

Job Description

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

Role purpose

The LED Advisor – Data and Dialogue will lead the project's LED data, analysis and local dialogue mobilisation intervention areas, facilitating and supporting selected local public and private sector stakeholders to identify and develop innovative processes, mechanisms and tools for (local) economic data generation, analysis and evidence-based LED dialogue within and between public and private sectors.

Currently, data on economic development context and opportunities at local level remain limited and/or of poor quality and this impacts negatively on the evidence-based economic development and, in particular, the quality and effectiveness of local economic development dialogue. The role of the LED Advisor – Data and Dialogue will be to support relevant local (as well as national) stakeholders to work collaboratively in enhancing the generation of quality data and evidence to underpin more inclusive processes of local economic opportunity analysis and dialogue to drive prioritization and development of local economic opportunities.

The LED Advisor – Data and Dialogue will lead project work to identify, support, develop and scale good practices in respect to LED data generation, analysis and evidence-based multi-stakeholder dialogue in support of locally driven economic development working with public and private stakeholders at municipal, regional and national levels. He/she will work closely with the other LED Advisors in order to coordinate activities and share stakeholder/institutional partnerships. The LED Advisor – Data and Dialogue will work closely with the two LED Advisors on Public and Private Sector Planning and Investment to ensure data and dialogue generate concrete investment plans; and with the LED Capitalisation and Replication Advisor to support local and national lesson learning around LED data and dialogue processes and outputs.

Stakeholders

- Public, private, research and consulting actors contributing to the generation, analysis and sharing of relevant local economic development-related data and information.
- Local public sector institutions and agencies with mandates and responsibilities for convening or contributing to local economic development dialogue
- Private sector and business organisations and representatives with a stake in local economic development dialogue and prioritisation
- Relevant national entities with LED-relevant data and/or supporting data generation relevant to local economic development
- Local and national agencies supporting LED good practice development and dissemination related to data and dialogue
- SDC and other SDC-funded projects and initiatives with a stake in local economic development in Georgia

Goals/ Impact

Key responsibilities

LED Data, Analysis & Evidence-based Dialogue Component Lead	Lead on strategy and partnerships designed to enhance the quality and relevance of local economic data generation and analysis in support of investment-oriented LED opportunities and initiatives across the project's activities and/or geographies, 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 in the project areas, including but not necessarily limited to: - <i>Developing collaborative and inclusive processes, mechanisms and tools to enhance economic-related data to support local economic development at local level</i> - <i>Supporting local actors to develop the skills and procedures necessary to ensure local economic development dialogue (and planning) is underpinned by quality evidence</i> - <i>Supporting local and national actors to strengthen monitoring and adaptation of local economic development efforts and performance in order to inform good practices in LED data and dialogue generation</i> • Undertake, as appropriate, market systems and actor mapping and analyses with respect to the <u>LED Advisor – Data and Dialogue</u> 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 local economic data generation, analysis and dialogue, and related learning • 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 <u>LED Data and Dialogue Component</u> activities and partnerships, including nurturing, building and sustaining strong and effective relationships with relevant partners (public, private, other) in regards to local economic development-related data generation, analysis and dialogue, 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 or Business Administration Optional: • Data and Analysis • 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 • A strong background in (local) economic development research, data and data analysis, and lesson harvesting / learning • A strong background in strategic planning, policy research, and project management • Strong experience in facilitating dialogue between stakeholders, including both public and private sector stakeholders • Experience in aligning business objectives and development goals with other local actors • Expertise in systems approaches and designing interventions towards sustainable development outcomes • Expertise in applied economics and policy analysis
Organisational and methodological competencies	Mandatory: • Sound knowledge of LED methodologies and approaches • Proficiency in developing and implementing strategies for private sector engagement in LED • Competency in applying MSD systemic approaches • Strategic thinking to identify opportunities for the private sector to contribute to economic growth in rural areas

	• Competences in mainstreaming of social inclusion principles in resource allocation schemes in support to LED • Competence in monitoring and evaluation & results harvesting • The ability to provide and communicate evidence-based insights and recommendations for public and private sector collaboration Optional: • Quantitative and qualitative research and analysis skills • Skills in leading and facilitating multi-stakeholder events (meetings, workshops, conferences, other events)
Leadership competencies	Mandatory: • Strong leadership and management capabilities • Excellent communication, negotiation, and relationship-building skills • Competences in managing the outcomes of a project Optional: • Skills in identifying opportunities for synergies and collaborations among different businesses
Social and personal competencies	Mandatory: • Excellent communication, negotiation, diplomacy and relationship-building skills • Strong networking skills to build and maintain connections with businesses • 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