

## Consultancy – Project Management Consultancy at International Rescue Committee (IRC)

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### Job Description

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The International Rescue Committee is a global humanitarian aid, relief and development nongovernmental organization.

### About Job

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people whose lives and livelihoods are shattered by conflict and disaster to survive, recover, and regain control of their future. The IRC has been working in Kenya since 1991, providing health care, women's protection, legal rights education, and nutrition services to hundreds of thousands of refugees and their host communities. Currently, IRC has an operational presence in two refugee camps – Kakuma and Dadaab -, and six counties including Turkana, Garissa, West Pokot, Nairobi, Kajiado, Tana River, with plans to expand to more counties where it implements programs in health, nutrition, governance and rights, Women's Protection and Empowerment (WPE), Protection, and Economic Recovery and Development (ERD). Additionally, IRC provides emergency response through a network of four field offices and a range of institutional and community-based partnerships. The IRC Kenya Country Program is currently implementing the first phase (years 2018-2022) of its ten-year Strategic Action Plan (SAP ) focusing on five outcome areas which include ensuring safety from harm, improving health, increasing access to education, improving economic well-being, and ensuring people have the power to influence decisions that affect

their lives.

## **Objectives**

The objectives of the project management training consultancy for 30 IRC staff are as follows:

To build the capacity of IRC staff in project management principles, methodologies, and best practices.

To improve the planning, implementation, monitoring, and evaluation of projects within the organization.

To enhance the effectiveness and efficiency of project delivery, ensuring alignment with organizational goals.

To foster a project management culture that promotes collaboration, accountability, and continuous improvement.

To empower staff with practical tools and techniques for successful project execution and stakeholder engagement.

## **Scope of Work**

The project management training consultancy will cover the following areas:

### **Training Needs Assessment**

Conduct a comprehensive training needs assessment to identify project management knowledge gaps and skill deficiencies among IRC staff.

Review the organization's current project management practices, challenges, and lessons learned.

Gather input from staff members, project managers, and stakeholders to understand training requirements and expectations.

### **Training Program Development**

Develop a tailored project management training program that addresses the specific needs of the IRC and its staff.

Design training modules that cover essential project management topics, such as project planning, stakeholder management, risk assessment, and project monitoring and evaluation.

Incorporate practical exercises, case studies, and interactive activities to reinforce learning

and application.

Include sessions on cross-cutting themes like gender mainstreaming, sustainability, and ethical considerations.

Determine the appropriate training delivery methods, such as in-person workshops, virtual sessions, or a blended approach, considering the organization's resources and staff availability.

### **Training Delivery**

Conduct project management training sessions for IRC staff members and project teams.

Deliver the training program in an engaging and participatory manner, ensuring active involvement of participants.

Facilitate discussions, group exercises, and knowledge sharing among participants to encourage collaborative learning.

Provide practical examples and real-life case studies relevant to the IRC sector.

Offer guidance on utilizing project management tools and software that are accessible to the organization.

### **Training Evaluation and Follow-up**

Evaluate the effectiveness of the training program through participant feedback, assessments, and post-training evaluations.

Gather feedback from participants and stakeholders to measure the impact of the training on project management practices within the IRC.

Provide recommendations for further improvement and IRC support, if needed.

Offer post-training resources, such as reference materials, templates, and job aids, to support continued learning and application of project management principles.

### **Deliverables**

The project management training consultancy will deliver the following key outputs:

Training Needs Assessment Report, including identified gaps and training requirements.

Project Management Training Program, including detailed modules, learning objectives, and training materials.

Training session schedules and agendas.

Post-training evaluation reports, including participant feedback and recommendations.

Post-training resources and support materials, including project management templates and tools relevant to the IRC sector.

### **Timeframe**

The project management training consultancy is expected to commence in mid-June and should take 5 days. The specific training schedule and duration will be mutually agreed upon between the consultancy team and the IRC.

### **Reporting and Communication**

The consultancy team will maintain regular communication with the IRC's project stakeholders, including training participants.

### **Qualifications**

A Master's degree in a relevant field such as business administration, project management etc.

Industry-recognized certifications as a Project Management Professional (PMP)

At least 5 years' experience in project management in humanitarian and development contexts

Familiarity and ability to tailor different project management methodologies.

Strong Communication, presentation and Interpersonal Skills

Leadership and Team Management

Analytical and Problem-Solving Abilities

Well versed with the latest trends, tools and methodologies

Ability to work with a diverse team.

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