

Job Title: Kenya Pilot Manager – Business Integrity Initiative

Level: Middle Management (5+ years of relevant work experience)

Location: British Chamber of Commerce Kenya, Nairobi

The Business Integrity Initiative

The Business Integrity Initiative is a joint initiative of the UK Department for International Development (DFID), the UK Department for International Trade (DIT) and the UK Foreign and Commonwealth Office (FCO). The objective is to help companies integrate analysis and management of integrity issues into their strategies for doing business successfully in frontier markets. This means applying ethical principles to business practices, with a focus on the prevention of bribery. The initiative aims to achieve the following impacts: More businesses operating with integrity in frontier markets, leading to reduced corruption and increased/more sustainable trade and investment.

A UK-based Business Integrity Hub has been set up, consisting of a Private Sector Development Adviser and Programme Manager located in DFID London. The Hub will signpost companies to anti-corruption and human rights support. Work has started to develop the online interface of the Hub on great.gov.uk, DIT's digital platform for businesses – likely to be completed early next year. Business integrity guidance is already available on great.gov.uk alongside other information for exporters. This signposts companies to anti-corruption and human rights risks they need to be aware of when considering doing business overseas.

The support that is provided by the Business Integrity Initiative is based on the requests from over 80 companies consulted in 2017 as part of the initiative's scoping phase.

The country pilots

Based on companies' feedback, DFID, DIT and FCO wish to run **three pilots to explore a new approach to business integrity support from UK missions for 18 months, starting in November 2018: Kenya, Pakistan and Mexico.**

Why Kenya should be a pilot? It is a regional hub in East Africa so could inspire other UK missions to duplicate certain activities, has strong support from the entire British High Commission (BHC) in Nairobi, high levels of corruption and business interest, strong partners like the British Chamber of Commerce Kenya (BCKK) and complementary programmes like Invest Africa, as well as the potential to make business integrity a sustainable part of BHC's prosperity offer.

The **objectives of the Kenya pilot** will be to:

- test what a structured approach to identifying integrity issues could look like and how best to provide support to companies through the BHC
- provide international companies looking to do or currently doing business in Kenya with practical information and guidance on navigating integrity challenges, and increase engagement between Kenyan and international companies
- promote improvements to local market conditions through dialogue with Kenyan authorities based on the insights from businesses

The Business Integrity Initiative has seed funding in the value of around £100,000 from DFID's International Action Against Corruption (IACT) programme to finance a set of low-cost, high-impact pilot activities in Kenya.

Generic example activities of the pilots:

- detailed information on local corruption issues, with a focus on how to implement integrity responsibilities on the ground
- visible backing from the BHC and diplomatic interventions to help companies trouble shoot issues
- dialogue mechanisms for businesses to share information among each other to draw on their local expertise and insights
- support to collective action initiatives on business integrity related issues with and for the private sector
- due diligence toolkits and other support mechanisms to help companies identify trustworthy business partners
- communications campaigns or materials to change the perceptions of companies through better information on integrity risks

Purpose of Job	<p>The purpose of this role is to manage the implementation of the Kenya pilot of the Business Integrity Initiative for a period of 12 months. This is a business facing role, which will require the building and maintaining of relationships with a variety of associations and companies, and close collaboration with the Prosperity Team of the BHC in Kenya, the BCCK and the Business Integrity Hub in London.</p> <p>This is a fixed term (12 months), full-time post, which will be based in the BCCK. The successful applicant will report to the CEO of the BCCK and be mentored by the Head of DIT Kenya. Start date: February/early March 2019.</p>
Key Responsibilities	<p>Finalisation of the design phase - consolidation of existing knowledge (1 month)</p> <ol style="list-style-type: none"> 1. Collect and analyse existing information on where corruption happens, why, how, when, and how it impacts on international companies looking to export or invest in Kenya. 2. Conduct (an) additional business roundtable(s) with international SMEs looking to do or currently doing business in Kenya if needed to help prioritise a set of integrity issues to tackle, and activities. 3. Carry out further interviews with other interested parties, including with DFID, DIT and FCO colleagues in the BHC, civil society organisations/initiatives with a focus on business integrity, and relevant, local government agencies to align expectations and gather additional ideas. 4. Agree detailed work plan with <u>costed activities</u> and deadlines, with a clear description of the integrity issues to be tackled and an outline of potential partners for each intervention, with both the BHC Prosperity Team and Business Integrity Hub by 31 March 2019. The sector remit of the pilot should be decided at this point. <p>Management of the implementation phase (11 months)</p> <ol style="list-style-type: none"> 5. Implement a set of activities (the work plan) to a high standard and agreed timelines. This includes choosing the most effective delivery mechanisms and most suitable partners for different interventions. 6. Act as the first point of contact for the BHC and BCCK in Kenya on business integrity, drawing on all levers of the UK government (DFID, DIT and FCO) to develop solutions and signposting companies to existing support (including information and guidance provided by organisations outside of the BHC and BCCK). 7. Hold monthly meetings with the Prosperity Team in the BHC and ensure the active engagement of its staff members as and when required to update them on progress, discuss operational matters, and start transitioning some of the activities into the job description(s) of (a) new DIT colleague(s). Feed into meetings of the cross-HMG Board on Anti-Corruption where companies' concerns could be raised, and lessons shared. 8. Promote the evolving business integrity service offer of the BHC/BCCK through the development of a business-oriented one-pager on the pilot, guide for BHC staff including a menu of available services, websites, and conferences in Nairobi and London. <p>Support to monitoring and evaluation efforts (on-going, with focus in month 12)</p> <ol style="list-style-type: none"> 9. Conduct monthly calls with the Lead Adviser of the wider Business Integrity Initiative who will provide a strategic oversight function, and may be able to share new resources, ideas or support in resolving issues. Participate in quarterly calls with three DFID advisers overseeing one of the country pilots each, and DIT/FCO colleagues in London to facilitate learning across the pilots. 10. Collect and analyse the feedback from companies immediately after support has been provided and again after 10 months (around February 2020), and write a report with recommendations on a) which of the tested interventions proved most effective, b) how to ensure the sustainability of the most effective activities, c) how to influence other UK missions in East Africa to duplicate activities, and d) where DFID, DIT and FCO made specific contributions to the support provided. The report is due by 31 March 2020.

Essential Criteria	<p>We are looking for a dynamic, independent Pilot Manager with intricate market knowledge, experience of the integrity issues on the ground and a gift for business engagement. He/she will need to know the service landscape and when which service should be recommended. 5+ years of relevant work experience required.</p> <p>The key essential criteria of this role are as follows:</p> <ol style="list-style-type: none"> 1. Intricate market knowledge of Kenya, including trade and investment barriers, integrity risks, and services 2. Experience of communicating with a variety of companies, especially international SMEs, in a clear manner 3. Ability to consolidate the interests of different UK government departments regarding mutual prosperity objectives 4. Ability to innovate and turn ideas into reality by pro-actively driving their implementation from start to finish 5. Strategic thinking and ability to create linkages with other pilots, UK missions, and programmes/initiatives/agendas
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Generic Competences	In this job, this means...
1. Making Effective Decisions	Developing and implementing a set of realistic, low-cost activities over a period of 12 months will require effective decision making based on the demands from international companies looking to do or currently doing business in Kenya, the mutual interests of Kenya and different UK government departments, the evidence on integrity risks in Kenya and mitigation strategies, what is already on offer and value for money considerations.
2. Managing a Quality Service	The main objective of the Kenya pilot of the Business Integrity Initiative is to develop a quality service offer on business integrity that, if it proves successful, does not just become part of the job description(s) of (a) new DIT staff member(s), but also inspires other UK missions in East Africa to undertake similar activities. This will depend on firms' uptake of the service offer and responding quickly and effectively to support requests.
3. Leading and Communicating	Business integrity services will need to be delivered in a way that works for companies and integrates with the way they look at new markets. This means communicating in a way that is easily understood by international companies, ideally based on experience of working in the private sector for a number of years. Knowledge and experience promoting improvements to local market conditions through dialogue with Kenyan authorities based on the insights from businesses would also be desirable.
4. Collaborating and Partnering	The ability to work collaboratively with a wide variety of internal and external, public and private stakeholders will be important for the success of the Kenya pilot. This includes the capacity to grasp different interests, effectively influence others and reach compromises. The Pilot Manager will need to maintain close links between a number of UK government departments represented in Kenya to draw on their skills, and mainstream business integrity support as an integral part of the BHC's prosperity offer.

Location	BCCK, Nairobi
Security clearance required	BPSS
Working Pattern	Full Time
Contract Type	Fixed Term (12 months)
Languages Required	English
Contact for candidate enquiries	Farida Abbas, CEO of the BCCK
How to apply	<p>Please submit a 2-page CV and personal statement of no more than 1,200 words on your relevant work experience, and how you meet the essential criteria and competences outlined above to recruitment@bckkenya.org no later than midnight Nairobi time on Monday, 14 January 2019. Late or incomplete applications will not be considered.</p> <p>Sifting will be completed by 18 January and interviews will take place during the week commencing 21 January. Candidates will be informed of the outcome by the end of January, and the successful applicant is expected to start in February/early March.</p>