PROJECT ADVERTISEMENT:

Learning Event Design and Production Specialist

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

Short-term cooperating country national assignment based in Nairobi, Kenya.

December 2024

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 programme 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, programmes and consulting assignments to a wide range of government clients, international organisations, 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 rigour, 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, empathise 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 organisation 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 leads the USAID Bureau of Humanitarian Assistance (BHA) Somalia Monitoring and Learning Project 2 (SMLP2). A partnership with Management Systems International (MSI) and leading research and data collection firms in Somalia, our consortium implements a third-party monitoring (TPM) system to collect data that verifies partner reported outputs and selected outcomes, and deduces lessons learned from humanitarian programs in 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

The Learning Event Design and Production Specialist will advise SMLP-2 on designing and delivering innovative, engaging, interactive and meaningful learning events, both in-person and virtual, for BHA and its implementing partners.

The Learning Event Design and Production Specialist will report to the Chief of Party and will work closely with the Senior Learning Advisor, as well as the Senior Monitoring Advisor and Chief of Party.

Terms of Reference

A. Document Review

You will:

- Review the SMLP-2 FY25 Annual Monitoring Plan and Schedule (AMPS).
- Review a sample of past SMLP-2 Learning Event Briefs and Presentation.

B. Develop an Event Design and Production Toolkit/Manual

You will:

- Develop a menu of sample session methodologies and guidelines for innovative, engaging, interactive, and meaningful discussion and learning for both in person and virtual learning events.
- Identify a menu of open source software applications for event production – such as pre-event, during and post-event surveys, interactive games, music and video, etc., for both in person and virtual learning events.
- Develop an approach and template for event reports.
- Orient the SMLP-2 technical staff to the use of the toolkit.

Your Experience and Expertise

You must have:

- At least five years of event design, production, and facilitation experience. Specifically for USAID-funded projects highly preferred.

- Demonstrated experience with relevant technologies and software applications for event management (including virtual events).

- Demonstrated knowledge of various adult learning methodologies and tools.

- Familiarity with USAID's Collaboration, Learning and Adaptation (CLA) approach is highly preferred.

It is **desirable** that you will also have:

- 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.

- Teamwork and ability to sustain positive and frequent communications with relevant team members.

- Ability to work independently where necessary.

- Ability to work well in a diverse team.

Level-of-Effort (LOE):

- The consultancy is for ten days LOE total, between January 13, 2025 and February 14, 2025.

Deliverables:

- Event Design and Production Toolkit/Manual (9 days)

- Toolkit orientation session with SMLP-2 technical team (1 day)

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/opportunities 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 **20 December 2024**. 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.

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 UK / US data protection laws.