



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.

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 an **Environmental 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:

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.