



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)

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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.