



**REPUBLIC OF KENYA**

**THE NATIONAL TREASURY AND ECONOMIC PLANNING**

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**INFRASTRUCTURE FINANCE AND PUBLIC PRIVATE PARTNERSHIPS  
ADDITIONAL FINANCING (IFPPP-AF)**

**COMPONENT 1A – SUPPORT TO INSTITUTIONAL STRENGTHENING**

**TERMS OF REFERENCE**

**RECRUITMENT OF A PROJECT OFFICER  
FOR THE PUBLIC PRIVATE PARTNERSHIPS DIRECTORATE (PPPD)  
IN KENYA**

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**APRIL 2024**

## **1. DESCRIPTION**

- 1.1. The Public Private Partnerships Directorate (PPP Directorate) of the National Treasury & Economic Planning is Kenya's lead institution in the origination, structuring, procurement, development and implementation of public-private partnership projects in the country. It does so, by advising and guiding Contracting Authorities in the identification, selection, appraisal, procurement, approval, negotiation and monitoring of PPP projects throughout their lifecycle. The PPP Directorate also acts as the national resource centre for best practice in public private partnerships, providing capacity and skills development, as the custodian of the integrity of PPP processes. For more information visit [www.pppunit.go.ke](http://www.pppunit.go.ke)
- 1.2. The Government of Kenya (GoK) in conjunction with the World Bank (International Development Association - IDA) is implementing an Infrastructure Finance and Public Private Partnerships Project (IFPPP) whose overall development objective is to increase private investment in the Kenyan infrastructure market by improving the enabling environment to generate a pipeline of bankable PPP projects. This objective is being achieved by providing technical expertise and building the capacity of the Public Private Partnerships Directorate to implement the program.
- 1.3. In this regard, the National Treasury is seeking an experienced individual to fill the position of Project Officer at the PPP Directorate. The duration of the contract is three (3) years, on full time basis, renewable based on performance.

## **2. OBJECTIVE OF THE ASSIGNMENT**

The Project Officer contributes to all phases of the PPP project cycle at the PPP Directorate, including project origination, structuring, execution, implementation and monitoring.

They will take responsibility for the tasks assigned to them by the Director, Origination & Structuring or other more senior members of the project team. These may include project management, undertaking comprehensive due diligence, including financial, market, integrity and policy compliance, liaising with external advisors and regulatory agencies, as well as effective post-closing implementation and monitoring.

The Project officer carries out these tasks as part of a project team under the guidance of the Director, Origination and Structuring or under the supervision/guidance of more senior officers.

## **3. DUTIES AND RESPONSIBILITIES**

The Project Officer is expected to meet the above objective by performing, without limitation, the following tasks:

- Work as a project team member on PPP transactions, contributing to all aspects of project structuring and execution, including comprehensive research and analysis of background materials, market information and financial performance data;

- Analyse and evaluate potential risks related to the proposed project, including analysis of financial information, preparing and updating financial models and financial projections;
- Provide a range of project management and support services, including preparation of reports and briefs, coordinating resources, maintaining project documentation and implementing and monitoring project plans, to ensure project outcomes are achieved on time, on budget, to quality standards and within agreed scope, in line with established agency project management methodology.
- Prepare and maintain project documentation for reporting, monitoring and evaluation purposes to ensure accessibility of quality information and contribute to the achievement of project outcomes.
- Communicate with key stakeholders and coordinate working groups, committees and consultations to facilitate accurate, relevant and professionally prepared exchange of information and support project completion in line with project plans.
- Source, collate and compile data and information to identify emerging issues and track and report on project progress against established milestones and deliverables.
- Undertake research and analysis, identifying trends and preparing project briefs, to support informed decision-making and planning.
- Project progress monitoring.
- Attending to all administrative matters of the projects assigned to them.
- Coordination of activities across client & stakeholder spectrum.
- Proactively support project identification efforts of the origination team, including supporting the identification of strategic contracting authorities and developers, supporting relationship management for strategic stakeholders in priority sectors.
- Work with the origination and structuring team to address emerging risks in the project portfolio and to capture learning that can translate into improved structuring of future projects.
- Continually build and maintain relationships with all relevant parties in project delivery; and
- Any other tasks as assigned by the Director, Project Origination & Structuring or by the Director General, PPP.

#### **4. SELECTION CRITERIA**

- Holds a bachelor's degree in any business, engineering or related field from a recognized institution.
- Minimum 3 years' experience in financial statement or credit analysis, market research, economic analysis, valuations, deal structuring, corporate or project finance, engineering, financial modelling or project management required.
- Key skills required for this role include project management, communication, research, analytical thinking, detail orientation, proactiveness and team orientation and problem-solving skills. Project finance or strong excel skills will be a bonus.
- Excellent communication skills – including written, verbal and presentation skills.
- Knowledge of Microsoft Office software. Intermediate to advanced Word, Excel and PowerPoint experience preferred.

- Meets the requirements of Chapter Six of the Constitution.
- Competent at facilitating meetings, including creating an agenda, documenting notes, and following up on action items.
- Work well under pressure.
- Meets the requirements of Chapter Six of the Constitution.

#### **5. DATA, LOCAL SERVICES AND FACILITIES TO BE PROVIDED BY CLIENT**

The PPP Directorate of the National Treasury and Economic Planning, Kenya will provide full office accommodation in Nairobi, Kenya.