



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND ECONOMIC PLANNING
FINANCING LOCALLY-LED CLIMATE ACTION (FLLoCA) PROGRAM

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PROGRAM IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

CONSULTING SERVICES FOR AN INDIVIDUAL DATA ANALYST TO SUPPORT TRACKING AND REPORTING OF CLIMATE FINANCE IN KENYA

December 2023

Client:

Postal Address:

The Principal Secretary

The National Treasury and Economic Planning

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1. Background

Kenya is a party to the United Nations Framework Convention on Climate Change (UNFCCC), its Kyoto Protocol, and the Paris Agreement. Over the last decade, considerable efforts have been made in Kenya to mainstream climate change considerations into the country's plans, policies, strategies, projects and programmes. The National Policy on Climate Finance and the Climate Change Act, 2016 provides for mechanisms enable mobilizing, tracking and reporting on climate finance.

The growing demand for transparency over climate change public spending is triggered by Article 13 of the Paris Agreement that requires developing country Parties to provide information on financial, technology transfer and capacity-building support needed and received. Tracking and reporting of climate finance flows has become a central concern for development and economic policy. Tracking helps to provide comprehensive data on climate change-relevant budgeting and spending, enabling the government to make informed climate policy decisions. Alongside other climate data, such as greenhouse gas (GHG) inventories and vulnerability studies, climate finance data will serve as a cornerstone of data-driven decisions on climate investments in the country. The National Treasury has made some progress towards enhancing tracking and reporting of climate finance in Kenya. This include the development of Climate Change Budget Codes (CCBC), Climate Public Expenditure and Budget Review (CPEBR), and first "Kenya Climate Finance Landscape Report of 2021".

The World Bank is supporting the Government of Kenya efforts through Financing Locally Led Climate Action Program (FLLoCA) to operationalize their National Climate Change Action Plan and translate Kenya's ambitious climate agenda into scaled up action. The program development objective is to deliver locally-led climate resilience actions and strengthen county and national governments' capacity to manage climate risks.

To this end, the National Treasury through the support of the FLLoCA Program is looking to procure a local Data Analyst Consultant to support tracking and reporting of climate finance. The Consultant will work closely with the Climate Finance and Green Economy Unit which is mandated to coordinate all matters climate finance and green economy in Kenya.

2. Objectives of the Assignment

The objective of this consulting services is to support the Climate Finance and Green Economy Unit of the National Treasury and the FLLoCA Program to identify and collect the right climate finance data sources, analyze trends and develop the right strategic approaches on data and information management that will lead to sustained systems for tracking and reporting of climate finance flows.

3. Scope of the consulting services and specific tasks

The objective of this Consulting services will be achieved through the following tasks:

1. Support the Climate Finance & Green Economy Unit in sourcing and collating qualitative and quantitative climate finance data and information from both primary and secondary data sources.
2. Coordinate with relevant stakeholders to identify available global, regional, national and sub-national datasets to support climate finance tracking and other analytic needs.
3. Develop and maintain upto-date climate finance database through collection of climate finance data, compilation and processing including cleaning, standardization, validation.
4. Perform disaggregated analysis of Kenya's GCF portfolio, including the targeted sectors, impact indicators, financial instruments, implementing entities, among others.
5. Conduct training sessions for the National Treasury staff and other relevant stakeholders on data analytics and report generation.
6. Undertake analysis of climate finance flows to support the development of the second Kenya landscape on climate finance report.
7. Support the Climate Finance & Green Economy Unit and the FLLoCA Program to design a digital data collection tool for climate finance data and information.
8. Perform any other duty related to the scope of work as may be assigned.

4. Duration of the assignment

The assignment shall be for a period of 6 months (180 days) from the contract commencement date.

5. Reporting requirements and timelines for deliverables

The reporting requirements and timelines for deliverables are as shown in Table I below:

Two (2) original hard copy together with soft copies of the reports listed in Table I below shall be submitted to the Head, Climate Finance & Green Economy Unit /Principal Secretary, National Treasury on or before the scheduled dates.

Table I: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	Inception Report	7 days	2 hard copies and a soft copy
2.	Preliminary data collection report	45 days	2 hard copies and a soft copy
3.	Up-to-date climate finance database and user manual	70 days	Database
4.	Analysis Report on Kenya's GCF portfolio	90 days	2 hard copies and a soft copy

5.	Digital Data Collection Tool and user manual	120 days	Digital tool and access rights
6.	Training Report on data analytics and reporting	150 days	2 hard copies and a soft copy
7.	Final Completion Report	180 days	2 hard copies and a soft copy

6. Payment schedule

The proposed payment schedules based on satisfactory performance of the contract which will be negotiated with the successful consultant will be as presented in Table II below.

Table II: Proposed payment schedule

S/No.	Deliverables*	Timelines after contract commencement	Percentage of the contract amount
1.	Submission and Acceptance of Inception report	7 days	10%
2.	Preliminary data collection report	45 days	20%
3.	Up-to-date climate finance database and user manual	70 days	30%
4.	Analysis Report on Kenya's GCF portfolio	90 days	
5.	Digital Data Collection Tool and user manual	120 days	20%
6.	Training Report on data analytics and reporting	150 days	20%
7.	Final Completion Report	180 days	

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

7. Minimum requirements for Consultant's qualifications and experience

Academic Qualifications:

- i. Master's degree in statistics, economics, data science or mathematics from a university recognized in Kenya.
- ii. Additional certificates on data analysis, statistics like SQL is preferable.

Experience and Competencies:

- i. At least 10 years of general experience in the relevant field and at least 7 years of specific experience working in in qualitative and quantitative data analysis, data governance, measurement, methodological development and other areas of applied statistics, data interpretation and use.
- ii. Proven knowledge and understanding of climate change and climate finance including relevant data sources and policy frameworks.

- iii. Proven knowledge and experience in data collection, management, and visualization using systems such as Power BI, Miro, GitLab, and Microsoft Office Programs, among others.
- iv. Demonstrated experience and knowledge in the development and management of large database.
- v. Experience in development and use of digital data collection and reporting tools (such as ODK, Survey Monkey, Kobo, Zoho, etc).
- vi. Knowledge of statistics and experience using statistical packages for analyzing datasets.
- vii. Evidence of designing and leading capacity developments and trainings in relevant topics including in workshops, conferences, webinars etc.
- viii. Good communication skills, both written and verbal

8. Management and accountability of the assignment

The Consultant will enter into a contract with the National Treasury and will report to the Head, Climate Finance & Green Economy Unit.

9. Duty Station

The Consultant shall be based at the Climate Finance & Green Economy Unit, National Treasury in Nairobi, Kenya and may undertake distance mode of working based on agreed work plan.

10. Obligations of the Client

The Client will provide suitable office space and the necessary equipment. The Client will also provide transport to field assignment, as and when necessary. Where travelling individually on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group P rates. All individual travel shall be approved prior to the task by the h Head, Climate Finance and Green Economy Unit The client will also support the consultant in organizing the first introductory meetings with key stakeholders through submission of prior notice and accompanying letters. The client will also support the consultant, where possible, in getting access to core documents necessary for undertaking the assignment.

11. Obligations of the Consultant

The consultant shall provide a proposed program for executing the consultancy, with the specific milestones clearly marked on it. The Consultant shall be responsible for the provision of all the necessary resources to carry out the services under the contract and any other required resources.

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements.

12. Propriety Rights of Client in Reports and Records

All the reports, data, and information developed, collected, or obtained from the 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 Consultant shall relinquish all data, manuals, reports and information (including the database, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.