



REPUBLIC OF KENYA

THE NATIONAL TREASURY AND ECONOMIC PLANNING

FINANCING LOCALLY –LED CLIMATE ACTION PROGRAM

PROGRAM NO. P173065; CR. NO. IDA 6980; TF0B6810 – KE
PROGRAM IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE
FOR

CARBON TRADING SPECIALIST FOR THE STATE DEPARTMENT FOR
ENVIRONMENT AND CLIMATE CHANGE UNDER THE FINANCING LOCALLY-LED
CLIMATE ACTION PROGRAM

Reference No. KE-CFGEU-416379-CS-INDV

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Client: Postal Address:

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1.0. BACKGROUND

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. 297.0 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 Financing Locally-Led Climate Action (FLLoCA) 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.

2.0. OBJECTIVE OF THE ASSIGNMENT

The carbon trading specialist will be responsible for the overall support in the analysis of carbon markets in Kenya in line with the global discussions on carbon markets.

3.0. SCOPE OF SERVICES AND SPECIFIC TASKS

Working under the guidance and supervision of the Director, Climate Change, the Carbon Trading Specialist will carry out the following tasks:

1. Coordinate annual emission reduction reporting from project;
2. Review project listing application;

3. Review validation and verification reports;
4. Assist in coordinating development and/or approval of new methodologies;
5. Undertake carbon accounting for NDCs and mitigation outcome transfers;
6. Prepare annual report to UNFCCC on A6.2;
7. Prepare annual reports on all carbon trading;
8. Formulate response to all technical questions raised by project developers and third-party entities (verification bodies);
9. Support outreach activities including capacity development;
10. Develop and maintain internal tools to track carbon finance performance matrices;
11. **Capacity Building:**
 - a. Develop training materials and conduct capacity building workshops for national and county stakeholders on carbon trading and related areas.
 - b. Provide technical support and guidance to county governments and local communities.
12. **Monitoring, Reporting, and Verification (MRV) System Development:**
 - a. Support and coordinate the process for the development of a robust Monitoring, Reporting, and Verification (MRV) system for carbon trading activities.
 - b. Ensure the MRV system aligns with international best practices and meets the requirements of the UNFCCC and other relevant bodies.
 - c. Oversee the implementation and continuous improvement of the MRV system.
13. Conduct other quantitative and analytical tasks in the carbon trading as needed; and
14. Any other duty as may be assigned by the Director Climate Change.

4.0. DURATION AND LOCATION OF THE ASSIGNMENT

The assignment shall be for a period of Two (2) years from contract commencement date. The contract will be renewed on annual basis depending on project needs, performance and funds availability. The Assignment will be based at the State Department of Environment and Climate Change at the Climate Change Directorate based at its Headquarters in Nairobi, Kenya.

5.0. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

The Carbon Trading Specialist will enter into a contract with the National Treasury and Economic Planning and will work under and report to the Director Climate Change under the State Department for Environment and Climate Change. The performance of the Analyst will be measured based on the successful execution of the assigned duties and reviewed monthly by the immediate Supervisor.

The Carbon Trading Specialist 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 tasks execution. The performance of the Analyst will be measured based on Annual Key Performance Indicators set and reviewed quarterly by the Deputy Director Climate Change Mitigation.

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.

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	A Soft and a hard copy

6.0. PAYMENT SCHEDULE/REMUNERATION

The specialist shall be remunerated based on a monthly rate, which will be negotiated with the successful candidate during Negotiations. Remuneration will be based on national 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 reports.

7.0. MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

The Specialist will enter into a contract with the National Treasury and Economic Planning and will work under and report to the Director, Climate Change through the Deputy Director Climate Change Mitigation.

The signed work-plans, deliverables shall be submitted to the Deputy Director Climate Mitigation.

Throughout the process of the assignment, the specialist will provide regular updates to the Directorate through the established structures. These updates will summarize, among others, the status of tasks, resources, schedules, etc., as well as issues that require attention.

The Directorate and the specialist 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

The Climate Change Mitigation should have:

a) Minimum Academic Qualifications

- A minimum of Master's Degree in either mathematics, engineering, actuarial science, statistics, business or a related field from a University recognized in Kenya.

b) Experience

- i) A minimum of 5 years' general experience in carbon trading
- ii) A minimum of 3 years' specific experience in carbon trading project in similar operating environment, demonstrable ability to create complex carbon models, practical experience in carbon market registry.

9.0. OBLIGATIONS OF THE CLIENT

The State Department of Environment and Climate Change at the Climate Change Directorate 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 on project duties, subsistence allowance shall be paid in the equivalence of the respective Public Service Job Group R rate. All individual travel shall be approved prior to the task through the established structures at the State Department of Environment and Climate Change.

10.0. OBLIGATIONS OF THE SPECIALIST

The Specialist shall be responsible for their own transport while not on duty, accommodation, insurance, airtime and other associated costs. The Specialist 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 Carbon Trading Specialist shall submit the reports as per the schedule to the Deputy Director, Climate Change Mitigation under the State Department of Environment and Climate Change. The State Department of Environment and Climate Change will be the substantive owner of any study reports and will have copyright ownership, a copy of the report shall be given to The National Treasury.

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 State Department for Environment and Climate Change. 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 State Department of Environment and Climate Change and/or the World Bank