



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND ECONOMIC PLANNING

FINANCING LOCALLY –LED CLIMATE ACTION (FLLoCA) PROGRAM

PROGRAM NO. P173065; CR. NO. IDA 6980; TFOB6810 – KE

PROGRAM IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

FOR

PROGRAM OFFICER, KNOWLEDGE MANAGEMENT FOR THE
COUNCIL OF GOVERNORS UNDER THE FINANCING LOCALLY-LED
CLIMATE ACTION PROGRAM

Reference No.KE-CFGEU-420553-CS-INDV

March 2025

Client: Postal Address:

The Principal Secretary
The National Treasury and Economic Planning
P.O. Box 30007-00100, Nairobi
Treasury Building- Harambee Avenue, Nairobi

Email: pstnt@treasury.go.ke

Physical Address:

Program Implementation Unit
Financing Locally-led Climate Action Program (FLLoCA)
The National Treasury
Reinsurance Plaza, 7th Floor
Building No. 4 Agha Khan Walk / Taifa Road Nairobi, Kenya

1.0 BACKGROUND INFORMATION

The Government of Kenya received financial support from the World Bank, DANIDA, SIDA and KfW towards 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 total funding level is USD. 294.4 Million Over a period of 5 years with effect from February 1, 2022. The funding so far mobilized supports in strengthening local resilience to the impact of climate change, natural hazards, and other shocks/stressors by building local capacity to plan, budget, implement and monitor resilience investments in a way that promotes collaborative partnerships between communities, national and county governments.

The 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 through the National Treasury, Program Implementation Unit (PIU), in partnership with State Department for Environment & Climate Change and Council of Governors in collaboration with County Governments.

The Council of Governors (COG) is established under Section 19 of the Intergovernmental Relations Act (IGRA 2012) and comprises the forty-seven (47) County Governors. The CoG is a platform for, among others: a) consultation amongst County Governments; b) sharing of information on the performance of the Counties in the execution of their functions with the objective of learning and promoting best practices and where necessary, initiating preventive or corrective action; c) considering matters of common interest to County Governments; d) dispute resolution between Counties; and e) facilitating capacity building for Governors.

CoG implements the role of sharing knowledge through the Maarifa Centre platform which is a subnational repository for sharing devolution knowledge assets. The Maarifa Centre platform has documented over **200** County best practices and uploaded over **1000** knowledge assets. The Centre, housed under the Planning, Monitoring and Knowledge Management Department works with the Counties through the nominated knowledge management champions to

document County initiatives and best practices for the purposes of improving service delivery.

2.0 OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to implement and undertake the activities, programs and projects of the knowledge management function.

3.0 SCOPE OF SERVICES AND SPECIFIC TASKS

I. Managerial / Supervisory Responsibilities

- i. Manage strategic collaborations, linkages and partnerships for the division; and
- ii. Guide and mentor the division's interns.

II. Operational Responsibilities / Tasks

- i. Implement comprehensive knowledge management initiatives, activities and strategies;
- ii. Follow up on Communities of Practice (COPs) at the Maarifa Centre;
- iii. Train and coach Council technical teams and County Officials on knowledge-capturing and sharing and control of knowledge assets;
- iv. In collaboration with the Communication team, identify, package and disseminate case stories and knowledge products that demonstrate best practices and lessons learnt from the Counties in performance of their functions;
- v. Design and facilitate models that enable institutionalization and mainstreaming of knowledge development, management and sharing;
- vi. Disseminate knowledge internally and externally (within and outside with partners and other stakeholders);
- vii. Monitor application of shared knowledge to improve service delivery in Counties;
- viii. Regularly convene meetings with Sector colleagues and Sector Knowledge Management Focal Persons to ensure continuous capturing, managing and sharing of critical knowledge in the organization;
- ix. Provide support in the development of tools for assessment and baseline surveys to determine the information needs of various players;
- x. Test modern Resource Centre products and services for effectiveness, quality and responsiveness to the Council's needs e.g. the audio visual equipment;
- xi. Create avenues for exchange of information, converting data into

- valuable information and ensuring its accessibility and usage;
- xii. Create, discover and disseminate information within the Council;
- xiii. Maintain library media, books and related reference materials;
- xiv. Process data requests by responding to queries and assisting clients in accessing information tools and resources;
- xv. Participate in the preparation and implementation the division annual work plan and budget;
- xvi. Mainstream and implement international and regional obligations, treaties and agreements related to the division;
- xvii. Draft where necessary, sector specific policies, regulations, strategies, standards and guidelines;
- xviii. Implement Council decisions relating to the division and mandate;
- xix. Implement intergovernmental resolutions relating the division;
- xx. Organise induction and capacity development initiatives for County Officials;
- xxi. Coordinate inter County knowledge sharing and learning on performance of devolved functions;
- xxii. Present division reports and matters to the Senior Knowledge Management Manager;
- xxiii. Implement management decisions relating to the division; and
- xxiv. Represent the Council in intergovernmental sector forums of relevance to the division.
- xxv. Any other related task assigned by the Supervisor.

4.0 DURATION AND LOCATION OF THE ASSIGNMENT

The assignment will be for an overall contract duration of twenty –four (24) calendar months from the date of commencement. The contract will be subject to an annual extension based on the consultant’s satisfactory performance, project needs and funds availability.

The assignment will be based at the Council of Governors (CoG) Headquarters in Nairobi, Kenya.

5.0 REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

During the term of the assignment, the officer is expected to perform the above-mentioned tasks and on a time-based basis as described in table 1 and submit to the following address:

The Chief Executive Officer
 Council of Governors
 Delta Hse, 2nd Flr Chiromo Road
 P.O. Box 40401 -00100, Nairobi Kenya

With a copy to:-

The Principal Secretary
The National Treasury and Economic Planning
P.O. Box 30007-00100, Nairobi
Treasury Building- Harambee Avenue, Nairobi

Attention:

Program Implementation Unit
Financing Locally-led Climate Action Program (FLLoCA)
The National Treasury
Reinsurance Plaza, 7th Floor
Building No. 4 Agha Khan Walk / Taifa Road Nairobi, Kenya

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 and hard copy

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 immediate Supervisor for finally submitted to the FLLoCA Program Implementation Unit (PIU) at the National Treasury.

6.0 PAYMENT SCHEDULE/REMUNERATION

The officer shall be remunerated based on a monthly rate (inclusive of all applicable tax obligations), 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 timesheets and progress reports.

Payment shall be monthly upon submission and approval of the monthly reports. The consultant will submit to the Program Coordinator, a monthly timesheet, with a supporting invoice, as the basis for payment for the consultancy services. Costs incurred by the Consultant outside the assignment location will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the FLLOCA Program Coordinator.

7.0 MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

The National Treasury is the Client for these services. The officer will enter into a contract with the National Treasury and Economic Planning and will work under and report to the Chief Executive Officer, CoG through its established structures.

The signed work-plans, timesheets, deliverables shall be submitted to COG with deliverable reports sent to the Program Implementation Unit (PIU) at the National Treasury for review and custody.

Throughout the process of the assignment, the officer will provide regular updates to the client. These updates will summarize, among others, the status of tasks, resources, schedules, coordination with county governments, etc., as well as issues that require attention.

The client and the officer shall agree on the scope and progress of the assignment, with an aim of reviewing any difficulties or assistance that is required to enable execution of the assignment on a regular basis.

8.0 MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

a) Academic qualifications

- A minimum of a Bachelor's degree in either Project Management, Monitoring and Evaluation, Communications, Environment, Climate Change, Knowledge management or a related discipline from a University recognized in Kenya.

b) Experience

1. At least six (6) years of general experience in either Project Management, Monitoring and Evaluation, communication or knowledge management;

2. At least three (3) years of demonstrated specific experience working with both levels of government in Kenya, administrative work, knowledge management including documentation and sharing.

9.0 OBLIGATIONS OF THE CLIENT

The Council of Governors (CoG) shall provide suitable furnished office space, telecommunication, suitable office equipment in Nairobi, Kenya and transport to field assignments, on as and when required.

When travelling individually on project duties, subsistence allowance shall be paid in the equivalence of job group N Public Service Job Group rate. All individual travel shall be approved prior to the task.

10.0 OBLIGATIONS OF THE OFFICER

The officer shall be responsible for their own transport, accommodation, insurance, airtime and other associated costs. The officer is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements. It is also required that the assignment is achieved through a consultative process that guarantees authenticity and ownership.

11.0 PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS

The Officer shall submit the reports as per the schedule to the Chief Executive Officer, CoG. The National Treasury will be the substantive owner of any study reports and will have copyright ownership. All data and information received during the assignment, from respondents, The National Treasury and the World Bank are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to The National Treasury. The content of written materials obtained or prepared in this assignment will not be disclosed to any third parties without the expressed advance written authorization of The National Treasury and/or the World Bank.