Job Description

Role / Job title:	LED Advisor – Capitalisation and Replication
Team:	Local Economic Development Project Georgia – Phase 2 (LEDP2)
Typically reports to:	Team Leader
Location:	Tbilisi
Employment rate:	100%

Role purpose

The *LED Advisor – Capitalisation and Replication* will lead the project's LED good practice lesson learning and capitalisation intervention areas, facilitating and supporting national (and local) stakeholders to identify and capitalise upon good LED practices and models and support lesson learning, replication and scale-up efforts.

Currently, lesson learning, consolidation, synthesis, codification and dissemination with respect to LED good practices in Georgia data remain limited and/or of poor quality and this constrains the ability of LED stakeholders to learn, share and improve LED practices and performance. This includes the ability to learn and improve LED data and analysis, dialogue and planning, and investment and investment planning. The role of the *LED Advisor – Capitalisation and Replication* will be to support relevant national (as well as local) stakeholders to work collaboratively in enhancing the learning, capitalisation and codification of best practices with respect to LED-related functions of data and analysis, inclusive dialogue and planning, investment and monitoring and adaptation.

The *LED Advisor – Capitalisation and Replication* will lead project work to identify, support, develop and scale good practices in respect to LED approaches, process, models and tools to support national (and local) stakeholders to harvest lessons learned and to replicate and scale good practices in and beyond those areas where the project works directly. He/she will work closely with all of the other LED Advisors in order to coordinate learning activities, ensure relevant and credible lessons are harvested, documented and disseminated, and to share stakeholder/institutional partnership learning. The *LED Advisor – Capitalisation and Replication* will also work particularly closely with the Monitoring and Learning for Adaptation and Learning (MEAL) Manager in the development and lead of high quality learning activities, events and outputs.

Stakeholders	• Public, private, academic and consulting actors contributing to the generation, analysis, monitoring and lesson learning with respect to local economic development processes, practice and performance. • Relevant national entities supporting learning and policy-related research to improve local economic development performance and good practice development and replication • SDC and other SDC-funded projects and initiatives with a stake in local economic development in Georgia

Goals/ Impact	Key responsibilities
LED National Partnerships and Best Practice Capitalisation Component Lead	Lead on strategy and partnerships designed to enhance the learning agenda around LED and drive the capitalisation, replication and scaling of best practices, including: • Building on a market systems development approach, and working with Team Leader and the other LED Advisors, identify and develop a robust project intervention strategy and vision, including partnership strategies, for enhancing local economic development lesson learning, scale and replication, including but not necessarily limited to: - *Developing collaborative and inclusive processes, mechanisms and tools to enhance local economic development process and performance analysis, lesson learning, codification, dissemination, replication and scale* - *Supporting national actors to develop the skills and methodologies to ensure local economic development learning is captured and informed practice and performance improvements* - *Supporting local and national actors to assess and reflect on LED performance and good practice in order to inform ongoing national and local efforts to strengthen LED practice, outcomes and impact* • Undertake, as appropriate, market systems and actor mapping and analyses with respect to the *LED Capitalisation and Replication Component* focus, and maintain an up-to-date understanding of the dynamics of those functions and actors involved • Identify and develop key partnerships and project support / tactics through which to develop enhanced and sustainable processes, mechanisms and capability for improved functions related to the LED learning and best practice replication agenda • Collaborate directly with relevant public and private sector entities in pursuit of project strategy and agenda, ensuring alignment between project and local actor goals and objectives • Monitor and evaluate the impact of project strategy and activities and make and action agreed recommendations for project and Component adaptation and improvement
Partner & Component Management	Effectively manage the delivery of *LED Capitalisation and Replication Component* activities and partnerships, including nurturing, building and sustaining strong and effective relationships with relevant partners (public, private, other) in regards to local economic development lesson learning, dissemination and best practice replication and scale, including: • Management of all agreed Component strategy and activities in line with the agreed Intervention Strategy (and as captured in the relevant Intervention Guide) and annual and other periodic work plans • Development and delivery of annual work programmes and related budgets in line with overall, agreed Component strategy ensuring the quality and integrity of project and Component outputs and budget utilisation in accordance with activities and deliverables agreed annually • Component-related partner relationship building and partnership management • Day-to-day management of Partnership Agreements / Memoranda of Understanding / Contracts and related activity, contribution and commitment obligations and deliverables

	• Work with LEDP support team in facilitating and organising scheduled events / workshops / meetings that form part of the Component activity plans • Support, guide and quality assure the work of any third-party service providers (e.g. sub-contractors) used by on behalf of project partners with project support • Coordination and collaboration with other LED Advisors to ensure cross-component synergy and learning • Contribute to monitoring and reporting processes and frameworks, including taking ownership of the Component Intervention Guide, in collaboration with all relevant team members • Contribute to communications efforts and outputs in accordance with the agreed Communications Plan(s) • Liaise with other (external) development projects with similar/relevant mandates (i.e. SDC and other) and ensure project's representation and effective joint efforts • Carry out any other task assignment by the manager for the fulfilment of project objectives

Competence profile

Education, studies and further training	**Mandatory:** • Master's Degree in closely related subject desirably in Economic Development, Policy Research **Optional:** • Project Management & Leadership • Market systems development
Professional experience, experience of life	**Mandatory:** • A minimum of 7 years of local economic development-related experience in Georgia, including practice-related research and lesson learning experience • A strong background in process, practice and policy research and monitoring, and lesson harvesting / learning • A strong background in managing and/or undertaking quality research activities and outputs • Expertise in generating and communicating high impact policy and practice think pieces and reports • Strong experience in facilitating dialogue between stakeholders, including both public and private sector stakeholders • Expertise in systems approaches and designing interventions towards sustainable development outcomes
Organisational and methodological competencies	**Mandatory:** • Sound knowledge of LED methodologies and approaches • Proficiency in developing and implementing research activities, and output development and quality assurance • Proven skills in designing, leading and facilitating multi-stakeholder events (meetings, workshops, conferences, other events) • Quantitative and qualitative research and analysis skills • Competence in monitoring and evaluation and results harvesting • The ability to provide and communicate evidence-based insights and recommendations for public and private sector collaboration • Competency in applying MSD systemic approaches

	• Competences in mainstreaming of social inclusion principles in resource allocation schemes in support to LED
Leadership competencies	**Mandatory:** • Strong leadership and management capabilities • Excellent communication, negotiation, and relationship-building skills • Competences in managing the outcomes of a project • Skills in identifying opportunities for learning-oriented synergies and collaboration amongst multiple public institutions
Social and personal competencies	**Mandatory:** • Excellent communication, negotiation, diplomacy and relationship-building skills • Strong networking skills to build and maintain connections with public and private sector stakeholders • Conflict resolution skills to address disputes or issues that may arise during private sector engagement • Commitment to uphold the organizational values and maintain positive relations with team members • Competences in mainstreaming of social inclusion principles in resource allocation schemes in support to LED • A commitment to ensuring the quality and integrity of project outputs • Understanding of the socio-political and economic context in Georgia
Languages	**Mandatory:** Fluency in English and Georgian, written and spoken
IT skills	**Mandatory:** • Good knowledge of MS Office suite (Word, Excel, PowerPoint, SharePoint, Outlook, MS Teams) **Optional:** • Project Management tools