

Kenya LISA

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Company: The Kaizen Company

Location: Nairobi

Category: other-general

Kenya Localization, Inclusion, and Sustainability Activity (LISA)

Call for Experts – Capacity Building

Scope of Work

About The Kaizen Company

The Kaizen Company (Kaizen) is an international development consulting firm and an incubator for innovative, scalable solutions that address emerging market challenges and opportunities. Our proven solutions catalyze locally driven organizational and institutional performance improvements and establish communities of practice that facilitate peer-to-peer learning and the achievement of shared goals. We aspire to transform the nature and impact of development assistance and work to strengthen organizations and institutions through innovative approaches to organizational development, reform, and change.

About Kenya LISA

The USAID/Kenya and East Africa (KEA) Localization, Inclusion and Sustainability Activity (LISA) is implemented by the Prime Contractor SoCha with the aim to assist staff and stakeholders to be more efficient, effective, transparent, inclusive, and skilled in achieving development outcomes.

The LISA team will support USAID's work to increase locally led, owned, and managed development outcomes. It will utilize local expertise and seek to partner with local entities with in-depth knowledge and networks in Kenya and utilize this expertise strategically. Utilization of local expertise will focus on work objectives entailing close collaboration and interaction with local actors, including local indigenous organizations, counties, companies, institutions, and

government.

Kaizen leads the Organizational Development (OD) objective of Kenya LISA. Kaizen oversees all OD services for USAID/KEA, IPs, and other stakeholders, including collaboration with local firms. Kaizen will establish standards for core competencies related to USAID business processes and develop Mission, Office, and team performance management plans. Kaizen will also help the COP promote internal learning throughout LISA. Kaizen, upon demand, will plan and organize learning events, trainings, co-creations, pause & reflect sessions, and other convenings that capture and amplify learning with the Mission and IPs.

Position Overview:

The Kaizen Company is seeking experienced Capacity Building Specialists to provide short-term technical assistance to local Kenyan organizations that are recipients of USAID funding. As a consultant, you will be responsible for supporting and guiding these organizations in their efforts to improve their capacity and enhance their systems. Your role will focus on providing targeted assistance based on identified needs and fostering sustainable improvements in organizational effectiveness. Applicants must have specialized knowledge in one or more of the following areas: human resources; financial management; legal compliance; operational processes; monitoring, evaluation, and learning; information technology; knowledge management; and/or procurement practices.

Responsibilities:

Review Capacity Building Assessments: Review existing capacity assessment reports and other relevant documents to gain a comprehensive understanding of the organizations' strengths, weaknesses, and specific needs.

Refine Tailored Capacity Building Plans: Collaborate with the local organizations to refine individualized capacity building plans, incorporating the identified needs and objectives. Ensure that these plans align with the USAID funding requirements and the organizations' long-term goals.

Provide Technical Assistance: Deliver hands-on technical support and guidance to the organizations in areas such as human resources; financial management; legal compliance; operational processes; monitoring, evaluation, and learning; information technology; knowledge management; and/or procurement practices within the context of USAID awards. Assist in the implementation of best practices and innovative approaches to strengthen

organizational systems. This includes the development of tools, templates, and resources to support improvements.

Conduct Training and Workshops: Develop and facilitate training sessions and workshops to build the skills and knowledge of staff members at various levels within the organizations, as needed. Focus on areas identified in the capacity building plans to improve overall organizational performance.

Mentorship and Coaching: Offer one-on-one mentoring and coaching to key staff members, as needed, and provide guidance, feedback, and support to enhance their professional growth and effectiveness. Foster a culture of continuous learning and improvement within the organizations.

Monitor and Evaluate Progress: Establish monitoring and evaluation mechanisms to track the progress of capacity building interventions. Regularly assess the effectiveness and impact of implemented strategies and provide feedback to the organizations to drive further improvement.

Documentation and Reporting: Maintain accurate records of all capacity building activities, including training materials, reports, and evaluations. Prepare comprehensive reports on progress, achievements, challenges, and recommendations to share with relevant stakeholders.

Collaboration and Coordination: Collaborate closely with local organizations, project staff, and other stakeholders to ensure effective coordination of efforts. Foster strong relationships and partnerships to maximize the impact of capacity building initiatives.

Qualifications:

For Kenyan applicants:

Master's or advanced degree in a relevant field, such as organizational development, business administration, public health, or a related discipline.

Minimum of 7-10 years of experience providing technical assistance to improve HR functions, financial management, procurement strategies, legal compliance, and/or operational processes within small yet complex Kenyan organizations.

Proven track record in working with organizations receiving USAID or other donor funding to

support programming in at least one of the following sectors: democracy and governance, peace and security, humanitarian affairs, and health.

Familiarity with Kenyan labor laws, financial regulations, procurement policies, and relevant legal frameworks applicable to local Kenyan organizations and USAID funding.

Strong understanding of organizational development principles and change management processes.

Excellent facilitation, training, and coaching skills with the ability to adapt to different learning styles and audiences.

Strong analytical and problem-solving skills, with the ability to develop practical and sustainable solutions to complex organizational challenges.

Excellent written and verbal communication skills in English, including the ability to produce high-quality reports and deliver compelling presentations.

Ability to work independently, manage multiple tasks, and meet deadlines while maintaining attention to detail.

For all other applicants:

Master's degree in a relevant field, such as organizational development, business administration, public health, or a related discipline.

Minimum of 5 years (or 10 years without a Master's degree) of experience providing technical assistance to improve HR functions, financial management, procurement strategies, legal compliance, and/or operational processes within small yet complex Kenyan organizations.

Proven track record in working with organizations receiving USAID or other donor funding to support programming in at least one of the following sectors: democracy and governance, peace and security, humanitarian affairs, and health.

Familiarity with Kenyan labor laws, financial regulations, procurement policies, and relevant legal frameworks applicable to local Kenyan organizations and USAID funding.

Strong understanding of organizational development principles and change management

processes.

Excellent facilitation, training, and coaching skills with the ability to adapt to different learning styles and audiences.

Strong analytical and problem-solving skills, with the ability to develop practical and sustainable solutions to complex organizational challenges.

Excellent written and verbal communication skills in English, including the ability to produce high-quality reports and deliver compelling presentations.

Ability to work independently, manage multiple tasks, and meet deadlines while maintaining attention to detail.

This is a short-term consultancy position, typically ranging from two weeks to 12 months, with a possibility of extension based on project needs and performance evaluation. The position will be based in Kenya, with regular travel to project sites as required.

In addition to their CV, all candidates must include their daily rate in US dollars with their application.

For candidates applying for positions based in Kaizen's office in Washington, DC, we utilize career.place to mitigate bias in the recruitment process. Upon submitting an application, candidates will receive an email from career.place, prompting them to go through the anonymous screening. In order to be considered for a role, candidates must respond to career.place and proceed with the application. We do not currently use career.place for project positions outside of the United States.

At Kaizen, A Tetra Tech Company, we find strength in our diversity. We are committed to creating and sustaining an inclusive working environment in which everyone has an equal opportunity to fulfill their potential. We know that we can only do development differently if we are open to and inclusive of new and unique perspectives. We encourage candidates of all abilities, ages, gender identities and expressions, national origins, races and ethnicities, religious beliefs, and sexual orientations to apply. Further, we urge parents and non-parents, married and unmarried, those from different or non-traditional educational backgrounds, and persons of all other diverse identities or experiences to apply. Kaizen is an equal opportunity employer.

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