



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

**CREDIT NO: 6980 – KE**

**PROJECT ID NO: P173065**

**PROGRAM IMPLEMENTATION UNIT (PIU)**

**TERMS OF REFERENCE FOR CLIMATE FINANCE OFFICER**

**Reference No. KE-CFGEU-385120-CS-INDV**

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**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 10 years, considerable efforts have been made to mainstream climate change considerations into the country's plans, policies, strategies, projects and programmes. These documents include the Vision 2030; the National Climate Change Response Strategy, 2010; the National Climate Change Framework Policy; the National Policy on Climate Finance; the Green Economy Strategy and Implementation Plan; and the Climate Change Act, 2016. These provide a regulatory framework for an enhanced response to climate change as well as mechanisms and measures to achieve low-carbon, climate-resilient development. Further, they enable mechanisms for mobilizing, tracking and reporting on climate finance.

The National Treasury further established the Climate Finance and Green Economy (CF&GE) Unit in 2016 as per the provision of the Climate Change Act of 2016 in order to institutionalize and mainstream climate change and financing issues at the Ministry. The overall objective of the Unit is to provide technical support to the National Treasury on all matters relating to coordination of climate finance actions and financing the green economy in the country. Specifically, the Unit undertakes, among others, the following mandates:

- a. Review and analyze policies related to climate finance, climate change and green economy;
- b. Conduct institutional capacity building to various stakeholders i.e. Ministries, Counties, Departments, Agencies (MCDA), Civil Society, Private sector matters related to climate finance;
- c. Supporting the climate finance resource mobilization actions;
- d. Preparation and contribution to the regular reports, briefs, policy; and input into the Budget preparation process;
- e. Reviewing and advising on international criteria, guidelines and practices necessary for securing climate related investments in the country;
- f. Tracking, and reporting of climate finance flows.
- g. Providing advisory services, monitoring, reviewing, and evaluating project activities related to climate finance, and providing strategic directions and guidance as appropriate;
- h. Acting as the focal point for all climate change related activities at the National Treasury;
- i. Represent the National Treasury in UNFCCC Conference of Parties (COP) negotiations and other global obligations related to climate change and finance, and green growth;
- j. Operationalizing the work of the National Treasury as the National Designated Authority (NDA) for the Green Climate Fund (GCF).

The Government of Kenya (GoK) through the National Treasury and Economic Planning is implementing the Financing Locally Led Climate Action (FLLoCA) Program, with the support of World Bank, SIDA, DANIDA and the Germany Government. 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 aims to strengthen Kenya's green and climate finance coordination and governance mechanisms as part of its institutional support to the National Treasury. This will be achieved through enhancing the

technical capacity of the Climate Finance and Green Economy Unit by recruiting a highly motivated individual to fill the position of Climate Finance Officer.

## **2. Objective of the Assignment**

The objective of this assignment is to support mobilization of climate finance at The National Treasury under the Climate Finance and Green Economy Unit in line with the mandate of mobilising resources and coordination of climate finance. The Climate Finance Officer will contribute to the technical requirements of the Unit.

## **3. Scope of Services and Specific Tasks**

3.1 The scope of assignment for the officer is designed to support and provide expertise aimed at enhancing the delivery of the Unit's key mandates in regards to setting the legislative, regulatory & policy framework, and building technical and institutional capacities of the institutions involved in the climate change and finance space.

3.2 The specific tasks of the assignment for the officer include but is not limited to:

- i. Support the National Treasury's efforts in climate finance mobilization including the identification and access of the various financing windows on climate finance, green finance, Disaster risk finance and other innovative financing.
- ii. Support review and analysis of existing regulatory, legislative and policy framework that provides an enabling environment for realizing transformative climate actions and finance mobilization at national and county levels.
- iii. Support the NDA to deliver its Green Climate Fund mandate effectively.
- iv. Support capacity-building initiatives for national and county governments on development of sound policies and potential climate finance opportunities.
- v. Support the tracking and reporting of climate finance in Kenya.
- vi. Provide a range of project management and support services for projects and programmes within the Unit including preparation of progress reports and briefs, and development and review of annual work plans, budgets and procurement plans.
- vii. Support the Unit on the work on the tracking and reporting of climate finance
- viii. Provide Monitoring and Evaluation support that include preparing and maintaining of projects and programmes documentation to ensure accessibility of quality information.
- ix. Support coordination with key stakeholders including the national, regional and global partners to enhance climate finance mobilization efforts.
- x. Undertake policy research through quantitative studies, collection of statistical data and other information to explore effectiveness of existing policies, identify issues and propose solutions.
- xi. Provide necessary technical and administrative supports to the projects and programmes within the Unit.
- xii. Organize stakeholder consultation meetings, periodical meetings and trainings sessions including development of meeting schedules, agendas and reports;
- xiii. Perform any other duties as may be assigned.

#### 4. Duration and Location of the Assignment

The officer will enter into a contract with the National Treasury and Economic Planning. He /She will be engaged on contract for a period of twelve (12) calendar months from the date of commencement with anticipated extension of additional twelve (12) calendar months' subject to work requirements, satisfactory performance, project needs and availability of project financing.

During the term of the assignment, the position is based in Nairobi, Kenya, at the Climate Finance & Green Economy Unit, The National Treasury and it may involve travels within the country whenever necessary.

#### 5.0 Reporting Requirements / Mechanism

The Officer will report to the Head, Climate Finance & Green Economy Unit. During the term of the assignment, the officer is expected to perform the above mentioned tasks on a full time basis, within the guidelines set herein. The performance of the officer will be measured based on the successful execution of the assigned duties and reviewed monthly by the Head, Climate Finance & Green Economy Unit.

The Officer will prepare a monthly report highlighting the tasks performed, challenges, and specific recommendations, and shall also, where required, prepare summary of status report(s) of works execution. All reports prepared shall be reviewed and submitted to the Head, Climate Finance & Green Economy Unit.

Table 1: Reporting requirements

| S/No. | Deliverables/Reports  | Timelines after contract commencement              | Format of submission |
|-------|---|--|----------------------|
| 1.    | A consolidated monthly progress report detailing tasks performed/achievements against targets, challenges and recommendations to address the challenges | Within 7 days after the end of the reporting month | Soft copy            |

#### 6.0. Payment Schedule/Remuneration

The officer shall be remunerated based on a monthly rate, which will be negotiated with the successful candidate during Negotiations. Remuneration will be based on competitive rates, commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated here in above. Payment shall be monthly upon submission and approval of the monthly progress reports.

#### 7.0 Minimum qualifications and experience requirements

##### I. Academic Qualifications

- i. Bachelor's degree in Agricultural Economics, Climate Change, Environmental Sciences, Natural Resource Management, Economics, Finance, Project Management, Social Sciences, or other related disciplines from a University recognized in Kenya.

- ii. A Certificate training in Climate Change, Climate Finance, Green Growth and Disaster Risk Management or Financing.

**b) Experience**

- i. At least 7 years of general working experience in environment, sustainable development in the public sector.
- ii. A minimum of 5 years of specific experience and expertise in the field of Climate Finance preferably as evidenced by previous work on Carbon Markets, Green Climate Fund, Global Environment Facility or other climate financing mechanisms.

**8. Obligations of the Client**

The Client will provide suitable furnished office space, telecommunication, suitable office equipment, transport to field assignments, as and when required.

All individual travel shall be approved prior to the task by the Head Climate Finance & Green Economy Unit and by extension the Principal Secretary.

**9. Obligations of the officer**

The officer shall be responsible for the provision of all the necessary resources to carry out the functions under the contract.

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

**10. 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 contract, the Officer 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.