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| **Advocacy & Policy Coordinator - Kenya Country Office** |
| **TEAM/PROGRAMME: LEGO 2020 Project** | **LOCATION**: Garissa |
| **GRADE**: 3 | **POST TYPE:** National  |
| **Child Safeguarding:** Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. |
| **ROLE PURPOSE:** All Save the Children programming in Kenya aims to develop and demonstrate evidence-based, replicable breakthrough solutions to problems facing children. It is essential that good quality programme work, and learning is communicated to civil society, government actors, donors and other practitioners to advocate for better practices and policies for children. Save the Children works with different line ministries and departments including education, health, social protection, and gender at National and County levels. Our advocacy work is geared towards ensuring that we are the voice for children in Kenya. We have a focus on the most deprived children. Our approach to advocacy is based on the following key principles: * **Evidence (research and policy):** our advocacy work draws directly on our programmes and is informed by evidence and best practices generated by our Monitoring, Evaluation, and Accountability and Learning (MEAL) systems and by our research. One example is the annual global report on mothers and children, the State of the World’s Mothers.
* **Influence (media and advocacy):** Our advocacy work engages all media and aims to catalyse public opinion and influence decision makers to bring about change.
* **Campaigns (mobilization):** in partnership with civil society, children and community led initiatives, we mobilise children and communities to claim their rights and to monitor their implementation.

The **Advocacy & Policy Coordinator** will:Lead the LEGO Education/ Advocacy Projectsat the county level. The coordinator will provide strategic leadership in policy, advocacy and programme related learnings at the County Level. The role will include development and implementation of National and County advocacy initiatives focussing on national & refugee education and other thematic areas of focus for the organisation that ultimately results to political will and commitment towards children’s holistic skills development within national education systems being enhanced. The officer will map out key child participation forums both at the County level to ensure children voices contribute to the realisation of the project’s objectives besides packaging information/research findings and developing appropriate communication channels for dissemination of information/research findings; project documentation and dissemination; capacity building, learning and knowledge management.  |
| **SCOPE OF ROLE:** **Reports to:** Program Manager, with dotted line to LEGO Deputy Team Lead**Staff directly reporting to this post:** None**Key staff engaging directly with this post:** Programme Managers; LEGO TWV Team Lead and Deputy Team Lead, LEGO TWV MEAL Advisor, Child Protection & Education Technical Specialist, Head of Advocacy, Head of Communications; Head of Health and Nutrition; Health Technical Specialist; Research and Learning Manager; MEAL coordinators and officers; Head of MEAL, Field Office Advocacy officers |
| * KEY AREAS OF ACCOUNTABILITY:

**Strategy development and implementation*** The Advocacy Coordinator will provide leadership in advocacy, learning and policy support to the area office on Education, Child Protection and Public Investment in Children and ensure there is a coherent process linking the county and national level advocacy efforts.
* Maintain an in-depth understanding of key budgetary cycle moments, law and policy reform initiatives at the National and County levels of governance.
* Ensures that all advocacy messages and documents are evidence-based and of high quality.
* In close collaboration with LEGO TWV Team Lead & Deputy Team Lead, MEAL Advisor, education, health and Child protection teams, the Head of Advocacy, Head of Health & Nutrition, Child Protection & Education TS, Communication Manager, develop and implement county advocacy strategies that will seek to draw synergies in integration, CP, education, MNH with other sectors. Responsible for the delivery of an annual implementation work plan.
* Develop and implement relevant context specific strategies for effective education policy and budget influence, refugee teacher & child participation within the advocacy activities in collaboration with the field office teams and relevant staff at the country office.
* Support Programme Managers in identifying policy and practice change, which would improve child survival, leaning and protection outcomes for children.
* Support budget advocacy and budget tracking to improve revenue generation and public investment in children for child welfare interventions at national and county level in collaboration with other CSOs.

**Advocacy and Communications*** Lead the monitoring and evaluation of advocacy-related objectives, mapping of key opportunities and events, organisation of Save the Children ‘moments’ and events.
* Lead the utilization of Political Will Monitoring Tool (PWMT) to generate learning and inform activities to impact behaviour change of policy targets.
* Linking to international process and in collaboration with field office staff and technical specialists oversee the development of advocacy materials – including policy briefs, position papers, press releases, Questions and answers and opinion pieces for county and national advocacy.
* Develop good knowledge of both national and county government structure, political processes and key decision-making structures and how to influence them on issues related to national & refugee and host county education, MNH, CP and domestic resource mobilization. Conduct power mapping to identify and engage key influencers at National and at the County for increased resource mobilization and allocation to child survival interventions.
* Support National and County Officials in developing emergency contingency plans in case of eventualities within the four counties, including through the use of household economy analysis (HEA) Baseline and Response Analysis information to ensure continuity of learning in the face of emergencies.
* Lead the production and/or contribute to the development and dissemination of policy briefs/IEC fact sheets, national and county profiles to get holistic skills development on to the policy agenda at the national and county levels.
* Build systems for research, analysis and documentation that underpin evidence based advocacy and influencing at county level. This will include undertaking audience research and knowledge services mapping to inform communication and advocacy work.

**Building Partnerships** * Identify National and County networks and coalitions and develop sustained partnerships/ alliances that are critical in the dissemination and/or application of research findings and/or learning to influence the policy and practice landscape. This includes representing Save the Children at strategic forums, networking with strategic CSOs and other social movement processes that are relevant to Save the Children’s policy work.
* Support and coordinate engagement of key decision makers at national and county levels including MPs, MCAs, directors of education and County Executives to push the skills agenda up the political ladder.
* Support area offices to build partnerships with communities and programme beneficiaries in establishing accountability mechanisms, capacity building and knowledge management.
* Support the capacity building of programme and field staff and key partners on advocacy through training, sharing best practices and supporting learning and knowledge management.
* Participate in Save the Children programme meetings and related sessions to draw out research-based advocacy messages in programmes. Keep abreast of current research, national and donor policies and debates in Kenya, relevant to advocacy for nutrition.
* In collaboration with programme managers, monitor and evaluate child survival & protection communication and advocacy activities within budgets, ensuring that indicators and methods are in place to allow evaluation of the achievements and develop regular reports on progress. Post holders will also contribute heavily to the design, development, implementation and dissemination of any H&N, CP and DRM related research.

**Programme Development & Management** * Provide overall leadership and oversee the implementation of the LEGO project.
* Participate in intercountry project learning and planning meetings with other Breadth of Skills Countries, member and donor.
* Represent Save the Children at meetings with other NGOs, UN Organizations, State Ministry of Health officials, head teacher associations, teacher unions & local community leaders.
* Develop and maintain detailed implementation plan and annual and quarterly work plans for LEGO projects in collaboration with the field-based staff.
* Ensure the timely and efficient implementation of the LEGO project as described in the Detailed Implementation Plan (DIP).
* In Collaboration with the field-based staff, prepare annual and quarterly work plans and ensure that program activities are implemented as planned and within the approved budget.
* Identify operations research questions, participate in protocol development and support and supervise research activities in collaboration with MEAL technical specialist.
* Participate in proposal development processes, in particular liaising with relevant Technical Specialists and programme staff to ensure that advocacy approaches are integrated within and contribute to the achievement of project results and objectives and that sufficient funds are budgeted for implementation.

**Finance & Grant Management:*** Monitor monthly expenditure and track project budgets to ensure that spending on the program is in line with the approved budgets.
* Submission of Donor quarterly and annual narratives and finance reports.
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| **SKILLS AND BEHAVIOURS (our Values in Practice)****Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved

**Ambition:*** Sets ambitious and challenging goals for themselves (and their team), takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others
* Future orientated, thinks strategically

**Collaboration:*** Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
* Values diversity, sees it as a source of competitive strength
* Approachable, good listener, easy to talk to

**Creativity:*** Develops and encourages new and innovative solutions
* Willing to take disciplined risks

**Integrity:*** Honest, encourages openness and transparency
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| **QUALIFICATIONS AND EXPERIENCE*** At least 5 years of experience in advocacy work, as well as contributing to the development and implementation of advocacy strategies. Experience working within the education sector is an added advantage.
* Highly knowledgeable on Child Rights Governance including; Public Investment in Children
* Excellent understanding of Kenya’s budget cycle (both at county and national level) and moments.
* An understanding of policy and legislative development processes at both national and county levels.
* Superior written communication skills, including the ability to translate complex arguments into accessible English for a non-specialist audience, and the ability to write articles that would be published in the mainstream press.
* Knowledge of the devolution processes, and its impact on the education and health sector.
* Excellent verbal communication skills, appropriate for high-level external representation (for example lobbying county governors, ministers, MCAs)
* Experience of developing advocacy strategies, knowledge and understanding of a range of advocacy techniques
* Experience of effective team work and outstanding inter-personal communication skills
* Experience of coalition building and working with civil society actors to deliver change
* Excellent understanding of Sustainable Development Goals, Vision 2030, policy and legal provisions in support of child survival.
* Fluency in spoken and written English and Kiswahili
* Commitment to Save the Children’s mission and values

Desirable* An academic qualification directly related to Social Sciences, Political Science, Governance, International development or Community development.
* Experience and training on policy and advocacy.
* Good knowledge of the education, CP, nutrition and health field, including the work of academic/research contacts, professional bodies NGOs, UN and government agencies
* Good presentation and persuasion skills.
* Experience of policy research, having written and published policy reports and briefings and evaluating evidence of their impact.
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| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by: Geofrey Tanui** | **Date: 9/05/2024**  |
| **JD agreed by:** | **Date:** |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |
| **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |