

**REPUBLIC OF KENYA**

**THE NATIONAL TREASURY AND ECONOMIC PLANNING**

**FINANCING LOCALLY –LED CLIMATE ACTION (FLLoCA)PROGRAM**

**Project ID No.: BMZ-No. 2016 65 108 / 2018 65 138 (KFW- CO-FINANCING)**

**NT-PROGRAM IMPLEMENTATION UNIT**

**TERMS OF REFERENCE AND SCOPE OF SERVICES**

**FOR**

**FINANCE AND COMPLIANCE SPECIALIST**

**(TNT/FLLoCA/PIU/FCS/2025/01)**

**FOR**

**NT- THE PROGRAM IMPLEMENTATION UNIT**

**July, 2025**

**1.0 Background**

Financing Locally-Led Climate Action (FLLoCA) Program is a World Bank Funded Government of Kenya Program and co-financing from German KfW Development Bank among other development partners. The program’s development objective is to strengthen grass root resilience to the impacts of climate change, natural hazards, and other shocks/stressors by building the country’s capacity to plan, implement, and monitor resilience investments in partnership with County Governments and communities. The projects two main components are 1) financing of climate-resilient investments at county and community level and 2) strengthening the national government’s capacity to support County Governments’ (CGs) actions on climate change, enhance the collaboration between national entities and facilitate national oversight of the Program. The Program is managed and coordinated by a Program Implementation Unit (PIU) domiciled at the National Treasury and Economic Planning’s Climate Finance and Green Economy Unit (CG&GEU). The Ministry of Agriculture and Livestock Development (MoALD) and The Ministry of Environment, Climate Change and Forestry (MoECCF) bear the responsibility of all technical aspects in promoting climate resilience and Green House Gas (GHG) mitigation actions, policies, investments as well as advancement of climate smart agricultural low-carbon technologies in the broader agriculture sector (agriculture, water, environment). The implementation of the KfW co-financing focuses on the sixteen Counties in Western Kenya Region and involve targeted communities’ priorities. Through KfW co-financing, County Climate Resilient Investments in agriculture, environment and water will be prioritized.

**Therefore, FLLoCA seeks to engage a Finance and Compliance Specialist to be based at the National Treasury, PIU Office in Nairobi.**

1. **OBJECTIVES OF THE ASSIGNMENT**

The main objective of the assignment is to provide technical support to the Program Managers and the Program Coordinator in the implementation of the FLLoCA Program. The Finance and Compliance Specialist consults with the Program Managers and Program Coordinator on all the day to day as well as long term administrative and budgetary decisions regarding program implementation and the overall management of the NTPIU and program activities.

1. **TASKS TO BE PERFORMED**
2. Support the Program Manager , County Coordination in undertaking county capacity assessments on the gaps in program implementation;
3. Support the Program Manager , County Coordination in the development and implementation of the County Annual Delivery Support Plan;
4. Support the Program Manager , County Coordination in management of the grants by facilitating training and mentorship;
5. Support the Program Manager , Finance & Strategy in undertaking monthly and quarterly reviews of the financial progress and utilization of the funds;
6. Support the Program Manager, County Coordination in managing the counties compliance with the FLLoCA Program terms, rules ,regulations, legal and regulatory requirements governing the grants including Program Operations Manual and Participatory Agreement;
7. Identify any implementation gaps in county climate resilience investment projects and propose mitigation strategies to ensure continuity;
8. Ensure full compliance on the application of Standard Chart of Accounts / Accounts codes (SCOA) to Grant Expenditure and aligned to proper County Budget reporting requirements;
9. Support in monthly reviews of county budgets, expenditures tracking,timely reporting and implementations of risk mitigation measures;
10. Provide local level climate actions business advisory support to project implementers to prepare matching proposals that are bankable with detailed techno-commercial feasibility;
11. Support the Program Manager Finance & Strategy in maintaining an updated grants matrix, tracking all allocations per county;
12. Support in the identification of grant and development financing opportunities available to complement program efforts at the local level through government, development partners and the private sector;
13. Undertake any other duty as may be assigned by the immediate supervisor or the Program Coordiantor.

**PROFILE OF FINANCE AND COMPLIANCE SPECIALIST**

**Qualifications, Skills and Experience**

* A minimum of a Bachelor’s degree in Environmental Studies, Public Policy, Public Administration, Finance, Economics or Governance;
* A minimum of 2 years’ relevant experience in the public sector, parastatals and/or donor – funded projects/programs;
* Excellent analytical, report writing skills and must be computer literate;
* Capacity to work under pressure and meet tight schedules under minimum supervision;
* Excellent communication and interpersonal skills and able to work in a team;
* Experience in international projects/programs, especially those financed by the World Bank is an added advantage.
* Compliant to chapter 6 of the constitution of Kenya 2010.

**Other competencies and requirements**

* Proven track record of leadership and networking at senior level;
* Demonstrated capacity to work both independently and in a team environment;
* Demonstrated excellent written and oral communication skills;
* Computer literacy especially in the use of project management packages;
* Fluency in written and oral English and Kiswahili as well as excellent technical writing skills;
* Competency in project planning, monitoring and evaluation;
* Ready to travel and/or perform duties throughout the 47 counties.
1. **REPORTING MECHANISM**

The Specialist will enter into a contract with the National Treasury and Economic Planning and will report to the NTPIU Program Coordinator.

1. **DURATION OF CONTRACT**

The contract is for a period of (1) One-year subject to work requirements and satisfactory performance over the life of the FLLoCA Program. Anticipated date for commencement of the assignment is 1st July, 2025.

1. **INDICATIVE PAYMENT TERMS**

This is a full time contract where the Specialist shall be paid an agreed gross salary staff month rate and end of contract gratuity of 15% of basic monthly salary per year worked.

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

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