REPUBLIC OF KENYA

MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES (MSMEs) DEVELOPMENT

STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES (MSMEs) DEVELOPMENT

KENYA JOBS AND ECONOMIC TRANSFORMATION (KJET) PROJECT

EXPRESSION OF INTEREST FOR RECRUITEMENT OF PROJECT SPECIALISTS

BACKGROUND

The Government's Bottom-up Economic Transformation Agenda (BETA) has placed significant focus on the Micro, Small and Medium Enterprises (MSME) Sector by prioritizing financial inclusion for MSMEs, value chain approach to MSME products as well as sustainable job creation through the sector.

In this endeavor, the Government of Kenya (GOK), with the support of World Bank, is implementing the **Kenya Jobs and Economic Transformation (KJET) Project**, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs).

The overall goal of the project is **"to create and improve jobs for Micro, Small and Medium-sized firms in select growth-oriented clusters"**. The specific goals of the proposed project are; (i) Enhancing inclusive, high quality, resilient and sustainable job creation; (ii) Strengthening business and investment environment; (iii) Strengthening competitiveness & building capacity of MSME clusters; (iv) Enhancing market access for MSMEs: and (v) Scaling up green MSME financing.

The State Department for Micro, Small and Medium Enterprises (MSMEs) Development is seeking to recruit **six (6) Project Specialists** who will form the **Project Implementation Unit (PIU)** responsible for coordinating the KJET Project Management, Monitoring and Evaluation. The Project Specialists will be contracted for an **initial period of one year**. The contract will be renewed based on project requirements and the Specialists' performance, ensuring continued alignment with the project objectives and needs. This is a **monthly-based contract** where the Specialists shall be paid an agreed gross salary staff month rate. The duty station for these roles will be Nairobi, Kenya.

Applications are invited from suitably qualified **KENYAN** candidates for the advertised vacant positions shown here below:

S/No.	JOB TITLE	NO. OF POSTS	VACANCY NO.
1.	Project Coordinator	1	1/2024
2.	Financial Management Specialist	1	2/2024
3.	Procurement Specialist	1	3/2024
4.	Monitoring and Evaluation (M&E) Specialist	1	4/2024
5.	Communication Specialist	1	5/2024
6.	Environmental Specialist	1	6/2024

HOW TO APPLY

1. Completed applications documents are to be enclosed in plain sealed envelopes, marked with the vacancy number and job title together with detailed Curriculum Vitae, certified copies of Academic and Professional Certificates, and contact details of at least three (3) referees should be address to:-

   The Principal Secretary,
   State Department for Micro, Small and Medium Enterprises (MSMEs) Development,
   P.O Box 30547 - 00100
   NAIROBI.

   or deposited in the **TENDER BOX** located **along Bishop Road, Social Security House, Block A, Western Wing, Mezzanine Floor,** so as to be received on or before **23rd January, 2025, 10.00am East African Time** and immediately thereafter opened in the presence of the candidates or their representatives who choose to attend at the **along Bishop Road, Social Security House, Block A, Western Wing, 17th Floor Boardroom Room.**
2. All submitted completed application documents shall be properly bound and serialised in each page.
3. Interested eligible qualified candidates may obtain further information at the **Head of Supply Chain Management Services Office at the State Department for Micro, Small and Medium Enterprises (MSMEs) Development Headquarters, located along Bishop Road, Social Security House, Block A , Western Wing, Mezzanine Floor,** during normal working hours from **8.00am to 5.00pm East African Time.**
4. Interested eligible qualified candidates shall submit **ONE ORIGINAL (1 No.)** and **One (1 No.)** copy of the application documents.
5. Complete detailed Terms of Reference (ToR) may be down loaded free of charge by the interested eligible qualified candidates at **www.msme.go.ke** and **www.tenders.go.ke.**
6. Female candidates and Persons Living with Disability (PLWDs) are encouraged to apply.
7. The Government of the Republic of Kenya reserves the right to accept, terminate or reject the application in whole or part before award.

Susan Mang'eni

Principal Secretary
STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES (MSMEs) DEVELOPMENT

1. VACANCY NO. 1/2024: PROJECT COORDINATOR - ONE (1) POST

The objective of this assignment is to provide overall and day-to-day management of the activities supported under the KJET Project. The Project Coordinator heads the Project Implementation Unit (PIU) at the State Department for MSME Development. The Project Coordinator is the main operational link between the Project, the State Department for MSMEs Development and the World Bank.

QUALIFICATIONS AND EXPERIENCE

The candidate should have the following desired qualifications and experience:

i. A Bachelor's Degree in Economics, Business Administration, Project Management or related discipline from a recognized institution;
ii. A Master's Degree in Economics, Business Administration, Project Management or related discipline from a recognized institution;
iii. A minimum of 10 years relevant experience in the public service and/or donor funded projects/programmes is required;
iv. Demonstrated knowledge of and experience with management of World Bank funded projects/programs is required;
v. Excellent analytical skills, report writing skills and must be computer literate;
vi. Capacity to work under pressure and meet tight schedules under minimum supervision;
vii. High level of reliability and integrity;
viii. Excellent communication and interpersonal skills and able to lead and work in a team;
ix. Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required; and
x. Membership to a relevant professional body where applicable.

DUTIES AND RESPONSIBILIES

The Project Coordinator will be reporting to the Principal Secretary State Department for MSMEs Development.

The Project Coordinator will:

i. Provide strategic direction to the KJET project through high-level policy, liaison and networking at the PIU under the direction of, and reporting to the Project Steering Committee chaired by the Principal Secretaries (PSs) of MCMSME (SDMSME) and MITI (SDIP);
ii. Provide overall oversight and guidance to the PIU at MCMSME, in coordination with other implementing entities, on the implementation of the KJET Project including approved work plan activities under the beneficiaries to ensure the successful and effective attainment of the Programme Development Objective and Key Performance Indicators established for the Project;
iii. Ensure effective coordination among the implementing agencies at the national level for smooth implementation;
iv. Advise on project beneficiaries' conformity with the tenets of the Program Implementation Manual;

v. Prepare consolidated results-based narrative and financial periodic progress reports for project management and to relevant bodies, in accordance with approved reporting formats and timing and co-ordinate Project missions;
vi. Ensure that all such individual consultants appointed under the SDMSME PIU (i.e. procurement, financial management and any other individual consultant appointed on the Project) perform their functions efficiently and effectively to ensure that the needs of the Project are met;
vii. Lead the preparation of Annual Work Plans and Strategy, Progress Reports, End-of-Year Performance Report, Procurement Plans and associated Performance Frameworks for the various activities of the Project;
viii. Lead preparation of End-of-Assignment Report on outcomes, challenges and results against assignment work plan;
ix. Lead all project-level risk management and response strategies, including conducting ongoing project risk monitoring and reduction efforts;
x. Ensure overall on-going compliance with all fiduciary, environmental and safeguard requirements of the program;
xi. Ensure that all assets are used solely for the purpose for which they were procured;
xii. Facilitate and ensure the timely procurement and delivery of various inputs and technical equipment in collaboration with the Procurement Specialist and Implementation Agencies in accordance with GOK and World Bank guidelines;
xiii. Develop a Monitoring and Evaluation (M&E) framework for the program's activities, in cooperation with the PIU M&E Specialist, and other KJET implementing entities;
xiv. Supervise financial administration, including the preparation of financial statements, budgets and forecasts;
xv. Ensure that adequate funding is received in a timely fashion, and is in place for all aspects of the Project's operations;
xvi. Advise and recommend on evolving PIU staffing and expertise requirements to maintain project effectiveness and performance; and
xvii. Perform any other professional functions assigned by the Chair of the Project Steering Committee.

2. VACANCY NO. 2/2024: FINANCIAL MANAGEMENT SPECIALIST - ONE (1) POST

The overall objective of this position is to provide financial management and accounting support to the State Department for MSME Development- PIU and other project implementing entities in accordance with World Bank & Government of Kenya financial management regulations and accounting procedures.

QUALIFICATIONS AND EXPERIENCE

The candidate should have the following desired qualifications and experience:

i. A Bachelor's Degree in Finance or Accounting from a recognized institution;
ii. Have CPA (K) qualifications from a recognized institution;
iii. A minimum of 5 years' experience in financial management or accounting and demonstrated knowledge of public sector financial management;
iv. Possess high level of integrity and responsibility;
v. Good analytical, organizational skills and communication skills;
vi. Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required; and

vii. Two (2) years' experience working on a World Bank-funded Project or other donor funded project/program would be an added advantage.

DUTIES AND RESPONSIBILITIES

The Financial Management Specialist will report to the SDMSME Project Implementation Unit (PIU)-Project Coordinator for day-to-day activities.

The Financial Management Specialist will:

i. Maintain all Project accounting records in line with the approved accounting standards and in accordance with World Bank and GOK regulations;
ii. Working under the PIU and coordinating closely with the National Treasury, ensure robust Project budgeting, funds flow, accounting, internal control, financial reporting and budget arrangements;
iii. Render periodic reports (i.e. monthly/quarterly/annually) in the formats approved by World Bank;
iv. Draw up activity budgets and work plans together with the PIU staff;
v. Ensure prompt release of funds, once approved, to beneficiaries;
vi. Maintain relevant books of account and accounting /financial records for the Project;
vii. Ensure that all accounting records are updated promptly;
viii. Prepare monthly bank reconciliations of all bank accounts;
ix. Together with the PIU management, maintain Financial Management Manual;
x. Together with the PIU staff ensure strict adherence to installed internal control systems for all areas of project operation;
xi. Liaise with the internal/external auditors and follow up on audit queries and recommendations documented in management letters;
xii. Issue receipts, prepare payment vouchers and maintain cash records in accordance with laid down procedures;
xiii. Maintain an Advance Payments Register and monitor advances settlement;
xiv. Manage the petty cash float and maintain the petty cash book;
xv. Ensure petty cash disbursements are appropriately and adequately documented;
xvi. Ensure invoices submitted for payment at the PIU are promptly attended to and processed in the IFMIS;
xvii. Undertake IFMIS Ledger reconciliations;
xviii. Perform any other duties assigned by the Project Coordinator; and
xix. Undertake any other Project accounting duties as may be assigned from time to time by the Project Coordinator.

3. VACANCY NO. 3/2024: PROCUREMENT SPECIALIST - ONE (1) POST

The overall objective of this position is to provide the requisite procurement advice and support to the State Department for MSME Development- PIU and other implementing entities to enable the development and implementation of a cost-effective procurement management system for the KJET Project.

QUALIFICATIONS AND EXPERIENCE

The candidate should have the following desired qualifications and experience:

i. A Bachelor's Degree in Procurement, Supply Chain Management, Business Administration, Economics, Accounting, Finance, Engineering or equivalent from a recognized institution. Post graduate studies and/or relevant professional qualifications will be an added advantage;
ii. A minimum of at least 10 years relevant experience with at least 5-year working experience in public procurement, particularly in projects financed by the World Bank and other international financial organizations;
iii. Knowledge of international organizations/agencies' and GoK public procurement regulations and procedures;
iv. Knowledge and experience in the World Bank procurement system, Systematic Tracking of Exchanges in Procurement (STEP) is desirable;
v. Demonstrated interpersonal skills and ability to work in a team environment;
vi. High level of reliability and integrity;
vii. Ability to communicate effectively, prepare, negotiate, analyze, elaborate and present reports;
viii. Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use; and
ix. Membership to a relevant professional body where applicable.

DUTIES AND RESPONSIBILITIES

The Procurement Specialist will report to the SDMSME Project Implementation Unit (PIU)- Project Coordinator for day-to-day activities.

The Procurement Specialist will:

i. Be responsible for carrying out procurement functions under the SDMSME PIU in accordance with the procedures specified in the Financing Agreement between the Government of the Republic of Kenya and the International Development Association (IDA);
ii. Prepare an overall procurement plan for all the goods and services to be procured under the Project, specifying allocation of tasks and responsibilities at each stage of the procurement process; review and update the Project Procurement Plan regularly and submit it to the World Bank for review and approval; refer the strategic document, PPSD throughout project implementation and revise as needed;
iii. Ensure that all procurement is done in accordance with the provisions of the Financing Agreement and with IDA's regulations for Procurement as well as the approval mechanisms of the Government of Kenya's Procurement Act;
iv. Verify that all proposed purchases are (a) included in the approved procurement plan;(b) eligible for financing under the Credit and confirm the appropriate method to procure goods and services for each contract;
v. Assist procuring entities in all aspects of procurement including the preparation of bidding documents /request for proposals and advertisements;
vi. Work with the procurement entities and technical teams to ensure timely preparation and issuance of technical specifications, Terms of Reference and other related technical documentation necessary to facilitate commencement of procurement processes;

vii. Assemble committees with the participation of representatives from the SDMSME- MCMSME and procuring entities for the opening and evaluation of bids for purchase of goods and services, evaluation of Expressions of Interest and shortlisting/ and evaluation of Requests for Proposals, as well as contract negotiations and awards;
viii. Prepare evaluation reports, contract negotiation minutes, and draft negotiated contracts;
ix. Monitor contract implementation, including issues of claims, disputes, and compensation events;
x. Monitor through STEP the publication of bid notices, request for expression, and contract awards; and upload all necessary documents in to the STEP system. Monitor the timely execution of contracts for consultants' services and the purchase of goods / equipment including pre-shipment inspections/ tests, and inland transportation and collaborates with the stores on acceptance, storage and delivery;
xi. Works closely with accounts on payments due under procurement contracts and assist in the preparation of payment documents;
xii. Prepare and submit quarterly and annual progress reports on status of procurement under the Project to the Project Coordinator for inclusion in the PIU's project implementation progress reports;
xiii. Acts as a custodian of procurement documents and ensures systematic procurement filing system in the PIU;
xiv. Participate in procurement training courses, if necessary, and ensure that the PIU adopts and adheres to any relevant changes in procurement procedures and guidelines, introduced by the GoK and/or the World Bank;
xv. Identify indicators of fraud, collusion and other unethical practices in procurement/selection process; ensure procurement, contract management and related complaints are properly handled;
xvi. Monitor and assist in the timely response to all procurement related complaints including registration and closure in STEP; and
xvii. Carry out any other procurement related function as shall be assigned by the Project Coordinator.

4. VACANCY NO. 4/2024: MONITORING AND EVALUATION SPECIALIST - ONE (1) POST

The primary objective of this position is to develop and implement a robust Monitoring and Evaluation (M&E) system that effectively tracks, assesses, and reports on the project's progress and outcomes. The M&E system should be designed to enable systematic tracking, facilitate assessment and reporting, support Evidence-Based Decision-Making, promote accountability and transparency, and enhance learning and adaptation.

QUALIFICATIONS AND EXPERIENCE

The candidate should possess the following desired qualifications and experience:

i. A Bachelor's Degree in Monitoring and Evaluation, Development Economics, Statistics, Public Administration, Business Administration, or a related field from a recognized institution;
ii. A Master's Degree in Monitoring and Evaluation, Development Economics, Statistics, Public Administration, Business Administration, or a related field from a recognized institution;
iii. At least 6 years of professional experience in Monitoring and Evaluation (M&E), with a demonstrated history of designing, implementing, and managing M&E systems and frameworks;

iv. Strong ability to analyze and interpret complex data sets, identify trends, and provide actionable insights for decision-making;
v. Expertise in developing and validating baseline measurements and indicators for results monitoring and impact evaluation;
vi. Advanced skills in drafting detailed, clear, and concise reports and presentations suitable for diverse stakeholders;
vii. Experience in M&E roles within World Bank projects or other international development initiatives funded by global entities is required;
viii. Excellent written and verbal communication skills, with the ability to convey complex information clearly and effectively;
ix. Competence in identifying, assessing, and managing risks, with a strategic approach to mitigating potential issues;
x. Effective in working collaboratively within multidisciplinary teams, fostering a supportive and productive work environment;
xi. Ability to produce reader-friendly documents that simplify complex findings for various audiences, including the general public;
xii. Excellent command of English, both written and spoken, with meticulous attention to detail;
xiii. Strong organizational and administrative skills, with the ability to manage multiple priorities, work under pressure, and meet tight deadlines independently;
xiv. Advanced proficiency in IT tools such as Word, Excel, Access, and M&E systems; and
xv. High level of reliability and integrity; and
xvi. Membership to a relevant professional body where applicable.

DUTIES AND RESPONSIBILITIES

The Monitoring and Evaluation (M&E) Specialist will report to the SDMSME Project Implementation Unit (PIU)- Project Coordinator for day-to-day activities.

The Monitoring and Evaluation (M&E) Specialist will:

i. Design a sound project M&E Strategy that includes all activities, outputs, outcomes, indicators, data collection methods, timing, and costs (leveraging on input from all relevant project PIUs and beneficiaries);
ii. Establish a Management Information System (MIS) that keeps track of all project activities, results, and lessons learned;
iii. Assist in defining monitoring and evaluation requirements at the different levels of project implementation;
iv. Validate the baseline measurements of the Project Development Objective (PDO) matrix included in the Project Appraisal Document and agreed between the Government and the World Bank;
v. Ensure timely collection of data as envisioned in the M&E Framework;
vi. Manage or supervise external consultants to ensure data collection (or surveys) with quality, accuracy, and adequacy in a timely manner;
vii. Conduct analysis of monitoring data, documents findings from monitoring and evaluation activities and submit monitoring reports to the Project Coordinator;
viii. Contribute to the Quarterly PIU report regarding M&E;
ix. Ensure that the Annual Work Plan reflects the goals of the Results Monitoring Matrix;

x. Provide technical inputs on monitoring and evaluation parameters to improve planning, programming and implementation of project;
xi. Communicate concerns, issues as informed through the M&E execution process to Project Coordinator and seek solutions in a timely manner;
xii. Work closely with the World Bank, SDMSME PIU and other implementing entities, project beneficiaries and various consultants and project/sub-project stakeholders to ensure that data collected for purposes of performance evaluation is credible and of high quality;
xiii. Support the PIU and beneficiary institutions by leading coordination of baseline data collection, monthly, quarterly, periodic and annual progress/ monitoring reports on all operational activities;
xiv. Develop in-depth knowledge of monitoring and evaluation system of capacity development operations to guide performance tracking activities of staff with M&E responsibilities in project beneficiary entities;
xv. Assist PIU to develop realistic strategic action and work plans, making sure that M&E is mainstreamed into PIU daily works; and
xvi. Undertake any other tasks assigned by the Project Coordinator for the achievement of the overall project objectives.

5. VACANCY NO. 5/2024: COMMUNICATION SPECIALIST - ONE (1) POST

The main objective of this assignment is to develop and oversee implementation of a comprehensive communication strategy for the KJET Project to enable the State Department for MSME Development-PIU and other KJET implementing entities to effectively engage with its various stakeholders.

QUALIFICATIONS AND EXPERIENCE

The candidate should have the following desired qualifications and experience:

i. A Bachelor’s Degree in Communication, Mass Media, Public Relations or a related field from a recognized institution;
ii. A Master’s Degree in Communication, Mass Media, Public Relations or a related field from a recognized institution;
iii. A minimum of ten (10) years of professional experience in communication work in senior management of a communication function;
iv. Demonstrated experience in developing and implementing successful public communication strategies and campaigns;
v. Demonstrated experience in the preparation and implementation of public communications plan for infrastructure development projects;
vi. Outstanding communication skills both in written and spoken medium with a strong command of English and Kiswahili languages;
vii. Strong interpersonal and team skills;
viii. High level of reliability and integrity; and
ix. Membership to a relevant professional body where applicable.

DUTIES AND RESPONSIBILITIES

The Communications Specialist will report to the SDMSME Project Implementation Unit (PIU)- Project Coordinator for day-to-day activities.

The Communication Specialist will:

i. Create Awareness on KJET Project through appropriate outreach products;
ii. Develop information material (Fliers, brochures, FAQs, Presentations, documentaries) to highlight the progress of the KJET;
iii. Manage and coordinate production of various information to build understanding and support of the project;
iv. Respond to queries on KJET project by prospective investors, private sector, public agencies and the citizenry;
v. Develop press releases, fact sheets, holding statements and newspaper supplements to keep the media and the country well informed of the KJET agenda;
vi. Co-ordinate and manage Public Notices, Advertisements and Promotional Campaigns as may be required from time to time;
vii. Co-ordinate media appearances/interviews for resource persons in KJET Implementing Entities;
viii. Manage any crisis communication that may arise including drafting responses to misinformation in the media;
ix. Positively highlight results and achievements of the KJET project; and
x. Perform any other duties as may be assigned by the Programme Coordinator.

6. VACANCY NO. 6/2024: ENVIRONMENTAL SPECIALIST - ONE (1) POST

The objective of this assignment is to provide support and expertise to the State Department for MSME Development- PIU and other KJET Implementing Entities in ensuring that preparation and implementation of project interventions adhere to environmental, health and safety requirements, specifically the Environmental Management and Coordination Act (EMCA) 1999; (amended 2015) and the World Bank Environment and Social Framework.

QUALIFICATIONS AND EXPERIENCE

The candidate should have the following desired qualifications and experience:

i. A Bachelor’s Degree in Environmental Science, Environmental Engineering, Social Sciences, or related field from a recognized institution;
ii. A Master's Degree in Environmental Sciences, Environmental Management, or other relevant related disciplines from a recognized institution;
iii. A minimum of 5 years of demonstrated professional experience (including 2 similar assignments) in various aspects of environmental risk management;
iv. Specific experience on environmental issues including but not limited to environmental risk assessment, preparation of environmental management plans and instruments, climate change, mitigation and adaptation, and environmental audits for projects of similar nature;
v. Must be a Registered Lead Expert with National Environmental Management Authority (NEMA) or accredited by a reputable and recognized agency and be in good standing;
vi. Demonstration of good understanding of the relevant national laws related to environmental safeguards, including the EMCA, 1999 (amended 2015), the World Bank Environment and Social Framework (ESF), and the Environment and Social Standards (ESS);

vii. Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required;
viii. Experience in developing and delivering capacity building workshops, training programs, and awareness-raising initiatives on environmental and social topics is beneficial; and
ix. Strong interpersonal skills, cultural sensitivity, and the ability to communicate effectively with stakeholders from diverse backgrounds are essential for fostering collaboration, trust, and positive relationships throughout the project lifecycle.

DUTIES AND RESPONSIBILITIES

The Environmental Specialist will report to the SDMSME Project Implementation Unit (PIU)- Project Coordinator for day-to-day activities.

The Environmental Specialist will:

i. Mainstream the Environmental Management and Coordination Act (EMCA 1999; amended 2015) and other relevant national laws and regulations requirements into the Project;
ii. Oversee the implementation of the project E&S instruments including; Environment and Social Commitment Plan (ESCP), the Environment and Social Management Framework (ESMF), Labour Management Procedures (LMP), Stakeholder Engagement Plan (SEP), the Grievance Redress Mechanism, (GRM) and sub-project ESMPs;
iii. Undertake the environmental and social screening of sub-projects which includes the identification of environmental and social issues that need to be considered in the planning, design, implementation, and operation phase of the sub-projects. Assist in environmental risk categorization of project’s activities;
iv. Support in the review of the Environment and Social Impact Assessment reports/ Environmental and Social Management Plan (ESIA/ESMP) (either the Summary Project Report or comprehensive Project Report (CPR) based on the screening outcome. Ensure that such plans are approved by the National Environmental Management Authority (NEMA) before implementation;
v. Participate in regular field visits to assess and monitor Environmental, Social, Health, and Safety (ESHS) compliance with ESMPs during the implementation of sub-projects to monitor ESHS measures and ensure mitigation measures are implemented as described and intended in the approved safeguard instruments;
vi. Prepare monthly and quarterly Environmental, Social, Health, and Safety monitoring reports for the implementation of the sub-projects and ensure that timely actions are taken. Submit the reports to the SDMSME and the World Bank;
vii. Provide technical assistance, capacity building, and training on environment, social, health, and safety risk management to various participants including the PIUs and the MSMEs;
viii. As required, undertake Environment and Social Audit for selected sub-projects as advised by the technical lead, and
ix. Any other duties assigned by the Program Coordinator.

Susan Mang’eni
PRINCIPAL SECRETARY

REPUBLIC OF KENYA

MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (MCMSME)

STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (SDMSME)

KENYA JOBS AND ECONOMIC TRANSFORMATION (KJET) PROJECT

(P179381)

PROJECT IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

RECRUITMENT OF A PROJECT COORDINATOR

PROJECT IMPLEMENTATION UNIT (PIU)

December, 2024

1.0 INTRODUCTION

The Government of Kenya (GOK), with the support of World Bank, is implementing the Kenya Jobs and Economic Transformation (KJET) Project, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs). The Project Development Objective (PDO) is to 'increase private sector investments, access to markets and sustainable finance to create and improve jobs.

The project targets several critical challenges including: overly complex regulatory frameworks; insufficient promotion of Foreign Direct Investment (FDI); lack of coordination between buyers and suppliers; information gaps about market capabilities and requirements; and the negative impacts of climate change.

KJET is designed to build upon and enhance the existing and planned analytical work of the World Bank and the GOK, as well as other Programmes that focus on different elements of the Jobs and Economic Transformation (JET) agenda. Its design is informed by insights from the 2019 Country Private Sector Diagnostic (CPSD), the 2022 sub-national Competitiveness for JET Analytical and Advisory Services (ASA), and the 2023 Country Economic Memorandum (CEM).

These Terms of Reference are for the recruitment of a **Project Coordinator** for the KJET Project Implementation Unit (PIU) at SDMSME.

1.1 THE KEY COMPONENTS OF KJET PROJECT

KJET Project includes the following components and sub-components:

Component 1: Strengthening Business and Investment Enabling Reforms;

Component 2: Enhancing MSME Cluster Competitiveness;

- Subcomponent 2.1: Technical Assistance (TA) on Competitive Cluster Development Initiatives
- Subcomponent 2.2: Building Capacities of MSME Clusters;

Component 3: Scaling Up Green Financing and Strengthening Climatic Resilience for SMEs;

- Subcomponent 3.1: Scaling Up Green SME Financing;
- Subcomponent 3.2: Strengthening MSMEs Climatic Resilience; and

Component 4: Project Management, Monitoring and Evaluation.

1.3 PROJECT STRUCTURE

1.3.1 Implementing Ministries

The project will be implemented through both the Ministry of Cooperatives and Micro, Small and Medium Enterprises Development (MCMSME) and the Ministry of Investment Trade and Industry (MITI). While MITI will implement Component 1 (Strengthening Business and Investment Enabling Reforms) and Component 3 (Scaling up Green Financing and Strengthening Climatic Resilience for SMEs), the MCMSME will implement Component 2 (Enhancing MSME Cluster

Competitiveness) and will act as the over-arching Ministry in charge of overall project reporting and management.

1.3.2 Project Steering Committee (PSC)

KJET will establish a governance structure through a Project Steering Committee that will be chaired by the Principal Secretary (PS), SDMSME under MCMSME and co-chaired by PS, State Department for Investments Promotion (SDIP) under MITI, with support from the Project Implementation Unit (PIU) acting as the secretariat.

The PSC will assume oversight over project implementation functions and PIUs including, among other functions: (i) Oversight of overall implementation of the project; (ii) Provision of supervision support, including monitoring project results; (iii) Ensuring inter-agency coordination within GOK required for project implementation and (iv) Review/approval of annual work plans, periodic progress reports, annual procurement plans, and budgets.

1.3.3 Project Implementation Unit (PIU)

Two (2) dedicated Project Implementation Units (PIUs), one in each ministry, will manage day-to-day project operations. The PIU under MITI's State Department for Investments Promotion will coordinate Components 1 and 3, with the Kenya Development Corporation (KDC) assisting in implementation. Meanwhile, the PIU under SDMSME-MCMSME will coordinate Component 2, spearheaded by the Micro and Small Enterprises Authority (MSEA), and oversee overall project reporting. Each PIU will include specialists in environmental, social safeguards, and communication. They will set annual performance targets approved by the respective Principal Secretaries and the World Bank.

The SDMSME's PIU will serve as the main coordinating unit, managing reporting, missions, and project manuals. SDMSME will closely collaborate with MITI's State Department for Investments Promotion.

2.0 SCOPE OF SERVICES

Project Management: The project coordinator oversees the overall management and execution of the entire project while coordinating with the rest of the project implementing agencies and beneficiaries. This includes developing and maintaining project plans, schedules, and budgets, as well as ensuring that project activities are carried out in accordance with established goals, timelines, and quality standards. He/she will coordinate the efforts of various stakeholders involved in the project, including government agencies, implementing partners, and funding organizations, to ensure effective collaboration and communication throughout the project lifecycle.

3.0 OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide overall and day-to-day management of the activities supported under the KJET Project. The Project Coordinator heads the Project Implementation Unit (PIU) at SDMSME. The Project Coordinator is the main operational link between the Project, the State Department for MSMEs Development and the World Bank.

4.0 KEY TASK AND RESPONSIBILITIES

The Project Coordinator is expected to:

i. Provide strategic direction to the KJET project through high-level policy, liaison and networking at the PIU under the direction of, and reporting to the Project Steering Committee chaired by the Principal Secretaries (PSs) of MCMSME (SDMSME) and MITI (SDIP);
ii. Provide overall oversight and guidance to the PIU at MCMSME, in coordination with other implementing entities, on the implementation of the KJET Project including approved work plan activities under the beneficiaries to ensure the successful and effective attainment of the Programme Development Objective and Key Performance Indicators established for the Project;
iii. Ensure effective coordination among the implementing agencies at the national level for smooth implementation;
iv. Advise on project beneficiaries' conformity with the tenets of the Program Implementation Manual;
v. Prepare consolidated results-based narrative and financial periodic progress reports for project management and to relevant bodies, in accordance with approved reporting formats and timing and co-ordinate Project missions;
vi. Ensure that all such individual consultants appointed under the SDMSME PIU (i.e. procurement, financial management and any other individual consultant appointed on the Project) perform their functions efficiently and effectively to ensure that the needs of the Project are met;
vii. Lead the preparation of Annual Work Plans and Strategy, Progress Reports, End-of-Year Performance Report, Procurement Plans and associated Performance Frameworks for the various activities of the Project;
viii. Lead preparation of End-of-Assignment Report on outcomes, challenges and results against assignment work plan;
ix. Lead all project-level risk management and response strategies, including conducting ongoing project risk monitoring and reduction efforts;
x. Ensure overall on-going compliance with all fiduciary, environmental and safeguard requirements of the program;
xi. Ensure that all assets are used solely for the purpose for which they were procured;
xii. Facilitate and ensure the timely procurement and delivery of various inputs and technical equipment in collaboration with the Procurement Specialist and Implementation Agencies in accordance with GOK and World Bank guidelines;

xiii. Develop a Monitoring and Evaluation (M&E) framework for the program's activities, in cooperation with the PIU M&E Specialist, and other KJET implementing entities;
xiv. Supervise financial administration, including the preparation of financial statements, budgets and forecasts;
xv. Ensure that adequate funding is received in a timely fashion, and is in place for all aspects of the Project's operations;
xvi. Advise and recommend on evolving PIU staffing and expertise requirements to maintain project effectiveness and performance; and
xvii. Perform any other professional functions assigned by the Chair of the Project Steering Committee.

5.0 QUALIFICATIONS AND EXPERIENCE

The candidates should have the following desired qualifications and experience:

i. A Bachelor's Degree in Economics, Business Administration, Project Management or related discipline from a recognized institution;
ii. A Master's Degree in Economics, Business Administration, Project Management or related discipline from a recognized institution;
iii. A minimum of 10 years relevant experience in the public service and/or donor funded projects/programmes is required;
iv. Demonstrated knowledge of and experience with management of World Bank funded projects/programs is required;
v. Excellent analytical skills, report writing skills and must be computer literate;
vi. Capacity to work under pressure and meet tight schedules under minimum supervision;
vii. High level of reliability and integrity;
viii. Excellent communication and interpersonal skills and able to lead and work in a team;
ix. Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required; and
x. Membership to a relevant professional body where applicable.

6.0 REPORTING

The Project Coordinator will enter into contract with the State Department for MSMEs Development and will be reporting to the Principal Secretary SD MSMEs Development.

7.0 DELIVERABLES

The Project Coordinator is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Principal Secretary, SDMSME (MCMSME).

8.0 DURATION OF CONTRACT

The Project Coordinator will be contracted for an initial period of one year. The contract will be renewed based on project requirements and the Coordinator's performance, ensuring continued alignment with the project's objectives and needs.

9.0 FACILITIES TO BE PROVIDED

The Project Implementation Unit (PIU) will provide the Project Coordinator with office facilities, essential utilities, office services, stationery and office supplies, use of a computer and printer, and other materials as necessary.

10.0 LOCATION OF ASSIGNMENT

The duty station is Nairobi, Kenya. The Project Coordinator will be based in the PIU within the State Department for MSMEs Development. The Project coordinator will however be required to work in close consultation with the Micro and Small Enterprise Authority (MSEA), and the State Department for Investment Promotion (SDIP).

11.0 INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Project Coordinator shall be paid an agreed gross salary staff month rate.

REPUBLIC OF KENYA

MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (MCMSME)

STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (SDMSME)

KENYA JOBS AND ECONOMIC TRANSFORMATION (KJET) PROJECT

(P179381)

PROJECT IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

RECRUITMENT OF A FINANCIAL MANAGEMENT SPECIALIST

PROJECT IMPLEMENTATION UNIT (PIU)

December, 2024

1.0 INTRODUCTION

The Government of Kenya (GOK), with the support of World Bank, is implementing the Kenya Jobs and Economic Transformation (KJET) Project, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs). The Project Development Objective (PDO) is to 'increase private sector investments, access to markets and sustainable finance to create and improve jobs.

The project targets several critical challenges including: overly complex regulatory frameworks; insufficient promotion of Foreign Direct Investment (FDI); lack of coordination between buyers and suppliers; information gaps about market capabilities and requirements; and the negative impacts of climate change.

KJET is designed to build upon and enhance the existing and planned analytical work of the World Bank and the GOK, as well as other Programmes that focus on different elements of the Jobs and Economic Transformation (JET) agenda. Its design is informed by insights from the 2019 Country Private Sector Diagnostic (CPSD), the 2022 sub-national Competitiveness for JET Analytical and Advisory Services (ASA), and the 2023 Country Economic Memorandum (CEM).

These Terms of Reference are for the recruitment of a **Financial Management Specialist** for the KJET PIU at SDMSME.

1.1 THE KEY COMPONENTS OF KJET PROJECT

KJET Project includes the following components and sub-components:

Component 1: Strengthening Business and Investment Enabling Reforms;

Component 2: Enhancing MSME Cluster Competitiveness;

- Subcomponent 2.1: Technical Assistance (TA) on Competitive Cluster Development Initiatives
- Subcomponent 2.2: Building Capacities of MSME Clusters;

Component 3: Scaling Up Green Financing and Strengthening Climatic Resilience for SMEs;

- Subcomponent 3.1: Scaling Up Green SME Financing;
- Subcomponent 3.2: Strengthening MSMEs Climatic Resilience; and

Component 4: Project Management, Monitoring and Evaluation.

1.3 PROJECT STRUCTURE

1.3.1 Implementing Ministries

The project will be implemented through both the Ministry of Cooperatives and Micro, Small and Medium Enterprises Development (MCMSME) and the Ministry of Investment Trade and Industry (MITI). While MITI will implement Component 1 (Strengthening Business and Investment Enabling Reforms) and Component 3 (Scaling up Green Financing and Strengthening Climatic Resilience for SMEs), the MCMSME will implement Component 2

(Enhancing MSME Cluster Competitiveness) and will act as the over-arching Ministry in charge of overall project reporting and management.

1.3.2 Project Steering Committee (PSC)

KJET will establish a governance structure through a Project Steering Committee that will be chaired by the Principal Secretary (PS), SDMSME under MCMSME and co-chaired by PS, State Department for Investments Promotion (SDIP) under MITI, with support from the Project Implementation Unit (PIU) acting as the secretariat.

The PSC will assume oversight over project implementation functions and PIUs including, among other functions: (i) Oversight of overall implementation of the project; (ii) Provision of supervision support, including monitoring project results; (iii) Ensuring inter-agency coordination within GOK required for project implementation and (iv) Review/approval of annual work plans, periodic progress reports, annual procurement plans, and budgets.

1.3.3 Project Implementation Unit (PIU)

Two (2) dedicated Project Implementation Units (PIUs), one in each ministry, will manage day-to-day project operations. The PIU under MITI's State Department for Investments Promotion will coordinate Components 1 and 3, with the Kenya Development Corporation (KDC) assisting in implementation. Meanwhile, the PIU under SDMSME-MCMSME will coordinate Component 2, spearheaded by the Micro and Small Enterprises Authority (MSEA), and oversee overall project reporting. Each PIU will include specialists in environmental, social safeguards, and communication. They will set annual performance targets approved by the respective Principal Secretaries and the World Bank.

The SDMSME's PIU will serve as the main coordinating unit, managing reporting, missions, and project manuals. SDMSME will closely collaborate with MITI's State Department for Investments Promotion.

2.0 SCOPE OF SERVICES

The scope of the assignment is for the Project Financial Management Specialist to:

i. Perform all necessary Financial Management activities under SDMSME for the period of the assignment.
ii. Coordinate the financial management functions with other project implementing entities.
iii. Provide technical assistance and build the capacity of Financial Management staff within the project implementing entities.

3.0 OBJECTIVES OF THE ASSIGNMENT

The overall objective of this position is to provide financial management and accounting support to the SDMSME PIU and other project implementing entities in accordance with World Bank & GoK financial management regulations and accounting procedures.

4.0 KEY TASKS AND RESPONSIBILITIES

The Financial Management Specialist is expected to perform the following tasks:

i. Maintain all Project accounting records in line with the approved accounting standards and in accordance with World Bank and GOK regulations;
ii. Working under the PIU and coordinating closely with the National Treasury, ensure robust Project budgeting, funds flow, accounting, internal control, financial reporting and budget arrangements;
iii. Render periodic reports (i.e. monthly/quarterly/annually) in the formats approved by World Bank;
iv. Draw up activity budgets and work plans together with the PIU staff;
v. Ensure prompt release of funds, once approved, to beneficiaries;
vi. Maintain relevant books of account and accounting /financial records for the Project;
vii. Ensure that all accounting records are updated promptly;
viii. Prepare monthly bank reconciliations of all bank accounts;
ix. Together with the PIU management, maintain Financial Management Manual;
x. Together with the PIU staff ensure strict adherence to installed internal control systems for all areas of project operation;
xi. Liaise with the internal/external auditors and follow up on audit queries and recommendations documented in management letters;
xii. Issue receipts, prepare payment vouchers and maintain cash records in accordance with laid down procedures;
xiii. Maintain an Advance Payments Register and monitor advances settlement;
xiv. Manage the petty cash float and maintain the petty cash book;
xv. Ensure petty cash disbursements are appropriately and adequately documented;
xvi. Ensure invoices submitted for payment at the PIU are promptly attended to and processed in the IFMIS;
xvii. Undertake IFMIS Ledger reconciliations;
xviii. Perform any other duties assigned by the Project Coordinator; and
xix. Undertake any other Project accounting duties as may be assigned from time to time by the Project Coordinator.

5.0 QUALIFICATIONS AND EXPERIENCE

The candidates should have the following desired qualifications and experience:

i. A Bachelor’s Degree in Finance or Accounting from a recognized institution;
ii. Have CPA (K) qualifications from a recognized institution;
iii. A minimum of 5 years’ experience in financial management or accounting and demonstrated knowledge of public sector financial management;
iv. Possess high level of integrity and responsibility;
v. Good analytical, organizational skills and communication skills;
vi. Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required; and
vii. Two (2) years’ experience working on a World Bank-funded Project or other donor funded project/program would be an added advantage.

6.0 REPORTING

The Financial Management Specialist will enter into contract with the State Department for MSMEs Development and will report to the SDMSMEs PIU Project Coordinator for day-to-day activities.

7.0 DELIVERABLES

The Financial Management Specialist is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Coordinator and adhere to the established guidelines.

8.0 DURATION OF CONTRACT

The Financial Management Specialist will be contracted for an initial period of one year. The contract will be renewed based on project requirements and the specialist's performance, ensuring continued alignment with the project's objectives and needs.

9.0 FACILITIES TO BE PROVIDED

The Project Implementation Unit (PIU) will provide the Financial Management Specialist with office facilities, essential utilities, office services, stationery and office supplies, use of a computer and printer, and other materials as necessary.

10.0 LOCATION OF ASSIGNMENT

The duty station for this role will be Nairobi, Kenya. The Financial Management Specialist will be based within the Project Implementation Unit (PIU) under the State Department for MSMEs Development.

11.0 INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Financial Management specialist shall be paid an agreed gross salary staff month rate.

REPUBLIC OF KENYA

MINISTRY OF CO-OPERATIVES AND MICRO, SMALL & MEDIUM ENTERPRISES DEVELOPMENT (MCMSME)

STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (SDMSME)

KENYA JOBS AND ECONOMIC TRANSFORMATION (KJET) PROJECT

(P179381)

PROGRAM IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

RECRUITMENT OF A PROCUREMENT SPECIALIST

PROGRAMME IMPLEMENTATION UNIT (PIU)

December, 2024

1.0 INTRODUCTION

The Government of Kenya (GOK), with the support of World Bank, is implementing the Kenya Jobs and Economic Transformation (KJET) Project, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs). The Project Development Objective (PDO) is to 'increase private sector investments, access to markets and sustainable finance to create and improve jobs.

The project targets several critical challenges including: overly complex regulatory frameworks; insufficient promotion of Foreign Direct Investment (FDI); lack of coordination between buyers and suppliers; information gaps about market capabilities and requirements; and the negative impacts of climate change.

KJET is designed to build upon and enhance the existing and planned analytical work of the World Bank and the GOK, as well as other Programmes that focus on different elements of the Jobs and Economic Transformation (JET) agenda. Its design is informed by insights from the 2019 Country Private Sector Diagnostic (CPSD), the 2022 sub-national Competitiveness for JET Analytical and Advisory Services (ASA), and the 2023 Country Economic Memorandum (CEM).

These Terms of Reference are for the recruitment of a **Procurement Specialist** for the KJET PIU at SDMSME.

1.1 THE KEY COMPONENTS OF KJET PROJECT

KJET Project includes the following components and sub-components:

Component 1: Strengthening Business and Investment Enabling Reforms;

Component 2: Enhancing MSME Cluster Competitiveness;

- Subcomponent 2.1: Technical Assistance (TA) on Competitive Cluster Development Initiatives
- Subcomponent 2.2: Building Capacities of MSME Clusters;

Component 3: Scaling Up Green Financing and Strengthening Climatic Resilience for SMEs;

- Subcomponent 3.1: Scaling Up Green SME Financing;
- Subcomponent 3.2: Strengthening MSMEs Climatic Resilience; and

Component 4: Project Management, Monitoring and Evaluation.

1.3 PROJECT STRUCTURE

1.3.1 Implementing Ministries

The project will be implemented through both the Ministry of Cooperatives and Micro, Small and Medium Enterprises Development (MCMSME) and the Ministry of Investment Trade and Industry (MITI). While MITI will implement Component 1 (Strengthening Business and Investment Enabling Reforms) and Component 3 (Scaling up Green Financing and Strengthening Climatic Resilience for SMEs), the MCMSME will implement Component 2 (Enhancing MSME Cluster

Competitiveness) and will act as the over-arching Ministry in charge of overall project reporting and management.

1.3.2 Project Steering Committee (PSC)

KJET will establish a governance structure through a Project Steering Committee that will be chaired by the Principal Secretary (PS), SDMSME under MCMSME and co-chaired by PS, State Department for Investments Promotion (SDIP) under MITI, with support from the Project Implementation Unit (PIU) acting as the secretariat.

The PSC will assume oversight over project implementation functions and PIUs including, among other functions: (i) Oversight of overall implementation of the project; (ii) Provision of supervision support, including monitoring project results; (iii) Ensuring inter-agency coordination within GOK required for project implementation and (iv) Review/approval of annual work plans, periodic progress reports, annual procurement plans, and budgets.

1.3.3 Project Implementation Unit (PIU)

Two (2) dedicated Project Implementation Units (PIUs), one in each ministry, will manage day-to-day project operations. The PIU under MITI's State Department for Investments Promotion will coordinate Components 1 and 3, with the Kenya Development Corporation (KDC) assisting in implementation. Meanwhile, the PIU under SDMSME-MCMSME will coordinate Component 2, spearheaded by the Micro and Small Enterprises Authority (MSEA), and oversee overall project reporting. Each PIU will include specialists in environmental, social safeguards, and communication. They will set annual performance targets approved by the respective Principal Secretaries and the World Bank.

The SDMSME's PIU will serve as the main coordinating unit, managing reporting, missions, and project manuals. SDMSME will closely collaborate with MITI's State Department for Investments Promotion.

2.0 SCOPE OF SERVICES

The scope of the assignment is for the Procurement Specialist to:

a) Provide guidance and assistance in procurement of goods, works and consulting services in compliance with the World Bank Regulations and as appropriate with the Government of Kenya procurement regulations in collaboration with other project implementing entities;
b) Build the capacity of staff on procurement and contract management including World Bank's procurement Policies and Regulations.
c) Interpret and provide advisory to the project team in technical, commercial and legal aspects of procurement management.

3.0 OBJECTIVE OF THE ASSIGNMENT

The overall objective of this position is to provide the requisite procurement advice and support to the SDMSME PIU and other implementing entities to enable the development and implementation of a cost-effective procurement management system for the KJET Project.

The Specialist will assist in establishing the procurement procedures for the Project in accordance with both World Bank Regulations and GOK guidelines, preparation of procurement plans, bidding documents / Request for Proposals, ensuring bidding procedures and evaluation mechanisms are intact, representing the PIU in prequalification and tender evaluation committees. He/she will assist in managing policies for PIU project tendering, evaluation, award and contract management, key procurement processes and systems.

It is essential that the Specialist is well versed in World Bank Procurement Regulations, the Public Procurement and Asset Disposal Act, 2015 and the attendant Regulations**,** and the use of the Bank's **Systematic Tracking of Exchanges in Procurement (STEP)** platform.

4.0 KEY TASKS AND RESPONSIBILITIES

The Procurement Specialist is expected to perform the following tasks:

i. Be responsible for carrying out procurement functions under the SDMSME PIU in accordance with the procedures specified in the Financing Agreement between the Government of the Republic of Kenya and the International Development Association (IDA);
ii. Prepare an overall procurement plan for all the goods and services to be procured under the Project, specifying allocation of tasks and responsibilities at each stage of the procurement process; review and update the Project Procurement Plan regularly and submit it to the World Bank for review and approval; refer the strategic document, PPSD throughout project implementation and revise as needed.
iii. Ensure that all procurement is done in accordance with the provisions of the Financing Agreement and with IDA's regulations for Procurement as well as the approval mechanisms of the Government of Kenya's Procurement Act;
iv. Verify that all proposed purchases are (a) included in the approved procurement plan;(b) eligible for financing under the Credit and confirm the appropriate method to procure goods and services for each contract;
v. Assist procuring entities in all aspects of procurement including the preparation of bidding documents /request for proposals and advertisements;
vi. Work with the procurement entities and technical teams to ensure timely preparation and issuance of technical specifications, Terms of Reference and other related technical documentation necessary to facilitate commencement of procurement processes;
vii. Assemble committees with the participation of representatives from the SDMSME-MCMSME and procuring entities for the opening and evaluation of bids for purchase of

goods and services, evaluation of Expressions of Interest and shortlisting/ and evaluation of Requests for Proposals, as well as contract negotiations and awards;

viii. Prepare evaluation reports, contract negotiation minutes, and draft negotiated contracts;

ix. Monitor contract implementation, including issues of claims, disputes, and compensation events;

x. Monitor through STEP the publication of bid notices, request for expression, and contract awards; and upload all necessary documents in to the STEP system. Monitor the timely execution of contracts for consultants' services and the purchase of goods / equipment including pre-shipment inspections/ tests, and inland transportation and collaborates with the stores on acceptance, storage and delivery;

xi. Works closely with accounts on payments due under procurement contracts and assist in the preparation of payment documents;

xii. Prepare and submit quarterly and annual progress reports on status of procurement under the Project to the Project Coordinator for inclusion in the PIU's project implementation progress reports;

xiii. Acts as a custodian of procurement documents and ensures systematic procurement filing system in the PIU;

xiv. Participate in procurement training courses, if necessary, and ensure that the PIU adopts and adheres to any relevant changes in procurement procedures and guidelines, introduced by the GoK and/or the World Bank;

xv. Identify indicators of fraud, collusion and other unethical practices in procurement/selection process; ensure procurement, contract management and related complaints are properly handled;

xvi. Monitor and assist in the timely response to all procurement related complaints including registration and closure in STEP; and

xvii. Carry out any other procurement related function as shall be assigned by the Project Coordinator.

5.0 QUALIFICATIONS AND EXPERIENCE

The candidates should have the following desired qualifications and experience:

i. A Bachelor's Degree in Procurement, Supply Chain Management, Business Administration, Economics, Accounting, Finance, Engineering or equivalent from a recognized institution. Post graduate studies and/or relevant professional qualifications will be an added advantage;

ii. A minimum of at least 10 years relevant experience with at least 5-year working experience in public procurement, particularly in projects financed by the World Bank and other international financial organizations;

iii. Knowledge of international organizations/agencies' and GoK public procurement regulations and procedures;

iv. Knowledge and experience in the World Bank procurement system, Systematic Tracking of Exchanges in Procurement (STEP) is desirable;

v. Demonstrated interpersonal skills and ability to work in a team environment;

vi. High level of reliability and integrity;
vii. Ability to communicate effectively, prepare, negotiate, analyze, elaborate and present reports;
viii. Excellent computer skills for Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use; and
ix. Membership to a relevant professional body where applicable.

6.0 REPORTING

The Procurement Specialist will enter into a contract with the State Department for MSMEs Development and will report to the Project Coordinator for day-to-day activities.

7.0 DELIVERABLES

The Procurement Specialist will be tasked with the following deliverables (leveraging on other KJET implementing entities) throughout his/her assignment, ensuring that he/she meets the expectations of the Project Coordinator and adheres to the established guidelines:

i. Quarterly Reports to the Project Coordinator. The quarterly reports should cover interventions and activities conducted in the reporting period;
ii. Updating the Procurement Plan of the project and its execution report based on the approved Work plan;
iii. Timely preparation of bidding documents; Request for Proposals with adequate quality and related Evaluation Reports;
iv. Quarterly procurement status; and
v. Annual procurement status report.

8.0 DURATION OF CONTRACT

The Procurement Specialist will be contracted for an initial period of one year. The contract will be renewed based on project requirements and the specialist's performance, ensuring continued alignment with the project's objectives and needs.

9.0 FACILITIES TO BE PROVIDED

The Project Implementation Unit (PIU) will provide the Project Procurement Specialist with office facilities, essential utilities, office services, stationery and office supplies, use of a computer and printer, and other materials as necessary.

9.0 LOCATION OF ASSIGNMENT

The duty station for this role will be Nairobi, Kenya. The Procurement Specialist will be based within the Project Implementation Unit (PIU) under the State Department for MSMEs Development.

10.0 INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Procurement Specialist shall be paid an agreed gross salary staff month rate.

REPUBLIC OF KENYA

MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (MCMSME)

STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTRPRISES DEVELOPMENT (SDMSME)

KENYA JOBS AND ECONOMIC TRANSFORMATION (KJET) PROJECT

(P179381)

PROJECT IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

RECRUITMENT OF A MONITORING & EVALUATION SPECIALIST

PROJECT IMPLEMENTATION UNIT (PIU)

December, 2024

1.0 INTRODUCTION

The Government of Kenya (GOK), with the support of World Bank, is implementing the Kenya Jobs and Economic Transformation (KJET) Project, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs). The Project Development Objective (PDO) is to ‘increase private sector investments, access to markets and sustainable finance to create and improve jobs.

The project targets several critical challenges including: overly complex regulatory frameworks; insufficient promotion of Foreign Direct Investment (FDI); lack of coordination between buyers and suppliers; information gaps about market capabilities and requirements; and the negative impacts of climate change.

KJET is designed to build upon and enhance the existing and planned analytical work of the World Bank and the GOK, as well as other Programmes that focus on different elements of the Jobs and Economic Transformation (JET) agenda. Its design is informed by insights from the 2019 Country Private Sector Diagnostic (CPSD), the 2022 sub-national Competitiveness for JET Analytical and Advisory Services (ASA), and the 2023 Country Economic Memorandum (CEM).

These Terms of Reference are intended for the recruitment of **Monitoring and Evaluation (M&E) Specialist** for the KJET Project Implementation Unit (PIU) at SDMSME.

1.1 KEY COMPONENTS OF THE KJET PROJECT

KJET Project includes the following components and sub-components:

Component 1: Strengthening Business and Investment Enabling Reforms;

Component 2: Enhancing MSME Cluster Competitiveness;

- Subcomponent 2.1: Technical Assistance (TA) on Competitive Cluster Development Initiatives
- Subcomponent 2.2: Building Capacities of MSME Clusters;

Component 3: Scaling Up Green Financing and Strengthening Climatic Resilience for SMEs;

- Subcomponent 3.1: Scaling Up Green SME Financing;
- Subcomponent 3.2: Strengthening MSMEs Climatic Resilience; and

Component 4: Project Management, Monitoring and Evaluation.

1.3 PROJECT STRUCTURE

1.3.1 Implementing Ministries

The project will be implemented through both the Ministry of Cooperatives and Micro, Small and Medium Enterprises Development (MCMSME) and the Ministry of Investment Trade and Industry (MITI). While MITI will implement Component 1 (Strengthening Business and Investment Enabling Reforms) and Component 3 (Scaling up Green Financing and Strengthening Climatic Resilience for SMEs), the MCMSME will implement Component 2 (Enhancing MSME Cluster

Competitiveness) and will act as the over-arching Ministry in charge of overall project reporting and management.

1.3.2 Project Steering Committee (PSC)

KJET will establish a governance structure through a Project Steering Committee that will be chaired by the Principal Secretary (PS), SDMSME under MCMSME and co-chaired by PS, State Department for Investments Promotion (SDIP) under MITI, with support from the Project Implementation Unit (PIU) acting as the secretariat.

The PSC will assume oversight over project implementation functions and PIUs including, among other functions: (i) Oversight of overall implementation of the project; (ii) Provision of supervision support, including monitoring project results; (iii) Ensuring inter-agency coordination within GOK required for project implementation and (iv) Review/approval of annual work plans, periodic progress reports, annual procurement plans, and budgets.

1.3.3 Project Implementation Unit (PIU)

Two (2) dedicated Project Implementation Units (PIUs), one in each ministry, will manage day-to-day project operations. The PIU under MITI's State Department for Investments Promotion will coordinate Components 1 and 3, with the Kenya Development Corporation (KDC) assisting in implementation. Meanwhile, the PIU under SDMSME-MCMSME will coordinate Component 2, spearheaded by the Micro and Small Enterprises Authority (MSEA), and oversee overall project reporting. Each PIU will include specialists in environmental, social safeguards, and communication. They will set annual performance targets approved by the respective Principal Secretaries and the World Bank.

The SDMSME's PIU will serve as the main coordinating unit, managing reporting, missions, and project manuals. SDMSME will closely collaborate with MITI's State Department for Investments Promotion.

2.0 SCOPE OF SERVICES

2.1 Design and Implementation of M&E Framework, in coordination and collaboration with other project implementing entities (such as the PIU at SDIP and Project Implementation Team (PIT) at MSEA)**:**

- Develop a comprehensive Monitoring and Evaluation (M&E) for the whole KJET project framework aligned with the project's goals, objectives, and indicators;
- Design data collection tools, methodologies, and systems to effectively track project progress, outputs, outcomes, and impacts.
- Establish baseline data and performance targets for key project indicators.
- Develop monitoring plans and schedules to ensure timely and accurate data collection.

2.2 Data Collection, Analysis, and Reporting, in coordination and collaboration with other project implementing entities (such as the PIU at SDIP and PIT at MSEA)**:**

- Collect, compile, and analyze data from various sources, including project activities, surveys, assessments, and evaluations, to assess progress and performance against project targets and indicators.
- Conduct regular monitoring visits, field assessments, and surveys to gather qualitative and quantitative data on project activities, outputs, outcomes, and impacts.
- Prepare timely and accurate progress reports, monitoring reports, and evaluation reports for project stakeholders, including the World Bank, government counterparts, and implementing partners.

2.3 Learning and Adaptive Management:

- Facilitate learning and knowledge sharing among project stakeholders by documenting and disseminating best practices, lessons learned, and success stories.
- Identify challenges, bottlenecks, and opportunities for project improvement through M&E findings and recommend adaptive management strategies and corrective actions.
- Support capacity building and training initiatives for project staff, government counterparts, and implementing partners on M&E concepts, tools, and methodologies to strengthen their monitoring and evaluation capabilities.

3.0 OBJECTIVES OF THE ASSIGNMENT

The primary objective of this position is to develop and implement a robust Monitoring and Evaluation (M&E) system that effectively tracks, assesses, and reports on the project's progress and outcomes. The M&E system shall be designed to:

i. Enable Systematic Tracking
ii. Facilitate Assessment and Reporting
iii. Support Evidence-Based Decision-Making
iv. Promote Accountability and Transparency
v. Enhance Learning and Adaptation

The M&E System at SDMSME PIU level shall be implemented in collaboration and coordination with other project implementing entities to support the entire project.

4.0 KEY TASKS AND RESPONSIBILITIES

The M&E Specialist shall, in collaboration and coordination with other project implementing entities:

i. Design a sound project M&E Strategy that includes all activities, outputs, outcomes, indicators, data collection methods, timing, and costs (leveraging on input from all relevant project PIUs and beneficiaries);
ii. Establish a Management Information System (MIS) that keeps track of all project activities, results, and lessons learned;

iii. Assist in defining monitoring and evaluation requirements at the different levels of project implementation;
iv. Validate the baseline measurements of the Project Development Objective (PDO) matrix included in the Project Appraisal Document and agreed between the Government and the World Bank;
v. Ensure timely collection of data as envisioned in the M&E Framework;
vi. Manage or supervise external consultants to ensure data collection (or surveys) with quality, accuracy, and adequacy in a timely manner;
vii. Conduct analysis of monitoring data, documents findings from monitoring and evaluation activities and submit monitoring reports to the Project Coordinator;
viii. Contribute to the Quarterly PIU report regarding M&E;
ix. Ensure that the Annual Work Plan reflects the goals of the Results Monitoring Matrix;
x. Provide technical inputs on monitoring and evaluation parameters to improve planning, programming and implementation of project;
xi. Communicate concerns, issues as informed through the M&E execution process to Project Coordinator and seek solutions in a timely manner;
xii. Work closely with the World Bank, SDMSME PIU and other implementing entities, project beneficiaries and various consultants and project/sub-project stakeholders to ensure that data collected for purposes of performance evaluation is credible and of high quality;
xiii. Support the PIU and beneficiary institutions by leading coordination of baseline data collection, monthly, quarterly, periodic and annual progress/ monitoring reports on all operational activities;
xiv. Develop in-depth knowledge of monitoring and evaluation system of capacity development operations to guide performance tracking activities of staff with M&E responsibilities in project beneficiary entities;
xv. Assist PIU to develop realistic strategic action and work plans, making sure that M&E is mainstreamed into PIU daily works; and
xvi. Undertake any other tasks assigned by the Project Coordinator for the achievement of the overall project objectives.

5.0 QUALIFICATIONS AND EXPERIENCE

The candidates should possess the following desired qualifications and experience:

i. A Bachelor's Degree in Monitoring and Evaluation, Development Economics, Statistics, Public Administration, Business Administration, or a related field from a recognized institution;
ii. A Master's Degree in Monitoring and Evaluation, Development Economics, Statistics, Public Administration, Business Administration, or a related field from a recognized institution;

iii. At least 6 years of professional experience in Monitoring and Evaluation (M&E), with a demonstrated history of designing, implementing, and managing M&E systems and frameworks;
iv. Strong ability to analyze and interpret complex data sets, identify trends, and provide actionable insights for decision-making;
v. Expertise in developing and validating baseline measurements and indicators for results monitoring and impact evaluation;
vi. Advanced skills in drafting detailed, clear, and concise reports and presentations suitable for diverse stakeholders;
vii. Experience in M&E roles within World Bank projects or other international development initiatives funded by global entities is required;
viii. Excellent written and verbal communication skills, with the ability to convey complex information clearly and effectively;
ix. Competence in identifying, assessing, and managing risks, with a strategic approach to mitigating potential issues;
x. Effective in working collaboratively within multidisciplinary teams, fostering a supportive and productive work environment;
xi. Ability to produce reader-friendly documents that simplify complex findings for various audiences, including the general public;
xii. Excellent command of English, both written and spoken, with meticulous attention to detail;
xiii. Strong organizational and administrative skills, with the ability to manage multiple priorities, work under pressure, and meet tight deadlines independently;
xiv. Advanced proficiency in IT tools such as Word, Excel, Access, and M&E systems; and
xv. High level of reliability and integrity; and
xvi. Membership to a relevant professional body where applicable.

6.0 REPORTING

The M&E Specialist will enter into a contract with the State Department for MSMEs Development and will report to the Project Coordinator for day-to-day activities.

7.0 DELIVERABLES

The M&E Specialist is required to provide the following reports and documents:

1. **Quarterly M&E Activities Report:** Submit a written report detailing M&E activities for the quarter to the Project Coordinator (while working in collaboration and with input from other project PIUs and beneficiaries), with copies sent to the World Bank and the State Department for MSMEs Development (SDMSME). The report should cover all interventions and activities undertaken during the reporting period, serving as a basis for the payment schedule.
2. **Detailed Quarterly and Annual M&E Reports:** Provide a comprehensive written M&E report to the Project Coordinator each quarter and annually. The report should detail the

interventions and activities conducted during the period across the whole KJET project and outline the work plan for the next phase.

3. **Additional Reports:** Submit any other reports as requested by the Project Coordinator, the World Bank, or relevant Ministries, Departments, and Agencies (MDAs).
4. **Report Formats:** Deliver reports in both electronic and hard copy formats, with all documents provided in English.

8.0 DURATION OF CONTRACT

The M&E Specialist will be contracted for an initial period of one year. The contract will be renewed based on project requirements and the specialist's performance, ensuring continued alignment with the project's objectives and needs.

9.0 FACILITIES TO BE PROVIDED

The Project Implementation Unit (PIU) will provide the M&E Specialist with office facilities, essential utilities, office services, stationery and office supplies, use of a computer and printer, and other materials as necessary.

10.0 LOCATION OF ASSIGNMENT

The duty station for this role will be Nairobi, Kenya. The M&E Specialist will be based within the Project Implementation Unit (PIU) under the State Department for MSMEs Development.

11.0 INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the M&E Specialist shall be paid an agreed gross salary staff month rate.

REPUBLIC OF KENYA

MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (MCMSME)

STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (SDMSME)

KENYA JOBS AND ECONOMIC TRANSFORMATION (KJET) PROJECT

(P179381)

PROJECT IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

RECRUITMENT OF A COMMUNICATION SPECIALIST

PROJECT IMPLEMENTATION UNIT (PIU)

December, 2024

1.0 INTRODUCTION

The Government of Kenya (GOK), with the support of World Bank, is implementing the Kenya Jobs and Economic Transformation (KJET) Project, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs). The Project Development Objective (PDO) is to 'increase private sector investments, access to markets and sustainable finance to create and improve jobs.

The project targets several critical challenges including: overly complex regulatory frameworks; insufficient promotion of Foreign Direct Investment (FDI); lack of coordination between buyers and suppliers; information gaps about market capabilities and requirements; and the negative impacts of climate change.

KJET is designed to build upon and enhance the existing and planned analytical work of the World Bank and the GOK, as well as other Programmes that focus on different elements of the Jobs and Economic Transformation (JET) agenda. Its design is informed by insights from the 2019 Country Private Sector Diagnostic (CPSD), the 2022 sub-national Competitiveness for JET Analytical and Advisory Services (ASA), and the 2023 Country Economic Memorandum (CEM).

These Terms of Reference are intended for the recruitment of a **Communication Specialist** for the KJET Project Implementation Unit (PIU) at SDMSME.

1.1 THE KEY COMPONENTS OF KJET PROJECT

KJET Project includes the following components and sub-components:

Component 1: Strengthening Business and Investment Enabling Reforms;

Component 2: Enhancing MSME Cluster Competitiveness;

- Subcomponent 2.1: Technical Assistance (TA) on Competitive Cluster Development Initiatives
- Subcomponent 2.2: Building Capacities of MSME Clusters;

Component 3: Scaling Up Green Financing and Strengthening Climatic Resilience for SMEs;

- Subcomponent 3.1: Scaling Up Green SME Financing;
- Subcomponent 3.2: Strengthening MSMEs Climatic Resilience; and

Component 4: Project Management, Monitoring and Evaluation.

1.3 PROJECT STRUCTURE

1.3.1 Implementing Ministries

The project will be implemented through both the Ministry of Cooperatives and Micro, Small and Medium Enterprises Development (MCMSME) and the Ministry of Investment Trade and Industry (MITI). While MITI will implement Component 1 (Strengthening Business and Investment Enabling Reforms) and Component 3 (Scaling up Green Financing and Strengthening Climatic Resilience for SMEs), the MCMSME will implement Component 2 (Enhancing MSME Cluster

Competitiveness) and will act as the over-arching Ministry in charge of overall project reporting and management.

1.3.2 Project Steering Committee (PSC)

KJET will establish a governance structure through a Project Steering Committee that will be chaired by the Principal Secretary (PS), SDMSME under MCMSME and co-chaired by PS, State Department for Investments Promotion (SDIP) under MITI, with support from the Project Implementation Unit (PIU) acting as the secretariat.

The PSC will assume oversight over project implementation functions and PIUs including, among other functions: (i) Oversight of overall implementation of the project; (ii) Provision of supervision support, including monitoring project results; (iii) Ensuring inter-agency coordination within GOK required for project implementation and (iv) Review/approval of annual work plans, periodic progress reports, annual procurement plans, and budgets.

1.3.3 Project Implementation Unit (PIU)

Two (2) dedicated Project Implementation Units (PIUs), one in each ministry, will manage day-to-day project operations. The PIU under MITI's State Department for Investments Promotion will coordinate Components 1 and 3, with the Kenya Development Corporation (KDC) assisting in implementation. Meanwhile, the PIU under SDMSME-MCMSME will coordinate Component 2, spearheaded by the Micro and Small Enterprises Authority (MSEA), and oversee overall project reporting. Each PIU will include specialists in environmental, social safeguards, and communication. They will set annual performance targets approved by the respective Principal Secretaries and the World Bank.

The SDMSME's PIU will serve as the main coordinating unit, managing reporting, missions, and project manuals. SDMSME will closely collaborate with MITI's State Department for Investments Promotion.

2.0 SCOPE OF SERVICES

2.1 Strategic Communication Planning: Develop a comprehensive communication strategy for the entire project (with input from SDIP PIU and the relevant project beneficiaries) aligned with project objectives, target audiences, and stakeholders' needs. This includes identifying key messages, communication channels, and tactics to effectively disseminate project information and engage with stakeholders.

2.2 Stakeholder Engagement and Outreach: Implement proactive stakeholder engagement initiatives to foster dialogue, build trust, and manage expectations among project stakeholders. This involves organizing consultation meetings, workshops, focus groups, and community events to solicit feedback, address grievances, and promote participation. Collaborate with implementing agencies on communication drives to onboard project beneficiaries and administer project interventions and maintain point of contact for project stakeholders.

2.3 Knowledge Management and Reporting: Manage the collection, analysis, and dissemination of project-related information, data, and knowledge products to internal and external stakeholders (while working closely with the project Monitoring and Evaluation (M&E) specialists and coordinating with other implementing agencies). This includes producing regular progress reports, success stories, case studies, and lessons learned documents to showcase project achievements, challenges, and impact.

3.0 OBJECTIVE OF THE ASSIGNMENT

The main objective of the Communication Specialist's assignment is to develop and oversee implementation of a comprehensive communication strategy for the KJET Project to enable the SDMSME PIU and other KJET implementing entities to effectively engage with its various stakeholders.

4.0 KEY TASKS AND RESPONSIBILITIES

Specific tasks include the following:

i. Create Awareness on KJET Project through appropriate outreach products;
ii. Develop information material (Fliers, brochures, FAQs, Presentations, documentaries) to highlight the progress of the KJET;
iii. Manage and coordinate production of various information to build understanding and support of the project;
iv. Respond to queries on KJET project by prospective investors, private sector, public agencies and the citizenry;
v. Develop press releases, fact sheets, holding statements and newspaper supplements to keep the media and the country well informed of the KJET agenda;
vi. Co-ordinate and manage Public Notices, Advertisements and Promotional Campaigns as may be required from time to time;
vii. Co-ordinate media appearances/interviews for resource persons in KJET Implementing Entities;
viii. Manage any crisis communication that may arise including drafting responses to misinformation in the media;
ix. Positively highlight results and achievements of the KJET project; and
x. Perform any other duties as may be assigned by the Programme Coordinator.

5.0 QUALIFICATIONS AND EXPERIENCE

The candidates should have the following desired qualifications and experience:

i. A Bachelor's Degree in Communication, Mass Media, Public Relations or a related field from a recognized institution;
ii. A Master's Degree in Communication, Mass Media, Public Relations or a related field from a recognized institution;
iii. A minimum of ten (10) years of professional experience in communication work in senior management of a communication function;
iv. Demonstrated experience in developing and implementing successful public communication strategies and campaigns;

v. Demonstrated experience in the preparation and implementation of public communications plan for infrastructure development projects;
vi. Outstanding communication skills both in written and spoken medium with a strong command of English and Kiswahili languages;
vii. Strong interpersonal and team skills;
viii. High level of reliability and integrity; and
ix. Membership to a relevant professional body where applicable.

6.0 REPORTING

The Communications Specialist will enter into a contract with the State Department for MSMEs Development and will report to the Project Coordinator for day-to-day activities.

7.0 DELIVERABLES

The Communication Specialist will be tasked with the following deliverables throughout their assignment, ensuring they meet the expectations of the Project Coordinator and adhere to the established guidelines:

1. **Communications Strategy**: Develop a strategic communications plan that outlines clear objectives, identifies target audiences, crafts key messages, and specifies tactical approaches to effectively promote the Kenya Jobs and Economic Transformation (KJET) Project.
2. **Outreach Products**: Design and produce a variety of outreach materials, such as brochures, flyers, newsletters, and digital content, aimed at increasing project visibility and engaging key stakeholders.
3. **Results Stories**: Create engaging and informative results stories in diverse formats, including print articles, blog posts, and multimedia content, to showcase the impact and successes of the KJET Project.
4. **Quarterly Reports**: Compile and deliver comprehensive quarterly reports that detail communication activities, assess performance against objectives, and provide insights and recommendations for enhancing project outreach and engagement.

8.0 DURATION OF ASSIGNMENT

The Communication Specialist will be contracted for an initial period of one year. The contract will be renewed based on project requirements and the specialist’s performance, ensuring continued alignment with the project’s objectives and needs.

9.0 FACILITIES TO BE PROVIDED

The Project Implementation Unit (PIU) will provide the Communication Specialist with office facilities, essential utilities, office services, stationery and office supplies, use of a computer and printer, and other materials as necessary.

10.0 LOCATION OF ASSIGNMENT

The duty station for this role will be Nairobi, Kenya. The Communication Specialist will be based within the Project Implementation Unit (PIU) under the State Department for MSMEs Development.

11.0 INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Communication Specialist shall be paid an agreed gross salary staff month rate.

REPUBLIC OF KENYA

MINISTRY OF CO-OPERATIVES AND MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (MCMSME)

STATE DEPARTMENT FOR MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT (SDMSME)

KENYA JOBS AND ECONOMIC TRANSFORMATION (KJET) PROJECT

(P179381)

PROJECT IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

RECRUITMENT OF AN ENVIRONMENTAL SPECIALIST

PROJECT IMPLEMENTATION UNIT (PIU)

December, 2024

1.0 INTRODUCTION

The Government of Kenya (GOK), with the support of World Bank, is implementing the Kenya Jobs and Economic Transformation (KJET) Project, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs). The Project Development Objective (PDO) is to 'increase private sector investments, access to markets and sustainable finance to create and improve jobs.

The project targets several critical challenges including: overly complex regulatory frameworks; insufficient promotion of Foreign Direct Investment (FDI); lack of coordination between buyers and suppliers; information gaps about market capabilities and requirements; and the negative impacts of climate change.

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These Terms of Reference are for the recruitment of an **Environmental Specialist** for the KJET PIU at SDMSME.

1.1 THE KEY COMPONENTS OF KJET PROJECT

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Component 2: Enhancing MSME Cluster Competitiveness;

- Subcomponent 2.1: Technical Assistance (TA) on Competitive Cluster Development Initiatives
- Subcomponent 2.2: Building Capacities of MSME Clusters;

Component 3: Scaling Up Green Financing and Strengthening Climatic Resilience for SMEs;

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1.3 PROJECT STRUCTURE

1.3.1 Implementing Ministries

The project will be implemented through both the Ministry of Cooperatives and Micro, Small and Medium Enterprises Development (MCMSME) and the Ministry of Investment Trade and Industry (MITI). While MITI will implement Component 1 (Strengthening Business and Investment Enabling Reforms) and Component 3 (Scaling up Green Financing and Strengthening Climatic

Resilience for SMEs), the MCMSME will implement Component 2 (Enhancing MSME Cluster Competitiveness) and will act as the over-arching Ministry in charge of overall project reporting and management.

1.3.2 Project Steering Committee (PSC)

KJET will establish a governance structure through a Project Steering Committee that will be chaired by the Principal Secretary (PS), SDMSME under MCMSME and co-chaired by PS, State Department for Investments Promotion (SDIP) under MITI, with support from the Project Implementation Unit (PIU) acting as the secretariat.

The PSC will assume oversight over project implementation functions and PIUs including, among other functions: (i) Oversight of overall implementation of the project; (ii) Provision of supervision support, including monitoring project results; (iii) Ensuring inter-agency coordination within GOK required for project implementation and (iv) Review/approval of annual work plans, periodic progress reports, annual procurement plans, and budgets.

1.3.3 Project Implementation Unit (PIU)

Two (2) dedicated Project Implementation Units (PIUs), one in each ministry, will manage day-to-day project operations. The PIU under MITI's State Department for Investments Promotion will coordinate Components 1 and 3, with the Kenya Development Corporation (KDC) assisting in implementation. Meanwhile, the PIU under SDMSME-MCMSME will coordinate Component 2, spearheaded by the Micro and Small Enterprises Authority (MSEA), and oversee overall project reporting. Each PIU will include specialists in environmental, social safeguards, and communication. They will set annual performance targets approved by the respective Principal Secretaries and the World Bank.

The SDMSME's PIU will serve as the main coordinating unit, managing reporting, missions, and project manuals. SDMSME will closely collaborate with MITI's State Department for Investments Promotion.

2.0 SCOPE OF SERVICES:

Environmental Impact Assessment (EIA): The overall scope of assignment entails conducting comprehensive environmental assessments to identify potential environmental risks and impacts associated with project activities; assessing the project's compliance with environmental regulations, policies, and international standards, including those set by the World Bank and relevant local authorities; and developing mitigation measures and environmental management plans to minimize adverse environmental impacts and enhance project sustainability.

3.0 OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide support and expertise to the PIU and other KJET Implementing Entities in ensuring that preparation and implementation of project interventions adhere to environmental, health and safety requirements, specifically the Environmental Management and Coordination Act EMCA 1999; (amended 2015) and the World Bank Environment and Social Framework.

4.0 KEY TASKS AND RESPONSIBILITIES

The Environmental Specialist will be expected to perform the following tasks:

i. Mainstream the Environmental Management and Coordination Act (EMCA 1999; amended 2015) and other relevant national laws and regulations requirements into the Project;
ii. Oversee the implementation of the project E&S instruments including; Environment and Social Commitment Plan (ESCP), the Environment and Social Management Framework (ESMF), Labour Management Procedures (LMP), Stakeholder Engagement Plan (SEP), the Grievance Redress Mechanism, (GRM) and sub-project ESMPs;
iii. Undertake the environmental and social screening of sub-projects which includes the identification of environmental and social issues that need to be considered in the planning, design, implementation, and operation phase of the sub-projects. Assist in environmental risk categorization of project's activities;
iv. Support in the review of the Environment and Social Impact Assessment reports/ Environmental and Social Management Plan (ESIA/ESMP) (either the Summary Project Report or comprehensive Project Report (CPR) based on the screening outcome. Ensure that such plans are approved by the National Environmental Management Authority (NEMA) before implementation;
v. Participate in regular field visits to assess and monitor Environmental, Social, Health, and Safety (ESHS) compliance with ESMPs during the implementation of sub-projects to monitor ESHS measures and ensure mitigation measures are implemented as described and intended in the approved safeguard instruments;
vi. Prepare monthly and quarterly Environmental, Social, Health, and Safety monitoring reports for the implementation of the sub-projects and ensure that timely actions are taken. Submit the reports to the SDMSME and the World Bank;
vii. Provide technical assistance, capacity building, and training on environment, social, health, and safety risk management to various participants including the PIUs and the MSMEs;
viii. As required, undertake Environment and Social Audit for selected sub-projects as advised by the technical lead, and
ix. Any other duties assigned by the Program Coordinator.

5.0 QUALIFICATIONS AND EXPERIENCE

The candidates should have the following desired qualifications and experience:

i. A Bachelor's Degree in Environmental Science, Environmental Engineering, Social Sciences, or related field from a recognized institution;
ii. A Master's Degree in Environmental Sciences, Environmental Management, or other relevant related disciplines from a recognized institution;

iii. A minimum of 5 years of demonstrated professional experience (including 2 similar assignments) in various aspects of environmental risk management;
iv. Specific experience on environmental issues including but not limited to environmental risk assessment, preparation of environmental management plans and instruments, climate change, mitigation and adaptation, and environmental audits for projects of similar nature;
v. Must be a Registered Lead Expert with National Environmental Management Authority (NEMA) or accredited by a reputable and recognized agency and be in good standing.
vi. Demonstration of good understanding of the relevant national laws related to environmental safeguards, including the EMCA, 1999 (amended 2015), the World Bank Environment and Social Framework (ESF), and the Environment and Social Standards (ESS).
vii. Excellent computer skills in Microsoft Office tools (Word, Excel, and PowerPoint) and Internet use, including database use is required;
viii. Experience in developing and delivering capacity building workshops, training programs, and awareness-raising initiatives on environmental and social topics is beneficial; and
ix. Strong interpersonal skills, cultural sensitivity, and the ability to communicate effectively with stakeholders from diverse backgrounds are essential for fostering collaboration, trust, and positive relationships throughout the project lifecycle.

6.0 REPORTING

The Environmental Specialist will enter into contract with the State Department for MSMEs Development and will report to the SDMSMEs PIU Project Coordinator for day-to-day activities.

7.0 DELIVERABLES

During the term of the assignment, the Environmental Specialist is expected to perform the above-mentioned tasks on a full-time basis, ensuring they meet the expectations of the Project Coordinator and adhere to the established guidelines.

8.0 DURATION OF CONTRACT

The Environmental Specialist will be contracted for an initial period of one year. The contract will be renewed based on project requirements and the specialist's performance, ensuring continued alignment with the project's objectives and needs.

9.0 FACILITIES TO BE PROVIDED

The Project Implementation Unit (PIU) will provide the Environmental Specialist with office facilities, essential utilities, office services, stationery and office supplies, use of a computer and printer, and other materials as necessary.

10.0 LOCATION OF ASSIGNMENT

The duty station for this role will be Nairobi, Kenya. The Environmental Specialist will be based in the PIU within the State Department for MSMEs Development.

11.0 INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Environmental Specialist shall be paid an agreed gross salary staff month rate.

12.0 CONFIDENTIALITY, PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS

All the reports, data, and information developed, collected, or obtained from the implementing agencies, Client and other Institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the services, the Specialist shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.