



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

PROCUREMENT OFFICER

(FLLoCA/PIU/PO/2025/01)

August, 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 Procurement Officer to be based at the National Treasury, PIU Office in Nairobi.

2.0 OBJECTIVES OF THE ASSIGNMENT

The main objectives of the assignment will be to provide requisite procurement support to enable the Program carry out its mandate in line with policies and procedures laid down for the Program Implementation Unit (PIU).

3.0 SCOPE OF WORK

Specifically, his/her responsibilities will be to:

- i. Support preparation of Procurement Plans and Procurement Plan updates;
- ii. Ensure the procurement of all goods, consultancy and non-consultancy services associated with program is approved and carried out in accordance with applicable procurement procedures;
- iii. Coordinate and support the procurement of goods and services for the program

- iv. Ensure procurement of goods and services is in accordance with the World Bank and Government of Kenya Procurement Regulations and procedures;
- v. Provide and maintain documents for purposes of prior and post review of contracts in accordance with World Bank Procurement Regulations and procedures;
- vi. Support management of all the contracts awarded to various consultants and suppliers and ensure proper documentation;
- vii. Update procurement documents on STEP;
- viii. Prepare periodic reports on Program procurement undertaken;
- ix. Process documents for payments for goods and services;
- x. Undertake all other functions that may be assigned

4.0 DELIVERABLES

The Procurement 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 Procurement Specialist and the Program Manager- Finance and Strategy. He/she will support PIU to ensure the Program procurement requirements are delivered efficiently and effectively. Key performance indicators will be set annually against which deliverables will be measured during the course of the assignment.

5.0 PROFILE OF THE PROCUREMENT OFFICER

Qualifications, Skills and Experience:

- i. At least a Bachelor's Degree in relevant discipline (e.g. Procurement Supply Chain Management, Business Administration, Accounting, Finance, or equivalent)
- ii. Membership to KISM, CIPS or any other relevant professional body;
- iii. A minimum of at least 5 years of direct relevant experience including broad expertise in the management of procurement in the public sector or private sector.
- iv. Minimum of 3 years' experience in implementing procurement actions according to international organizations guidelines such as but not limited to the World Bank, KfW, African Development Bank, the United Nations.
- v. Demonstrated interpersonal skills and ability to work in a team environment.
- vi. The candidate should have knowledge and understanding of project planning and implementation.
- vii. High level of reliability and integrity.
- viii. Demonstrated knowledge of and experience with World Bank /German Government funded projects/programs is an added advantage;

- ix. Excellent analytical, report writing skills and must be computer literate;
- x. Capacity to work under pressure and meet tight schedules under minimum supervision;
- xi. Excellent communication and interpersonal skills and able to work in a team.

6.0 REPORTING MECHANISM

The Procurement Officer will enter into a contract with the National Treasury and Economic Planning and will report to the PIU Procurement Specialist; Program Manager - Finance and Strategy by extension the Program Coordinator.

7.0 DURATION OF CONTRACT

The contract is for a period of (1) one-year with possibility for extension subject to work requirements and satisfactory performance over the life of the FLLOCA Program.