The Bartlett Development Planning Unit

DPU Fellowship:

DPU/SLURC COMMUNICATION AND INFORMATION MANAGEMENT

DPU Fellowship based at: Sierra Leone Urban Research Centre SLURC; Freetown, Sierra Leone

Closing date for applications: 25th October 2019

Interviews: 31st October 2019 – 1st November 2019

To apply please send your CV and a one-page cover letter to a.frediani@ucl.ac.uk

DATES
19th November 2019 – July 2019 (8 months)

BACKGROUND
As part of the partnership between The Bartlett Development Planning Unit (DPU), and Sierra Leone Urban Research Centre (SLURC) the Fellowship aims to offer experience and on-the-job-training for recent graduates from the DPU MSc programme or equivalent master's programme in the field of development studies or urban planning.

The Fellow will become part of the core staff of the Sierra Leone Urban Research Centre with the title of Information Management Officer. Under the direct supervision of the Centre Directors and in collaboration with the Knowledge Management Officer and the other research officers, the Fellow will produce, deliver and maintain information collection and management tools including SLURC monitoring, evaluation and learning framework, the website, the newsletters and other SLURC knowledge outputs, as well as coordinate the implementation of the physical and online resource unit encompassing existing urban knowledge in Sierra Leone. The Fellow's approach to the task should focus on working together with other colleagues and build processes and capacity in colleagues to continue the work once he terminates his assignment. The Fellow will be expected to work closely with the Knowledge Management Officer, making sure that activities are planned and implemented in a complementary as well as supportive manner.

The Fellowship will run for 8 months in Freetown, Sierra Leone, starting from the week commencing from 19th of November 2019. The Fellow will be based at the Sierra Leone Urban Research Centre (SLURC) at 63, Upper Brook street, Freetown.

ROLES and RESPONSIBILITY

The FELLOW is expected to:
1) Represent themselves, SLURC and the DPU to the highest standard;
2) Work diligently and professionally on all agreed tasks;
3) Complete a mid-term working report to be submitted to DPU and SLURC;
4) Work with an attitude of mutual learning, reciprocal skills transfer, knowledge sharing and capacity building;
5) Be respectful to the diverse working styles, and work following decisions and indications from line managers (i.e. SLURC Directors who may delegate some functions)
6) Prepare and deliver a number of outputs as listed below;
7) Act responsibly with regards to the Fellowship programme: If an applicant chooses to cease the

collaboration and return home, he or she will have to reimburse the funds spent;

8) Design and implement knowledge and information collection and management tools for SLURC activities;
9) Design and implement the systems to update and expand the physical and online resource unit encompassing existing urban knowledge in Sierra Leone;
10) Contribute to the development, testing, implementation and continue improvement of knowledge and information services for urban practitioners in Sierra Leone;
11) Contribute to the production of SLURC knowledge outputs including graphic design (InDesign or Affinity software knowledge) and video editing;
12) Champion and lead on the collection and analysis of Monitoring, Evaluation and Learning data and information on SLURC activities
13) Mentor colleagues as needed to ensure local staff will be able to continue to implement processes, tools and services after the end of the fellowship;
14) Support as required different research projects and trainings undertaken by SLURC;
15) Participate in team meetings and other SLURC activities as required;
16) Fill out a realistic risk assessment and, if applicable, following UCL's ethical guidelines;

DPU is expected to:
1) Approve the selection of the participant along with SLURC;
2) Support the participant and host organisation remotely;
3) Provide feedback on the outputs produced by the Fellow;
4) Complete an assessment of program and participant after the working period;
5) Co-coordinate the dissemination of the outcomes with Fellow and partners;
6) Provide arrangements in cases of material loss (e.g. theft) and procedures to repatriate the fellow should this be required (e.g. civil strife, epidemics, etc.);
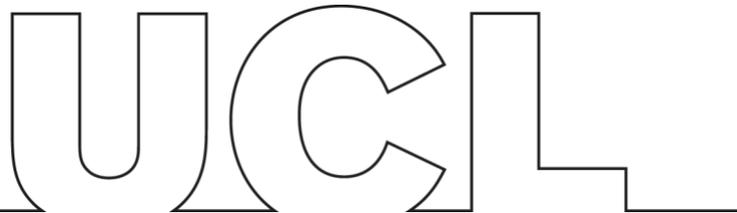7) Deliver the grant to approved applicant.

SLURC (HOST ORGANIZATION) is expected to:
1) Assist and guide approved applicant during working periods;
2) Include the Fellow in office activities (e.g. staff meetings);
3) Provide the Fellow with access to all available information needed to accomplish its assignment;
4) Support the Fellow in the process of getting a visa and residence permit for the duration of the Fellowship;
5) Assess Fellows while they work and give feedback and guidance when required to improve and enhance their learning.

FUNDING
DPU will support the selected Fellow with £10,000, aimed at covering:

a. Round-trip travel from participant's home city or UK to the host and any medical requirements (including vaccinations – please check on FCO website);

b. Living allowance to cover housing, meals, transportation to and from work station (SLURC) and incidentals;

d. Necessary VISA, residence permit and fees;

e. Medical insurance. It is a pre-condition to show proof of payment of the insurance before the Fellow is granted the award.

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The amount of £10,000 will be transferred to the Fellow's bank account in two instalments:
- £5000 after signing the contract;
- £5000 after the 4th month (presumably after the 19th March 2020)

ANNUAL LEAVE

Fellow entitlement for the 8 months period is 18 days paid annual leave excluding bank or public holidays.

DELIVERABLES

1) Inception report that will include a Work Plan showing activities and time lines – one week after arrival in Freetown;

2) Communication and Information Management Assessment: A report divided in two sections: - 3 weeks after assumption of duty

> 2.1) SLURC Communication: a) Get familiar with SLURC Communication needs; b) Identify current communication practices; c) Identify main gaps; d) Recommendations on procedures that could be put in place as well as propose the development of particular instruments to support the procedures;

> 2.2) SLURC Information management: a) Get familiar with SLURC information management practice; b) Identify main gaps and needs; objectives and activities associated to the resource unit; c) Recommendations on how to make activities more efficient and suggestions of possible instruments to support procedures;

3) Progress report: Short report outlining the progress of activities, communication and information management tools and procedures suggested. To be submitted after tools and procedures have been implemented, including suggestions to address identified challenges. – every two months

> 3.1 Manual: It includes tools and procedures for communication practices and information management. The format could be written form and video.
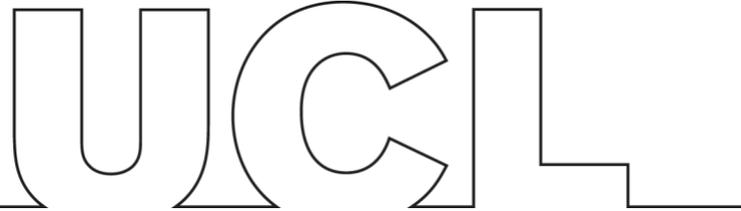
> 3.2 Training sessions could be conducted with relevant members of SLURC team.

> 3.3.Final Report: It summarises main outputs and procedures developed, and focus on key issues for sustainability of practices. – Last two weeks of Fellowship

Apart from these outputs, the Fellow could also develop other set of activities, which could be agreed in due course with the DPU and SLURC team, as well as participate in the activities of the centre as suggested by the supervisors.

CONTACTS

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SLURC, Andrea Klingel, aklingel@slurc.org
SLURC, Joseph Macarthy, jmacarthy@slurc.org
SLURC, Braima Koroma, bkoroma@slurc.org

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I agree to the terms set above

Signed on behalf of DPU

Name:

Position:

Signature:

Date:

Signed by the Fellow:

Name:

Signature:

Date: