



**STC – STRATEGIC PROJECTS DELIVERY: EXECUTION & IMPLEMENTATION**

<b>TOR Section</b>	<b>Details</b>
<b>Position Title</b>	Short-Term Consultant (STC), Strategic Projects Delivery (Execution & Implementation)
<b>Duty Station</b>	Nairobi, Kenya (with travel to member states/ partner engagements as required)
<b>Contract Type / Duration</b>	STC, 12 months (renewable subject to performance and budget)
<b>Reporting Line</b>	Reports to: Chief Business Officer (CBO)
<b>Key Interfaces</b>	Credit & Operations; Treasury; Finance; Legal; Procurement; Communications etc.
<b>Background / Rationale</b>	<p>ShafDB has multiple partnership frameworks/ MoUs and strategic initiatives requiring disciplined follow-through.</p> <p>Current constraints include lean BD staffing and competing priorities, creating execution slippage and reputational risk.</p> <p>Peer DFIs/MDBs address this through Delivery Units/ PMO-style execution support to track milestones, unblock bottlenecks, and ensure results.</p>
<b>Overall Objective</b>	Establish a delivery discipline for strategic initiatives and partnerships by strengthening day-to-day execution tracking, bottleneck resolution, governance cadence, and results reporting—ensuring measurable implementation outcomes.
<b>Scope – A. Portfolio Set-up &amp; Delivery Architecture</b>	<p>a) Build a consolidated Strategic Initiatives Portfolio Register (all active MoUs/ workstreams).</p> <p>b) Create Delivery Plans per initiative (objectives, milestones, owners, dependencies, resources, risks, KPIs).</p> <p>c) 3) Implement a governance toolkit: RACI, templates, trackers, escalation protocol, meeting cadence, document repository.</p>
<b>Scope – B. Execution Management &amp; Coordination</b>	<p>d) Drive daily/weekly follow-up with internal owners and partner counterparts.</p> <p>e) Convene and run delivery forums: weekly workstream check-ins, monthly delivery review, monthly EXCO updates.</p>

	f) Coordinate cross-functional inputs to unblock implementation (BD, Credit, Risk, Treasury, Finance, Legal, Procurement, Comms).
<b>Scope – C. Bottleneck Identification &amp; Resolution</b>	g) Maintain a live Bottleneck & Escalation Log (decision gaps, approvals, procurement delays, documentation, data, partner dependencies). h) Propose solutions, route escalations, and track closure within agreed timelines.
<b>Scope – D. Partner Implementation Credibility</b>	i) Serve as operational focal point on implementation performance, ensuring commitments translate into delivered outputs. j) Prepare partner-facing progress briefs and support joint steering committee sessions.
<b>Scope – E. Results Monitoring &amp; Reporting</b>	k) Implement results-based tracking (outputs, outcomes, indicators, evidence). l) Produce management dashboards with RAG status, milestones, risks, decisions required, next steps.
<b>Scope – F. Institutionalization &amp; Capacity Transfer</b>	m) Document an Implementation Playbook and train designated internal focal persons to sustain delivery discipline after contract end.
<b>Key Deliverables – First 30 Days</b>	<ul style="list-style-type: none"> <li>• Portfolio Register (baseline of all strategic initiatives)</li> <li>• Delivery Governance Toolkit (templates, RACI, escalation protocol, cadence)</li> <li>• Prioritized Top 10 (or agreed number) Delivery Plans with milestones and owners</li> </ul>
<b>Key Deliverables – Monthly</b>	<ul style="list-style-type: none"> <li>• Strategic Projects Delivery Dashboard (RAG, milestone progress, risks, bottlenecks, decisions required)</li> <li>• Updated action tracker and escalation log, including closure rates</li> </ul>
<b>Key Deliverables – Quarterly</b>	<ul style="list-style-type: none"> <li>• EXCO-ready Strategic Delivery Report (results achieved, slippages, corrective actions, partner commitments status)</li> <li>• Updated 90-day rolling delivery plan</li> </ul>
<b>Key Deliverables – End of Contract</b>	<ul style="list-style-type: none"> <li>• Implementation Playbook + handover pack (templates, trackers, repositories, lessons learned)</li> <li>• Evidence of embedded delivery cadence, ownership, and reporting discipline</li> </ul>
<b>KPIs – Delivery Performance (40%)</b>	<ul style="list-style-type: none"> <li>• % milestones delivered on time (target agreed per portfolio; e.g., ≥80% after ramp-up)</li> <li>• Reduction in overdue actions month-on-month (e.g., ≥30% by Month 3)</li> </ul>
<b>KPIs – Governance Discipline (20%)</b>	<ul style="list-style-type: none"> <li>• Portfolio register completeness &amp; integrity (100% coverage for priority initiatives)</li> <li>• Monthly reporting issued on schedule (≥95% timeliness)</li> </ul>
<b>KPIs – Bottleneck Resolution (20%)</b>	<ul style="list-style-type: none"> <li>• Average time-to-close escalations (target agreed by issue class)</li> <li>• % escalations resolved vs raised (monthly target)</li> </ul>

<b>KPIs – Partner &amp; Internal Confidence (20%)</b>	<ul style="list-style-type: none"> <li>• Partner feedback on responsiveness and implementation progress</li> <li>• Internal stakeholder satisfaction (BD/ Credit/ Risk/ Treasury/ Finance) on usefulness of delivery support</li> </ul>
<b>Mandatory Cross-cutting Requirement</b>	<ul style="list-style-type: none"> <li>• Knowledge transfer: at least 2 capacity sessions + playbook + complete handover by end of STC term</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Postgraduate degree in Business/ Economics/ Finance/ Public Policy/ Project Management/ Development Studies or related (MBA preferred)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 7–10 years in project/ program delivery, PMO, strategy execution, operations in DFI/ MDB/ donor programmes/ consulting or complex multi-stakeholder settings.</li> <li>• Experience managing MoU workplans and partner-funded initiatives (added advantage)</li> </ul>
<b>Core Skills / Competencies</b>	<ul style="list-style-type: none"> <li>• PMO/ delivery tools (milestones, RAID logs, RACI, governance)</li> <li>• Strong stakeholder management and follow-through.</li> <li>• Executive writing/ presentations.</li> <li>• High discipline and attention to detail.</li> <li>• MS Office (Excel/ PowerPoint); PM tools (MS Project/ Smartsheet/ Monday) advantageous.</li> <li>• <b>Language: English and French (Bilingual)</b></li> </ul>
<b>Working Arrangements</b>	<ul style="list-style-type: none"> <li>• Assigned priority initiatives and named internal owners.</li> <li>• Access to MoUs and workplans.</li> <li>• Confidentiality and conflict-of-interest compliance</li> </ul>
<b>Application Package</b>	<ul style="list-style-type: none"> <li>• CV (max 5 pages).</li> <li>• Cover letter (availability + rate).</li> <li>• 2 samples (dashboard/ report/ implementation plan).</li> <li>• 3 referees.</li> </ul>