactorily and corrective action taken timeously

- Identify strengths and weaknesses in learning processes and work collaboratively with the Evidence and Insights Manager to implement improvements
- Coordinate the procurement of graphic design and editing services for learning materials, consulting the Strategic Communications team when necessary
- Support the improvement of the Impact Monitoring and Management database by ensuring country dashboards are a) accessible to different types of users, and b) provide relevant and timely information on FSD Africa activities and development impact.
- Assure quality of the data inputted into the country dashboards by FSD Africa teams, based on the Data Quality Assurance Guidance Paper. Check and clean submitted data as necessary to ensure completeness and consistency.

Carry out any other duties or special assignments as assigned by the Management.

PERSON SPECIFICATIONS

Qualifications and Education

- Bachelor’s degree in Economics, Development Studies, Operations Research, Statistics or any other related field. Master’s degree is an added advantage.

- Professional training and/or certification in Monitoring, Evaluation and Learning, knowledge management or any other related field from a recognised institution is an added advantage

Essential Experience, Knowledge, and Skills

- 3 years' postgraduation experience in Monitoring, Evaluation and Learning of donor funded programmes or to inform corporate strategies
- 3 years' experience in designing and implementing research projects in low-income and/or challenging contexts, preferably related to financial market systems development
- Proven understanding of applying qualitative and quantitative research methodologies to inform policy and practice, including developing effective strategies for research uptake
- Experience facilitating/delivering workshops and training sessions with diverse audiences
- Ability to manage research and administrative activities and to balance competing pressures to meet deadlines
- Good interpersonal and teamworking skills
- Excellent technical skills using digital data systems and applications
- Excellent skills in written and spoken English

Desirable

- Good understanding of the role of the financial sector in international development; and understanding of any of the themes relevant to FSD Africa's strategy: green, digital, capital markets, and impact investing.
- Experience of working in a multi-cultural environment
- Knowledge of data science and statistical computing techniques
- Knowledge of donor policies, procedures and terminologies
- Previous experience of working in DFID/FCDO-funded projects
- Languages: French, local African languages
- First-hand experience in at least one of FSD Africa's priority countries¹

COMPETENCIES	Level 1 Foundation	Level 2 Specialist	Level 3 Leadership
Commitment & Drive for Results	✓		
Proactivity & Innovation	✓		
Effective Resource Management	✓		
Relationship Building	✓		
Communication & Influencing	✓		
Thinking & Problem Analysis	✓		
Learning & Resourcefulness	✓		

KEY RELATIONSHIPS

Internal Relationships

- Portfolio and project managers

External Relationships

- External consultants

¹ Kenya, Ethiopia, Ghana, Nigeria, Morocco, South Africa, Somalia, Sudan.

<ul style="list-style-type: none"> • Other staff 	<ul style="list-style-type: none"> • Implementing partners • Financial institutions
FINANCIAL RESPONSIBILITIES	
Direct Control <ul style="list-style-type: none"> • n/a 	Indirect Influence <ul style="list-style-type: none"> • May influence small projects

APPROVAL PROCESS	SIGNATURE	DATE
Job Holder		
Chief Operating Officer		