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 (FLoCoA) Program. The Program Development Objective is to deliver locally-led climate resilience actions and strengthen county and national government’s capacity to manage climate risks. The FLoCoA Program is being implemented by the National Treasury through the Program Implementation Unit (NTPIU). The FLoCoA Program focuses on capitalizing on 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 (One) year for the Environmental Risk Management Specialist and 2 (Two) years for the Social Risk Management Unit and the 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: FLoCoA/PIU/CBE-SRMU/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. Support counties to develop and implement and report on SRIM CB activities, including:

  o Undertake annual Capacity Needs Assessment based on core mandates of SRM unit vis a vis FLoCoA 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.

iv. Support counties to develop and implement and report on SRIM CB activities, including:

  o Implementing activities as planned in the annual CB plan;
  o Assessing 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.

v. Support the SRM Unit to review county CB plans;

vi. To assess adequacy and reports and to assist in coordination of CB activities;

vii. To advise on counties compliance with the ESRM Manual;

viii. Support the monitoring of the CB plan Implementation;

ix. 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;

x. Facilitate county review of capacity building plans, budgets, and annual outputs, as per the ESRM Manual;

xi. Ensure that CB Plans lay out clearly the outcomes of CB activities, identify, over a period of time, core TOFs group of capacity builders or trainers at the local/county and national level, and cross learning among counties;

xii. Support development of the training curriculum and content for the SRM Unit;

xiii. Prepare Terms of Reference for the preparation of the training materials for the SRM 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 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 decen- tralization 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 develop- ment 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 Citizen 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: FLoCoA/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 Partners 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 ESIAs/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 (DOSSH) 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
FINANCING LOCALLY – LED CLIMATE ACTION PROGRAM
PROGRAM IMPLEMENTATION UNIT

JOB OPPORTUNITIES

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 iflcora.pls@gmail.com

Deadline for submission of applications is 8th 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

• 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;
• Assit 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 Imprint Register and monitor imprint 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:

a) A minimum of undergraduate degree in accounting, business administration or finance;

b) A minimum of Certified Public Accountant or Chartered Accountant Part 1 (CPA 1) qualification;

c) A minimum of 3(three) years’ accounting / finance experience in the public service, donor work;

f) Ability to work as a team member;

g) Ability to demonstrate initiative.

4. REPORTING MECHANISM

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Program Coordinator
For: Principal Secretary/National Treasury

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

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