

**REPUBLIC OF KENYA**

**THE NATIONAL TREASURY AND ECONOMIC PLANNING**

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

**CREDIT NO: KE -P173065**

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**PROGRAM IMPLEMENTATION UNIT (PIU)**

**TERMS OF REFERENCE**

**RECRUITMENT OF A MONITORING AND EVALUATION TECHNICAL OFFICER**

**PROGRAM IMPLEMENTATION UNIT (PIU)**

**July 2025**

1. **INTRODUCTION**

The Government of Kenya requested for financial support for the support of the **Financing Locally-Led Climate Action (FLLoCA) Program.** The program development objective is to strengthen 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 will be implemented by the National Government in collaboration with County Governments.

These Terms of Reference outline the functions, roles and responsibilities for the Monitoring and Evaluation Technical Officer who will be recruited for the PIU.

* 1. **Background and Scope and Application of the Climate Finance and Green Economy-Locally –Led Action**

Kenya’s economy is highly dependent on its natural base. This makes our country highly vulnerable to climate change. Climate change if left unattended will impede Vision 2030 goal of creating a globally competitive and prosperous nation with a high quality of life. Globally, Kenya is a party to the United Nation Framework Convention on Climate Change, the Kyoto Protocol and Paris Agreement. The Paris Agreement aims to strengthen the global response to the threat of climate change, in the context of sustainable development. The Agreement also set out a global goal of mobilizing USD 100 billion per year to support mitigation and adaptation activities in developing countries.

In 2016 the Government of Kenya put in place the Climate Change Act, (2016) and the Public Finance Management (Climate Change Fund) Regulations (2016) under the Public Finance Management Act (2012), in recognition of the fact that all the forty-seven (47) counties in Kenya are highly exposed to the potential impacts of climate change. The climate change impacts have grave implications for poverty reduction efforts, water availability, food security, and health among other challenges. Extreme events are already having serious impacts on poor communities and the Country’s development

As a result of the devolved system of government, most of climate change related development activities in Kenya are now being implemented at county level. In view of this, several assemblies have enacted County Climate Change Acts thus setting stage for establishment of County Climate Change Funds (CCCF). The CCCF can be capitalized from various sources, such as county development budgets, national climate funds or in-country bilateral and multilateral development partners.

It is upon this background that FLLoCA Program aims to strengthen local resilience to the impacts of climate change, natural hazards and other shocks/stressors by building counties’ capacity to plan, implement and monitor resilience investments in partnership with communities. It would emphasize the governance, social inclusion and citizen participation aspects of climate and disaster risk management, and support resilience investments identified by counties in partnership with communities. The FLLoCA Program aims to achieve this through: capitalizing the National Climate Change Fund and subsequent County Climate Change Funds; building county level capacity for planning and implementation of local climate actions; and strengthening national level capacity for coordination, monitoring and reporting.

**1.2 Program Steering Committee (PSC)**

The Program Steering Committee (PSC) will be formed with two distinct roles: (i) to ensure that coherent policy decisions are taken across the various sectors to develop the Climate Finance and Green Finance Locally –Led Action Plans and (ii) to oversee Program implementation and to be responsible for strategic guidance and priority setting. The PSC, chaired by the National Treasury, will comprise of high level officials (Principal Secretaries, Chief Executive Officers or Governors), one per Program Beneficiary. The members of the PSC may appoint alternates with the authority to make decisions, whenever the regular members of the PSC will not be in position to attend. Further details on the modalities of the PSC are included in the Program Operational Manual.

Overall Program coordination and management resides in the National Treasury and Planning. A Program Management Unit (PIU) has been established to manage the program on a day-to-day basis and coordinates with the Beneficiaries. The Program Beneficiaries are responsible for selecting program support activities within the allocated budget, preparing terms of references and specifications as well as for managing the contracts.

**1.3 Climate Finance and Green Economy Unit**

The National Treasury and Planning established **a Climate Finance and Green Economy Unit** in 2013. The Unit is headed by a Senior Officer who reports to Director General, Budget Fiscal and Economic Affairs. The Unit coordinates efforts to identify, track and use climate finance to further national sustainable development goals.

Additionally, the Unit has been taking lead in coordination and implementation of National Climate Finance Policy (Sessional Paper No. 003, 2018) directives and activities in the country in collaboration with the line ministries, county governments, private sector, civil society and development partners. This has been achieved through the crowding in climate finance for green investments at national and county levels; mainstreaming of climate and disaster risk screening for programs; strengthening of the capacity to mainstream climate change in national and county levels budgeting processes; rolling out coding, tracking and reporting of climate finance; undertaking a second national Climate Public Expenditure and Budget Review (CPEBR); and issuance of Kenya’s first sovereign green bond.

**2.0 SERVICES TO BE RENDERED**

**2.1 Objectives**

The objective of this assignment is to provide technical support for the Monitoring & Evaluation (M&E) function in the PIU based on the Program M&E System. This is to be undertaken through the joint development of a shared M&E system among key stakeholders which is supported by facilitating stakeholders to undertake their own M&E activities and to link these into an overall assessment of program progress and needed actions. The objectives of the program M&E system is to: i) regularly monitor program implementation, ii) take corrective action when program performance is off track, and iii) periodically evaluate program performance to influence program plans and budgets. The Technical officer will work closely with the M&E Specialist thus guiding the overall strategy formulation and implementation of the M&E function and system and provide timely and relevant information to program stakeholders including the Development Partners.

**2.2 Scope of Work**

The M&E Technical Officer detailed tasks will include but not limited to the following:

1. **During program formulation:**
* Support in the review of the quality of existing social and economic data in the program area;
* Support in the development and implementation of Program performance indicators, including their measurement definitions, and the Program results framework;
* Contribute to the design and development of the Program M&E system, initially outlining the roles and responsibilities of Program stakeholders, data collection and reporting requirements and plans, performance review arrangements, and dissemination of results and citizen feedback on performance;
* Formulate the M&E and reporting sections in the Program Operating Manual;
* Support in the development of the Program M&E Manual;
1. **During program implementation:**
* Assist in the implementation of the developed Program M&E system, including the M&E data collection and reporting plan and institutional framework and systems;
* Assist in the operationalization of the M&E unit and its required operational structures in the PIU;
* Assist in the implementation of Program M&E Manual, including defining its objectives, detailed design of data collection, analysis, and reporting plan for each indicator, M&E implementation arrangements, roles and responsibilities, work plan and a budget,
* Liaise with primary MDAs, Counties and Private Sector stakeholders and other staff to ensure a two-way flow of information on Program implementation and performance;
* Ensure that an effective and participatory M&E system and methodology are established consistent with a robust M&E function;
* Support in the implementation of approved M&E work plans during implementation, and if required, update and amend the M&E process following ongoing consultation with stakeholders, partners, and beneficiaries;
* Generating and assessing information required for monitoring and reporting on key operational and performance indicators and outcome objectives established for the program as detailed in approved work plans and results framework;
* Promoting accountability by drawing on information on efficiency and effectiveness to assess and communicate whether program activities are likely to achieve expected results and / or realize its objectives;
* Through routine Program performance reviews – organized by the M&E Specialist under the supervision of the overall Program Coordinator - identifying and promoting the corrective actions necessary from time to time to improve implementation;
* Preparing and implementing an approved evaluation plan to ensure effective assessment of intermediate and program outcome evaluation;
* Assist in the preparation of quarterly progress reports, mid-term evaluation report, annual report and end-of-program evaluation report;
* Develop simple reporting formats to be used in collecting data by the MDAs, Counties and Communities for program which will be compatible with the available Management Information System software;
* Develop and maintain partnerships with implementing MDAs, Counties and Communities to assist in the monitoring and evaluation of program;
* Undertake regular visits to the field to support implementation of M&E and identify where adaptations might be needed;
* Conduct in-house M&E training for PIU staff & other key MDAs and Counties;
* Any other duties assigned by the M & E Specialist and by extension Program Coordinator.

**2.3 Conduct of Work**

The M&E Technical Officer will operate at the PIU and the assignment will be for two years’ renewable subject to work requirements and satisfactory performance of the life of the Program. The Technical Officer will enter into a contract with the National Treasury and Economic Planning– Kenya and will report to the M & E Specialist and by extension Program Coordinator.

The M&E Technical Officer will coordinate with program implementing MDAs, Counties and Program Champions / Focal Points to ensure coherent and standard M&E data gathering and reporting system are in line with the Program Development Objective (PDO) and Key Performance Indicators (KPI) established for the program.

The M&E Technical Officer will also establish close and cooperative working relationships with the World Bank M& E Specialist team based in the Country Office in Nairobi and the National Treasury’s External Resources Department.

**3. DELIVERABLES**

The Officer is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the M & E Specialist and by extension Program Coordinator against which deliverables will be measured during the course of the assignment.

**4. PROFILE OF MONITORING & EVALUATION SPECIALIST**

Qualifications, Skills and Experience:

* A minimum of a first degree in relevant field. Relevant professional qualifications will be an added advantage;
* A minimum of 3 years’ relevant experience in the public service and donor funded program is preferable;
* A minimum of 3 years’ of demonstrated knowledge of and experience with program management, including monitoring and evaluation practices and reporting requirements of donor funded program;
* A good understanding of program and program M&E systems, including understanding various types of data for monitoring, systems for monitoring program progress, performance reviews, integration of management information systems in M&E and program/program management, and various approaches to program evaluations;
* Excellent analytical report wiring skills and must be fully computer literate;
* Ability to manage integrated M&E function with community driven development;
* Capacity to work under pressure and meet tight schedules under minimum supervision;
* Excellent communication and interpersonal skills and able to work in a team.
1. **REPORTING MECHANISM**

The M&E Technical Officer will enter into a contract with the National Treasury and Economic Planning–Kenya and will report to the M & E Specialist and Program Coordinator for day-to-day activities.

1. **DURATION OF CONTRACT**

The Contract is for an initial period of ( 2) two years, with the possibility of a further renewal subject to work requirements and satisfactory performance over the life of the FLLoCA program. Anticipated date for commencement of the assignment is 1st April , 2025.

1. **INDICATIVE PAYMENT TERMS**

This is a monthly-based contract where the M & E Technical Officer shall be paid an agreed gross salary staff month rate and service gratuity of 31% of basic monthly salary per year worked.

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

The PIU will provide full office accommodation in Nairobi, Kenya.