



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)

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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 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.