



Mbaazi Close, Off Kingara Road,  
Lavington, Nairobi  
P.O Box 19329-00202 Nairobi, Kenya  
Tel: +254-20-2398724  
Tel/Fax: +254-20-2398723  
e: csa@csakenya.org

**Community of Action Facilitator-We Lead Program (1 position)**

***Duty Station:***

**Nairobi**

**Duration:**

**1-year,  
Renewable  
contract**

**About the Centre for the Study of Adolescence (CSA).** CSA is a leading national Organization committed to the promotion of the health and development of young people through research, technical assistance, advocacy, and capacity building to expand choices and improve access to safe, affordable, and sustainable health services. CSA works in partnership with governments, relevant institutions, professionals, and communities to support young people's right to exercise choices, access health services and participate fully in activities that promote their health and general well-being.

**About the project: We Lead to claim our sexual and reproductive health and rights.**

*We Lead* is an innovative and far-reaching program that aims to strengthen the influence and position of young women whose sexual and reproductive health and rights (SRH-R) are neglected the most. It targets young women and adolescent girls who are members of Communities of Action (COA), including those: **living with HIV; facing vulnerability and discrimination; living with a disability; and/or are affected by displacement.** The Program truly puts these young women rights holders in the driving seat while supporting them to impactful and sustainably advocate for their SRH-R. The program is hosted by CSA.

**The main purpose of the job** is to provide overall leadership as the Community of Action Facilitator (CoA Facilitator) in strengthening and amplifying the voices, ideas, and needs of the rights holders, particularly in relation to their sexual and reproductive health. The role includes documentation and sharing of knowledge, capacity building, monitoring CoA activities, consolidating joint reports and supporting national-level CoAs. The CoAF will guide and support the CoAs and enable, connect and inspire the organizations that participate in this space. The CoA facilitator will link the different organizations and groups participating in the CoAs, stimulate collaboration, motivate groups to share experiences and build SRH-R for right holders. The CoAF will work with Host Organization (CSA) and relevant consortium staff, particularly with the project officer of Hivos.

## **Duties and Responsibilities:**

### **Establishment of communities of Action**

- o Lead and facilitate the development and implementation of a localized Theory of Change (ToC), including organization and facilitating inspiring, useful CoA meetings that focus on the fulfilment of the ToC.
- o Facilitate and support the development and implementation of organizational level, and joint project proposals and reports in line with *We Lead* guidelines.
- o Facilitate CoA collaboration by bringing together organizations of the four groups in a community of Action, providing space for their input and supporting activate collaboration and participation of consortium members.
- o Create a safe and inspiring space for organizations to share their plans, ideas, expertise and fears in the CoA.
- o Facilitates CoA-Organizations to jointly localize the *We lead* Theory of Change (ToC).
- o Facilitates and supports local organizations in developing their organization or joint SRH-R advocacy and capacity strengthening plans, which contribute to the fulfilment of the localized ToC.
- o Contributes to the design of the overarching *We Lead* planning and processes and particularly to the design of innovative elements of the program.
- o Participates in a network with other CoA facilitators for exchange, mutual learning and sharing

### **Development and Implementation of work plans**

- o Organize and stimulate CoA meetings, closed meetings where the program participants financially support only organizations, and ‘open’ meetings where other organizations (that bring specific expertise, knowledge, innovation, and inspiration) are invited.
- o Supports the realization and facilitation of capacity strengthening and linking and learning activities.
- o Ensure smooth exchange of information and collaboration between CoA-members and with CoA members, consortium members and other actors.
- o Support consortium partners with the coordination and implementation of their in-country work plans in Kenya
- o Align and lead the implementation of CoA joint advocacy activities with the host organization's advocacy initiatives and plans.

### **Monitoring and Controlling**

- o Takes an active part in the planning, monitoring and evaluation of CoA activities
- o Relates progress to the overarching *We Lead* plans
- o Coordinate reporting of the CoA organizations.
- o Work with the Host organization M&E officer to set up monitoring and reporting mechanisms for CoA activities.
- o Compile, and synthesize CoA monitoring reports and support utilization of lessons learns and best practices by the CoAs.
- o Provide regular updates to the Host organization and Hivos teams on CoA performance and emerging concerns.

- o Support the process of compiling and reviewing overall narrative and financial CoA reports at the host organization and submission to Hivos.

### **Coordination and collaboration**

- o Through project design, implementation, monitoring and evaluation, proactively stimulate coordination between the organizations not part of the community of Action, the host organization and consortium members.
- o Actively contributes to and supports activities at the national and regional level, such as research, advocacy campaigns, learning events, etc.
- o Together with the host organization, participate in designing and developing new programs and products, including identifying new and potential areas for support.

### **Sharing Learning, and quality improvement**

- o Identify, analyze, and highlight success and good practices as well as potential risks and problems.
- o Work with Host organization and Hivos to identify solutions for emerging challenges.
- o Contribute to identifying and sharing positive stories
- o Participate in Host Organization Learning and sharing activities/events
- o Collaborates with the CoAs, the consortium members, and Hivos capacity strengthening officer, in the design and realization of exchange and learning events
- o Spearhead country level visibility of the WE LEAD program
- o Contributes to reflection and learning on both the national and regional level, as well as on the wider programmatic level

### **Desired Qualifications**

- A Degree in social sciences.
- Minimum of three years experience working in community advocacy
- Good understanding of the program cycle management
- Excellent research, interpretation, and critical analysis skills to evaluate context, data, and legislation.
- Ability to establish and maintain strong and broad stakeholder relationships
- Excellent writing, analytical, and verbal skills
- Ability to work as part of a diverse and multicultural team.
- Demonstrated ability to meet deadlines
- Adaptability, high level of autonomy, good organizational skills
- Willingness to travel

### **How to apply**

Please send your CV and a short letter of motivation to demonstrate how your experience matches the skills set out above to the **Administrative Manager**, [csa@csakenya.org](mailto:csa@csakenya.org)

The deadline for applications is **5 pm (EST) Monday 20<sup>th</sup> February 2023**.

Only Shortlisted candidates will be contacted. CSA strives to support a gender-equal and all-inclusive work environment. Female candidates who identify with the four WE LEAD program priority groups are strongly encouraged to apply.