



REPUBLIC OF KENYA

THE NATIONAL TREASURY AND ECONOMIC PLANNING

FINANCING LOCALLY –LED CLIMATE ACTION PROGRAM PROGRAM IMPLEMENTATION UNIT

JOB OPPORTUNITIES

CREDIT NO: IDA 6980

TF B6810 – KE (P173065)

The Government of Kenya (GoK) through the National Treasury and Economic Planning has received financing from the World Bank towards the cost of the Financing Locally Led Climate Action (FLLoCA) Program. The Program Development Objective is to deliver locally-led climate resilience actions and strengthen county and national governments' capacity to manage climate risks. The FLLoCA Program is being implemented by the National Treasury through the Program Implementation Unit (NTPIU). The FLLoCA Program focuses on capitalizing the National and County Climate Change Funds; building county level capacity for planning, budgeting, reporting and implementation of local climate actions in partnership with communities; and strengthening of national level capacity for coordination, monitoring and reporting. The program is being implemented by the National Government in collaboration with County Governments. The NTPIU is looking for highly motivated individuals to fill the positions of Capacity Building Expert for the Social Risk Management Unit, Environmental Risk Management Specialist and Assistant Program Accountant for the NTPIU to be engaged on contract for a period of 1-Year (One) for the Capacity Building Expert and 2 (Two) years for the Environmental Risk Management Specialist and Assistant Program Accountant subject to work requirements and satisfactory performance over the life of the Program. The contracts are anticipated to commence on 1st September, 2023.

1. CAPACITY BUILDING EXPERT FOR THE SOCIAL RISK MANAGEMENT UNIT Ref: FLLoCA/PIU/CBE-SR-MU/2022-23 -1 Post

1.1 OBJECTIVES OF THE ASSIGNMENT

This consultancy aims to provide Technical Assistance Support to the SRM Unit of the State Department for Social Protection and Senior Citizen Affairs to enable the delivery of its mandate.

1.2 TASKS TO BE PERFORMED

Specifically, the consultant will:

- i. Support the Social Safeguards Coordinator in performing his/her coordination roles in the SRM Unit;
- ii. Lead the SRM Unit capacity building strategy and ensure its implementation as envisioned in the Ministry, through the State Department for Social Protection and Senior Citizen Affairs, incorporating and operationalizing key elements of the strategy (e.g. participatory and bottom-up, needs based and demand-driven, learning and sharing approach, and focus on outcomes and effectiveness);
- iii. Build capacity of core team (consisting of the SRM Unit and the county Social safeguards departments);
- iv. To support the SRM Unit and counties in developing SRIM annual Capacity Building (CB) Plans, focusing on the following functions:
 - o Undertake annual Capacity Needs Assessment based on core mandates of SRM unit vis a vis FLLoCA Program and also based on counties social development departments requirements;
 - o Synthesize and consolidate the CB needs from Annual Performance Appraisal (APA) outputs, audit reports, and peer to peer forums to ensure that these are addressed as part of the CB support to counties;
 - o Identifying key capacity gaps on the basis of self- and external assessment and designing capacity building measures to address these gaps;
 - o Identifying support required from the SRM Unit and counties in order to address capacity gaps;
 - o Oversee the training of staff in the SRM Unit;
 - o Deliver training to all the SRIM officers at the County Level;
 - o Deliver training to all the County Social Risks and Impacts Management teams.
- v. Support counties to develop and implement and report on SRIM CB activities, including:
 - o Implementing activities as planned in the annual CB plan;
 - o Arranging for support from national government agency, as planned and demanded by counties;
 - o Producing quarterly implementation reports to monitor progress against planned activities, and effectiveness of various CB providers and interventions;
 - o Producing an annual CB report for submission to the Program Steering Committee.
- vi. Support the SRM Unit to review county CB plans;
- vii. To assess adequacy and reports and to assist in coordination of CB activities;
- viii. To advise on counties compliance with the ESRM Manual;
- ix. Support the monitoring of the CB plan Implementation;
- x. Support the SRM Unit capacity building plans, including:
 - o Reviewing status of current county performance and supply-side inputs to capacity building;
 - o Setting up a system for aggregating county requests for SRIM capacity building and identifying how to provide this support (including service standards);
 - o Validating capacity building plans with county governments;
 - o Coordinating capacity building activities with development partners, primarily through the SRIM Multi Sectoral Committee;
 - o Agreeing annual milestones / indicators for each activity.
- xi. Facilitate county review of capacity building plans, budgets, and annual outputs, as per the ESRM Manual;
- xii. Ensure that CB Plans lay out clearly the outcomes of CB activities, identify, over a period of time, core TOTs group of capacity builders or trainers at the local/county and national level, and cross learning among counties;
- xiii. Support development of the training curriculum and content for the SRIM Unit;
- xiv. Prepare Terms of Reference for the preparation of the training materials for the SRIM Unit.

1.3 PROFILE OF THE CAPACITY BUILDING EXPERT FOR THE SOCIAL RISK MANAGEMENT UNIT

Qualifications, Skills and Experience

The successful candidate should have strong operational and analytical skills, have practical experience handling

complex/sensitive social development issues through participatory stakeholder engagement processes, and be able to integrate social development considerations in an operational context. The selection shall be based on the candidate's qualification, experience, and skills.

A. At a minimum, the applicant should have:

- i. Masters' Degree in Social Sciences, Sociology, Community Development, Anthropology or related field;
- ii. A Postgraduate degree in Project Management will be an advantage;
- iii. Training on social safeguards or its equivalent.

B. Experience

- i. At least 10 years' proven experience in leading, designing and implementing of capacity building strategies with specific focus on capacity development/institutional development at local level. This experience should include but not be limited to the following areas:
 - a. Assessing capacity needs using a formal methodology on Institutional Training and mentoring;
 - b. Developing capacity building plans based on needs assessment;
 - c. Monitoring the implementation of capacity building activities or Designing and / or implementing programs to build capacity of civil servants in areas relevant to the Program (Environmental and Social Safeguards and / or project implementation);
 - d. Demonstrated experience in institutional strengthening of sub-national entities and support for decentralization processes and programmes;
 - e. Previous experience in capacity building of sub national/ national governments for GOK/Donor funded programmes;
 - f. Demonstrated Knowledge and experience in designing and conducting training especially on social safeguards;
 - g. Have experience in implementing Social Safeguards in development projects funded by the Government of Kenya and multilateral institutions;
- ii. Good understanding of the international standards for social safeguards policies, processes and procedures;
- iii. Have a good understanding of environmental and social safeguards for Kenya under EMCA and by development agencies;
- iv. Experience in national and international Social Safeguard processes and compliance;
- v. Have experience in development and applications of outcomes of social impact assessments;
- vi. Knowledge and skills on Social Risk Management, Gender Based Violence and Sexual Exploitation and Abuse operational policies will be an advantage;
- vii. Excellent communication skills;
- viii. Experience in guiding negotiation and conflict management;
- ix. Ability to write and deliver timely and concise reports;
- x. At least 5 years working experience with local communities in Kenya on social safeguards in development projects; and
- xi. Working experience or knowledge of government operating procedures;

1.4 REPORTING MECHANISM

The Capacity Building Expert will work directly with the State Department for Social Protection and Senior Citizen Affairs -SRM Unit under the Head of the Unit and will receive payment based on the work-plans as agreed upon with NTPIU which is the main Implementation Agency.

The Capacity Building Expert will be based in Nairobi in the State Department for Social Protection and Senior Citizens Affairs -SRM Unit offices. The successful applicant must be willing to frequent travels to different parts of the country.

2. ENVIRONMENTAL RISK MANAGEMENT SPECIALIST Ref: FLLoCA/PIU/ERMS/2022-23 -1 Post

2.1 OBJECTIVES OF THE ASSIGNMENT

The assignment is designed to support and provide expertise to the NTPIU, the MDAs, Counties and Program Champions within Program Implementing Agencies to ensure that Program is properly prepared and implemented in accordance with applicable national law on environmental risks and social aspects and World Bank Principles on the Program for Results (PforR).

2.2 TASKS TO BE PERFORMED

Task 1: Capacity Building/Training

- Prepare the capacity building plan fit for purpose with respective Counties and IAs that includes:
 - o Overview of the national environmental and social assessment process;
 - o Screening of sub-projects;
 - o Preparation of ESIA/ESMPs reports; and
 - o Follow up and monitoring of ESMPs implementation.
- Prepare training materials and conducting technical training workshops to NTPIU staff, County focal points for environment, relevant implementation agencies and other stakeholders on environmental safeguards requirements.

Task 2: Coordination

- Undertake necessary coordination with the national regulators/agencies that include the National Environmental Management Authority (NEMA), the Directorate of Occupational Safety and Health Services (DOSHS) among others to ensure that Counties receive the requisite technical support and sub-projects planning and implementation is in compliance with applicable national laws and regulations pertaining to the protection



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- of environment and health and safety;
- Identify the legal and regulatory aspects on EHS and advise Counties and NTPIU accordingly;
- Provide environmental safeguards expertise for NTPIU and the Counties Climate Change Units (CCCU);

Task 3: Supervision and Monitoring Implementation Missions

- Participate on the regular and ad hoc supervision mission to Counties during the Implementation Support Missions, assess the level of compliance to applicable national laws and regulations and approved ESIA/ESMPs;
- Review the Counties Environmental and Social Risk Management System (ESRM) and procedures and determine the adequacy and levels of implementation, monitoring and compliance;
- Assess if the grievance redress mechanisms established for the sub-projects are functioning appropriately and the individual sub-projects are implemented in an environmentally sustainable manner;
- Assess the major environmental, health and safety non-compliances, incidents and proposes corrective actions with strict timelines;
- Work with the relevant County government environmental focal points to investigate environmental, health and safety incidents and accidents and report to the NTPIU and World Bank and ensure the remedial action plan is fully implemented.

Task 4: Reporting

- Prepare of Quarterly and Annual Environment and Social Monitoring and Evaluation reports that highlight challenges concerning compliance with the applicable national laws, regulations and World Banks social and environmental standards and recommending the course of action to ensure compliance;
- Review monthly and quarterly environmental safeguards reports submitted by the Counties CCCUs
- Prepare and disseminate internal environmental and social guidelines for the preparation, implementation, monitoring and reporting of environmental and social risk management measures;
- Overseeing annual environmental and social compliance audits;
- Any other duties assigned by the Program Coordinator or his/her designate.

2.3 CONDUCT OF WORK

During the term of the assignment, the Specialist is expected to perform the above mentioned tasks on a full time basis, within the guidelines set herein. This position shall be locally based to give support to the NTPIU, Climate Finance & Green Economy Unit and MDAs. The performance of the Specialist will be measured based on Annual Key Performance Indicators set and reviewed quarterly by the Program Coordinator.

2.4 PROFILE OF ENVIRONMENTAL RISK MANAGEMENT SPECIALIST

(a) Qualifications

- Master's degree in environmental sciences, engineering or other relevant disciplines;
- Experience in designing and implementing environmental risk management system and well conversant with Government of Kenya (GoK) environment related policies, laws, regulations and guidelines;
- Experience with World Bank safeguard polices;
- Experience with preparation and implementation of ESIs according to the National Environmental Framework;
- Relevant professional training in Environmental Impact and Auditing will be an added advantage;
- Must be a NEMA registered Environmental Impact Assessment/Environmental Audit Expert.
- Good working knowledge of MS Office Suite.

(b) Experience

- A minimum of 8 years' demonstrated working in environmental and social impact assessments of public sector and Community Driven Development Projects/ Programs.
- Strong analytical skills, ability to think strategically, analyse and synthesize diverse environmentally related data and information;
- Knowledge and/or familiarity with the country's geography and specifically the environmental issues;
- Knowledge and practical experience of assessing environmental issues related to construction and operation of infrastructure projects;
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders;
- Good interpersonal and communications skills
- Conversant with the National Environment Policies, EMCA Act, EIA institutional procedures, review and approvals in the country.

2.5 REPORTING MECHANISM

The Environmental Risk Management Specialist will report to the Program Coordinator or his/her designate.

3 ASSISTANT PROGRAM ACCOUNTANT

OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to provide management, financial and accounting support for the program in line with policies and procedures laid down for the NT, Program Implementation Unit (NTPIU) including Program Operations Manual(POM).

3.1 TASKS TO BE PERFORMED

Supporting the Program Accountant, the Assistant Program Accountant is expected to perform the following tasks:

- Manage County Financial Management returns including Quarterly Expenditure returns and Reports;

- Manage MDAs returns including Annual Work Plans and Quarterly expenditure returns;
- Assist in maintaining all accounting records in line with approved accounting standards and in line with the World Bank's and GOK's regulations;
- Assist in preparation of periodic reports (i.e. monthly/quarterly/annually) in the formats approved by the World Bank;
- Assist in drawing up Annual work plan and budget;
- Assist in prompt release of funds, once approved, to beneficiaries that include MDAs, Counties, CSOs and IPs;
- Support in maintaining relevant books and records for the program;
- Assist in ensuring that the accounting records are updated promptly;
- Support in the accounting assignments including IFMIS rights;
- Issue miscellaneous receipts, prepare payment vouchers and maintain cash records in accordance with laid down procedures;
- Maintain Imprest Register and monitor imprest surrenders;
- Manage the petty cash float and maintain the petty cash book;
- Ensure petty cash disbursements are appropriately and adequately documented;
- Ensure invoices submitted for payment at the NTPIU are promptly attended to and processed;
- Assist with the custody and management of the Program Accounting Unit Manuals and Procedures;
- Perform any other duties assigned by the Program Accountant and/or the Program Manager- Finance & Strategy.

3.2 Qualifications, Skills and Experience

Minimum qualification:

- Minimum of Kenya Certificate of Secondary Education (KCSE) Mean Grade C(plain) or Equivalent qualification;
- Good command of written & spoken English;
- Polite, cheerful and hardworking;
- Good interpersonal skills;
- Ability to work as a team member;
- Ability to work under direction and with limited supervision;
- Ability to demonstrate initiative.

3. PROFILE OF THE ASSISTANT PROGRAM ACCOUNTANT

Qualification, Skills and Experience:

- A minimum of undergraduate degree in accounting, business administration or finance;
- A minimum of Certified Public Accountant or Chartered Accountant Part 11 (CPA 2) qualification;
- A minimum of 3(three) years' accounting / finance experience in the public service, donor – funded projects or a busy organization;
- Excellent analytical, report writing skills and must be computer literate;
- Capacity to work under pressure and meet tight schedules under minimum supervision;
- Excellent communication and interpersonal skills and able to work in a team.

4. REPORTING MECHANISM

The Assistant Program Accountant will enter into a contract with the National Treasury and Economic Planning and will report to the NTPIU Program Accountant and Program Manager - Finance and Strategy by extension the Program Coordinator.

Complete Application documents (**Curriculum Vitae, copies of certificates and relevant supporting documentation giving details of your qualifications, experience, day and evening telephone contacts, email address and names of three referees**) with the Position reference and name clearly marked on top should be delivered in person or sent by email to the address shown below:

Postal Address:

Program Implementation Unit
Attention: Program Coordinator
P.O. Box 30007-00100
Nairobi, Kenya.

Physical Address:

Program Implementation Unit
Attention: Program Coordinator
7th Floor, Re-Insurance Plaza.
Building No. 4 Aga Khan Walk/Taifa Road
Nairobi, Kenya.

Telephone No.: +254 20 2252299 E-mail: programcoordinator.piu@gmail.com
Or filcoa.piu@gmail.com

Deadline for submission of applications is **6th July,2023 at 1630hrs East African Time.**

Please note that the National Treasury and Economic Planning is an Equal Opportunity -Affirmative Action Employer.

**PROGRAM COORDINATOR
FOR: PRINCIPAL SECRETARY/NATIONAL TREASURY**