



REPUBLIC OF KENYA

MINISTRY OF DEVOLUTION AND PLANNING

(STATE DEPARTMENT OF DEVOLUTION)

INVITATION FOR INDIVIDUAL CONSULTANCY SERVICES

Country: Kenya

Project: Kenya Devolution Support Program-for-Results (KDSP for R)

The Ministry of Devolution and Planning (State Department of Devolution) has received financing from the World Bank towards the Kenya Devolution Support Program-for-Results project (KDSP-for R) and intends to apply part of the proceeds for the following consultant services;

1. Public Financial Management Expert
2. Intergovernmental and Fiscal Relations (IGFR) Specialist
3. Capacity Building Expert
4. Procurement Expert
5. Monitoring and Evaluation expert

The above Experts will assist the program coordinator in ensuring the implementation of (KDSP-for R) and the overall coordination of the Project and timely execution of the work plan in their relevant fields. This will include ensuring improved county audits, assessment of county capacity, enhanced provision of policies, systems, guidelines, training modules, and technical assistance that counties require to strengthen their public financial management, human resource management, planning and monitoring and evaluation, and citizen engagement and public participation systems mechanisms.

Under the supervision of the program coordinator, the consultants will provide the services as outlined in the detailed terms of reference (TOR), accessible from the Ministry's website.

The Ministry of Devolution and Planning (State Department of Devolution) now invites eligible individual consultants to indicate their interest in providing the

above services by submitting a curriculum vitae and a one page expression of interest. The consultancy service will be for an initial period of 1 year (12 months) with possibility of extension subject to satisfactory performance and work program requirements.

Interested consultants may obtain further information from the Ministry's website www.devolutionplanning.go.ke or at **Capacity Building and Technical Assistance Department, Ministry of Devolution and Planning (State Department of Devolution), Cianda House, 4th Floor, Koinange Street, Nairobi, Kenya during office hours (8 am to 5 pm).**

Applications in clearly marked envelopes should be addressed to
Principal Secretary,
Ministry of Devolution and Planning (State Department of Devolution),
P. O. Box 30004 – 00100.

NAIROBI, KENYA

Applications may also be deposited in the **Tender Box** located at **Teleposta Towers, 1st Floor, Kenyatta Avenue, Nairobi** between 0800hrs and 1700hrs (East Africa Time), **on or before 20th May, 2016 at 10.00 am (East Africa Time).**

NB: i. Applications through email shall not be accepted.
ii. Late submissions will not be accepted.

Head, Supply Chain Management Services.

FOR: PRINCIPAL SECRETARY.

TERMS OF REFERENCE FOR THE PUBLIC FINANCIAL MANAGEMENT EXPERT, KDSP SECRETARIAT

Background

The Kenya Devolution Support Program is a \$287 million program, implemented by the Government of Kenya, to support county capacity in PFM, HRM, Planning and M&E, Civic Education, and Investment management.

The main components of the Program are:

- National government executed capacity building (implemented by MoDP, National Treasury, Ministry of Public Service, Youth and Gender Affairs, and the Kenya School of Government)
- Performance based grants to counties that meet access conditions, and that can be used for capacity building and for multi-sector investments

In order to support the functions under the KDSP, a small effective dedicated Secretariat will be

established under the Ministry of Devolution and Planning (MoDP).

The Secretariat will be an important element in the institutional arrangement for the Program, and be supporting the technical committee in the overall coordination of the implementation of the activities. The Secretariat will report to the technical committee and the joint steering committee (JSC) co chaired by cog or representatives of participating counties. The Secretariat is a government function, but in the first years of implementation will be mainly staffed by experts contracted in by MoDP. The composition of contracted experts will be as follows:

1. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
2. Capacity building expert
3. M&E expert
4. Public financial management, chartered accountant or similar
5. Procurement expert with expertise in environment/social safeguards

Objectives of the Secretariat

The KDSP Secretariat will provide administrative and technical support to the operation of the Program, and will perform secretariat functions for the KDSP Joint Steering Committee and KDSP Technical Committee.

Key functions include:

- Monitoring Program implementation, and flagging key policy issues to the KDSP Joint Steering Committee as necessary
- Supporting county governments in implementing the Program, including the assessment process, developing capacity building plans, accessing Capacity & Performance Based Grants, and using C&P Grants in compliance with the grant conditions and C&P Grant Manual (including reporting on use of grant funds)
- Supporting national government Ministries and KSG in implementing Program activities, including contracting and management of the Annual Capacity & Performance Assessment (ACPA), developing capacity building plans, implementing capacity building activities, monitoring achievement of Program results and Program reporting

Task of the Secretariat

The KDSP Secretariat will be responsible for coordination of the technical assistance and capacity building to counties under the Program in a range of areas including financial management, procurement, and environmental and social management; commissioning and overseeing the independent annual performance assessment; communicating the results of the annual performance assessment to the Bank and obtaining the Bank's verification of it; making public the results of the annual performance assessment and the corresponding grant funds to be disbursed to counties mass media/web-pages; requesting and following up with the NT on the disbursement the funds to counties on time; collecting and aggregating data from the NT/CoB/counties to track the use of grant funds; and overall management of the Program, including preparing the **annual Program report**. On the reporting further details are provided below.

In fulfilling these responsibilities, the Secretariat will undertake the following tasks:

- *Coordination.* Day-to-day coordination of activities under the Program;
- *Annual capacity & performance assessments:* Management of the entire annual capacity and performance assessment process, including contract holding of the company, training of the annual capacity and performance assessment teams, QA, follow-up, monitoring etc. This will also entail presentation of the annual capacity building plans and budgets, and completion reports and expenditures, of all participating national government entities, reports of the annual capacity and performance assessment to the KDSP Technical Committee as well as the senior management of the MoDP, organization of meetings on ACPA, follow-up, etc.;
- *Program Management:* Responsibilities for Program Management Task as defined in the Program Operational Manual (POM) and responsible for up-dates, revisions and implementation of issues in the manual and related grant guidelines. Together with the NT, the KDSP Secretariat is responsible for development and support on regulations, manuals and legal framework related with the new grants. The Secretariat also provides support to the operations of the KDSP Technical Committee for discussions of reports of the ACPA, as well as handling of complaints, etc. and support to the Program Joint Steering Committee,;
- *Expenditure framework:* Ensure that annual Program expenditures by national government and under the county grants are consistent with the Program expenditure framework (in the Program Appraisal Document), that annual budget submissions supporting KDSP implementations (as well as expected disbursements) are consolidated across participating national government agencies, submitted and navigated through the annual budget process. Ensure that KADP results and actions are included in relevant departmental work plans, budgets, and performance contracts.
- *Coordination of the support on capacity building:* Review of the performance gaps as derived from the ACPA, and consolidation of the issues and linkages with capacity building providers in order to ensure linkages between needs assessment and actual capacity building service delivery. The Secretariat will also ensure linkages between the operations on capacity building under the KDSP and the NCBF and its secretariat; Develop and ensure implementation of the capacity building support envisaged from MoDP and other agencies in the program; Ensure guidance to proper development and implementation of counties' Capacity Building Plans. The Secretariat will prepare cases for verification at the Technical Committee on the DLIs related to the capacity building support.
- *Reporting:* Support the M&E of the use of funds from the County Capacity & Performance Grants, including guidance to counties on issues related with investment menu, planning, budgeting and reporting. The Secretariat will also ensure that agreed reports are availed to relevant stakeholders in the GoK as well as to the World Bank and keep track on overview of disbursements and utilization of funds, review and overview of results from the disbursement linked indicators and the overall M&E framework of the Program as well as the annual progress report from the program encompassing use of funds, reports from counties on outputs, expenditures;
- *Procurement issues:* Procurement tasks related with the procurement of the ACPA, quality assurance, contract management and other activities related with the new grants.
- *Information:* Communication with the public, press, media, etc.

- *Secretariat services:* Establishment of, administrative, logistical & secretarial services support to and effective operations of the KDSP Joint Steering Committee and Technical Committee and ensure effective operations of the Steering Committee;
- *Consultancies:* Timely recruitment of the Annual Capacity & Performance Assessment Consultant, processing of results and allocation of funds. Assist the Ministry in preparation of the KDSP annual budget for adoption;
- *Monitoring:* Monitoring progress in and subsequently supporting implementation by various agencies on the DLIs;
- *System development:* Develop systems and procedures in coordination with relevant agencies where required and provide guidance to counties on procurement, ethics and anti-corruption, environmental and social management system, financial management and reporting and monitoring, evaluation and reporting systems and grant issues related with the eligible investments from the grants;
- *Guidelines and manuals:* Development, publication, dissemination (hard copy, workshops & website download), training, updating of the Program Operations Manual (POM); monitoring and reporting on implementing agencies compliance with the POM;
- *Procurement:* Securing and disseminating the World Bank Listing of Ineligible Firms & Individuals (debarred list) to all implementing agencies undertaking procurement with KSDP funds every six months (in June and December).
- *Links with WB:* Support for and participation in World Bank six monthly supervision missions;
- *Regular reports:* Quality control and Consolidation of progress and financial reports.

Reporting tasks

The KDSP Secretariat will provide the following information to the Technical Committee, Steering Committee, and MoDP for onward sharing with the CoG, core GoK agencies and the World Bank:

- Summary and consolidation of the counties' capacity and performance assessment results and the corresponding disbursed amounts based on the formula for the grant (see formats in the Capacity and Performance Assessment Manual). This will be based on the submission of reports by the contracted company, with sufficient QA from the Secretariat and the Technical Committee;
- Overview of the Program's capacity building plan for the centrally driven capacity building support and county level capacity building activities (see formats in the capacity building Manual);
- Progress report on activities executed under the national government capacity building plans and progress reports on the capacity building activities executed by the counties (using formats for reporting from the capacity building Manual);
- Summary of the project expenditures and outputs on counties' service delivery investments (standard formats in the Capacity and Performance Grant Manual (CoB reports)). For outputs this will make use of the form in CIMES system, see Appendix 1 –

Capacity and Performance Grant Manual. These reports will be compiled and consolidated by the KDSP Secretariat;

- Review of the progress against the KDSP M&E framework; see Annex 1 to the POM.

Every year the MoDP coordinated KDSP Secretariat will compile these reports in an **Annual Program Report** within 3 months for the end of each FY.

On *Program Reporting* – this will encompass the Program M&E, including monitoring of the Program outcome indicators and impact assessment; through the annual progress reports; requested Financial Monitoring Reports; consulting services for the preparation and review of documents for a KDSP Review; and Program Completion Reports and workshops for final evaluation of the Program. Preparation of a follow on support (next phase) prior to closure of the Program is also envisaged under the Program.

Composition of the KDSP Secretariat

The Secretariat will be composed of a small and dedicated team of full time experts. As a minimum this will cover the following positions in addition to the Program Coordinator (who will be from GoK, MoDP):

1. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
2. Capacity building expert
3. M&E expert
4. Public financial management, chartered accountant or similar
5. Procurement expert with expertise in environment/social safeguards

Specific tasks of the PFM expert

- Track priority county PFM capacity building, ACPA results and county CB plans to better identify gaps and activities needed to address them, in consultation with CoG, National Treasury, PFMR Secretariat, and other bodies active in supporting county PFM capacity.
- Support the counties in improving their capacity in the PFM results area by reviewing ACPA results and county CB plans to better identify gaps and activities needed to address them
- Ensure that national capacity support related to KDSP is aligned with priority county needs, and is coordinated and provided to county clients in an organized way.
- Develop/strengthen mechanisms to identify priority county recipients for each area of PFM capacity building supported by KDSP, documents capacity building support provided, names/titles/contacts of trainees; involve recipients and counties to assess the relevance, and impact of capacity support provided, including track how trainees and counties put the capacity building to use.
- Support National Treasury, KSG, and other relevant agencies in developing CB activities to address county CB needs in the area of PFM
- Support national government in implementing the PFM procedures under the POM

(which follow country systems)

- Support county governments to meet PFM requirements of the C&P Grant Manual, including budgeting for and accounting for the use of C&P Grants through IFMIS
- Support the Office of the Auditor General to meet objectives under DLI 1 of the Program
- Facilitating the training of staff members and other stakeholders on World Bank policies and Procedures
- Ensure that all KDSP requirements related to PFM (covenants and actions) are undertaken in a timely manner, including putting in place a system/codes to track KDSP grants.
- Cooperating with World Bank, national and county government and other partners to improve program-related financial management, particularly in terms of following up the action points agreed in the project legal documents, during the World Bank supervision missions and the recommendations of external auditors
- Preparing withdrawal applications and their supporting documents according to the World Bank procedures

Level of experience

Required qualifications and experience:

Education

- Post-graduate degree (PhD or Masters) in Public Administration, Business Administration, Organizational Development, Economics, Public Finance Management or related field
- Certified accountant registered and in regular standing with a recognized professional body

Work Experience:

- The expert should have a minimum of 10 years of experiences, within areas of relevance for the subject especially in relation to financial management in the public sector;/sub-national governments, CV should show demonstrated experience including but not limited to the following:
 - Planning and budgeting functions
 - Budget execution and reporting functions
 - Revenue mobilization functions
 - Accounting and audit functions
 - Capacity building in areas of PFM
- At least five (3) years of demonstrated work experience as a Technical Advisor in Financial Management in a world bank funded project will be an advantage
- Must have good knowledge of financial management policies and procedures of the GOK as well as good knowledge of the institutional, technical, and commercial aspects of financial management.

Competencies:

- Proven track record in working effectively within multidisciplinary teams;
- Computer proficiency in standard office applications
- excellent communication, interpersonal and team working skills
- Fluency in English and kiswahili
- Knowledge and experience in designing and conducting training.

1. LEVEL OF EFFORT AND TIME FRAME

The assignment will be full time for a period of 12 months, with the possibility of extension, annually.

2. REPORTING, ACCOUNTABILITIES AND LOCATION

The Expert will be based at MODP, and will work under the direct supervision of the team leader and report to the KDSP Coordinator. The Consultant will also liaise closely with other members of the KDSP secretariat. The Consultant will be based at the MODP, offices in Nairobi, and will be expected to travel regularly within Kenya to support the implementation of KDSP.

3. CONSULTANT'S OBLIGATIONS

The consultant shall be responsible for ensuring his/her availability at all times, in accordance with the contract and supporting ToR. This is a full-time assignment.

4. INPUTS PROVIDED BY THE CLIENT

The Client shall be responsible for the provision of office space and furniture, and supporting office equipment. The Client shall include the Consultant in all its procurement arrangements concerning field visits and study tours, as applicable. All such inputs shall be approved by the KDSP Co-coordinator. Where travelling individually on programme duties, expenses will be incurred and reimbursed accordingly, in accordance with GOK procedures. All individual travel shall be approved by the KDSP Co-coordinator.

9. Evaluation criteria

Only candidates who meet above 70% will be contacted		
criteria	weight	Maximum points
<ul style="list-style-type: none"> • Post-graduate degree (PhD or Masters) in Public Administration, Business Administration, Organizational Development, Economics, Public Finance Management or related field • Certified accountant registered and in regular standing 	20%	20

with a recognized professional body		
<ul style="list-style-type: none"> • The expert should have a minimum of 10 years of experiences, within areas of relevance for the subject especially in relation to financial management in the public sector;/sub-national governments, CV should show demonstrated experience including but not limited to the following: <ul style="list-style-type: none"> ○ Planning and budgeting functions ○ Budget execution and reporting functions ○ Revenue mobilization functions ○ Accounting and audit functions ○ Capacity building in areas of PFM 	30%	30
<ul style="list-style-type: none"> • At least five (3) years of demonstrated work experience as a Technical Advisor in Financial Management in a world bank funded project . • Must have good knowledge of financial management policies and procedures of the GoK as well as good knowledge of the institutional, technical, and commercial aspects of financial management 	40%	40
<p>Competencies:</p> <ul style="list-style-type: none"> • • Proven track record in working effectively within multidisciplinary teams; • • Computer proficiency in standard office applications • excellent communication, interpersonal and team working skills • Fluency in English and kiswahili • Knowledge and experience in designing and conducting training. 	10%	10
total		100

10. APPLICATION PROCESS

Interested and qualified candidates should submit their applications which should include the following:

Detailed Curriculum Vitae

Please quote **“PUBLIC FINANCE MANAGEMENT EXPERT – KDSP PROGRAMME** (on the subject line).

TERMS OF REFERENCE FOR THE INTERGOVERNMENTAL FISCAL RELATIONS/ GRANT OPERATIONS EXPERT KDSP SECRETARIAT

Background

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- Supporting county governments in implementing the Program, including the assessment process, developing capacity building plans, accessing Capacity & Performance Based Grants, and using C&P Grants in compliance with the grant conditions and C&P Grant Manual (including reporting on use of grant funds)
- Supporting national government Ministries and KSG in implementing Program activities, including contracting and management of the Annual Capacity & Performance Assessment (ACPA), developing capacity building plans, implementing capacity building activities, monitoring achievement of Program results and Program reporting

Task of the Secretariat

The KDSP Secretariat will be responsible for coordination of the technical assistance and capacity building to counties under the Program in a range of areas including financial management, procurement, and environmental and social management; commissioning and overseeing the independent annual performance assessment; communicating the results of the annual performance assessment to the Bank and obtaining the Bank's verification of it; making public the results of the annual performance assessment and the corresponding grant funds to be disbursed to counties mass media/web-pages; requesting and following up with the NT on the disbursement the funds to counties on time; collecting and aggregating data from the NT/CoB/counties to track the use of grant funds; and overall management of the Program, including preparing the **annual Program report**. On the reporting further details are provided below.

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- *Program Management*: Responsibilities for Program Management Task as defined in the Program Operational Manual (POM) and responsible for up-dates, revisions and implementation of issues in the manual and related grant guidelines. Together with the NT, the KDSP Secretariat is responsible for development and support on regulations, manuals and legal framework related with the new grants. The Secretariat also provides support to the operations of the KDSP Technical Committee for discussions of reports of the ACPA, as well as handling of complaints, etc. and support to the Program Joint Steering Committee,;
- *Expenditure framework*: Ensure that annual Program expenditures by national government and under the county grants are consistent with the Program expenditure framework (in the Program Appraisal Document), that annual budget submissions supporting KDSP implementations (as well as expected disbursements) are consolidated across participating national government agencies, submitted and navigated through the annual budget process. Ensure that KADP results and actions are included in relevant departmental work plans, budgets, and performance contracts.
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implementation of counties' Capacity Building Plans. The Secretariat will prepare cases for verification at the Technical Committee on the DLIs related to the capacity building support.

- *Reporting:* Support the M&E of the use of funds from the County Capacity & Performance Grants, including guidance to counties on issues related with investment menu, planning, budgeting and reporting. The Secretariat will also ensure that agreed reports are availed to relevant stakeholders in the GoK as well as to the World Bank and keep track on overview of disbursements and utilization of funds, review and overview of results from the disbursement linked indicators and the overall M&E framework of the Program as well as the annual progress report from the program encompassing use of funds, reports from counties on outputs, expenditures;
- *Procurement issues:* Procurement tasks related with the procurement of the ACPA, quality assurance, contract management and other activities related with the new grants.
- *Information:* Communication with the public, press, media, etc.
- *Secretariat services:* Establishment of, administrative, logistical & secretarial services support to and effective operations of the KDSP Joint Steering Committee and Technical Committee and ensure effective operations of the Steering Committee;
- *Consultancies:* Timely recruitment of the Annual Capacity & Performance Assessment Consultant, processing of results and allocation of funds. Assist the Ministry in preparation of the KDSP annual budget for adoption;
- *Monitoring:* Monitoring progress in and subsequently supporting implementation by various agencies on the DLIs;
- *System development:* Develop systems and procedures in coordination with relevant agencies where required and provide guidance to counties on procurement, ethics and anti-corruption, environmental and social management system, financial management and reporting and monitoring, evaluation and reporting systems and grant issues related with the eligible investments from the grants;
- *Guidelines and manuals:* Development, publication, dissemination (hard copy, workshops & website download), training, updating of the Program Operations Manual (POM); monitoring and reporting on implementing agencies compliance with the POM;
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- Overview of the Program's capacity building plan for the centrally driven capacity building support and county level capacity building activities (see formats in the capacity building Manual);
- Progress report on activities executed under the national government capacity building plans and progress reports on the capacity building activities executed by the counties (using formats for reporting from the capacity building Manual);
- Summary of the project expenditures and outputs on counties' service delivery investments (standard formats in the Capacity and Performance Grant Manual (CoB reports)). For outputs this will make use of the form in CIMES system, see Appendix 1 – Capacity and Performance Grant Manual. These reports will be compiled and consolidated by the KDSP Secretariat;
- Review of the progress against the KDSP M&E framework; see Annex 1 to the POM.

Every year the MoDP coordinated KDSP Secretariat will compile these reports in an **Annual Program Report** within 3 months for the end of each FY.

On *Program Reporting* – this will encompass the Program M&E, including monitoring of the Program outcome indicators and impact assessment; through the annual progress reports; requested Financial Monitoring Reports; consulting services for the preparation and review of documents for a KDSP Review; and Program Completion Reports and workshops for final evaluation of the Program. Preparation of a follow on support (next phase) prior to closure of the Program is also envisaged under the Program.

Composition of the KDSP Secretariat

The Secretariat will be composed of a small and dedicated team of full time experts. As a minimum this will cover the following positions in addition to the Program Coordinator (who will be from GoK, MoDP):

6. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
7. Capacity building expert
8. M&E expert
9. Public financial management, chartered accountant or similar
10. Procurement expert with expertise in environment/social safeguards

Specific tasks of the Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)

- Support MoDP to manage and coordinate the inputs of the team of consultants
- Review and quality assure the work of the KDSP Secretariat
- Provide advice to the KDSP Technical and Steering Committees, and other relevant

bodies, on inter-governmental fiscal relations

- Support counties in accessing and managing C&P Grant funds
- Support MoDP and National Treasury in managing the C&P Grant mechanisms, including planning, budgeting and execution
- Ensure that counties provide relevant reports on use of grants, and provide support to analysis and consolidation of these reports
- Support MoDP, national treasury, and the KDSP Secretariat to review which counties have met triggers for disbursement for each C&P Grant tranche
- Support national and county government to integrate the C&P Grant into the overall inter-governmental fiscal architecture, including, where relevant, supporting GoK in design of other relevant conditional grants to promote harmonization in the IGFR system
- Support government in drafting and development of further regulations, guidelines or other materials as relevant to further develop the IGFR system

Level of experience

Education

Post-graduate degree (PhD or Masters) in Development Studies, Project Planning and Management, business, law, economics and other relevant Social Science degrees.

Work Experience:

- At least 15 years post graduate' experience covering but not limited to the following areas:
 - Experience in implementing a donor or government funded program that includes conditional grants to sub-national governments
 - Experience in performance-based grants systems
 - Experience in assessing and / or monitoring sub-national government performance in areas relevant to the Program (PFM, HRM, M&E, Public participation and / or project implementation)
 - Team leader experience managing capacity building programs (systems, policy, institutions) Experience in east Africa Local Government and national public performance grants/devolved funds desirable
- Previous experience in the last 3 years in managing/leading conditional grant for a GOK/Donor funded programme, preferably experiences from previous World Bank supported Programs.

Competencies:

- Team leader/coordinator experience in large scale projects
- Excellent analytical skills
- Fluent in English. knowledge of Kiswahili is desirable but not a must
- Knowledge and experience in designing and conducting training.

5. LEVEL OF EFFORT AND TIME FRAME

The assignment will be a full time for a period of 12 months, with the possibility of extension, annually.

6. REPORTING, ACCOUNTABILITIES AND LOCATION

The expert will be based at MODP, and will work under the direct supervision of the KDSP coordinator and the consultant will be the team leader of the consultants in the secretariat and will be responsible to KDSP coordinator for the daily operation of the consultants. The consultant will be based at the MODP, offices in Nairobi, and will be expected to travel regularly within Kenya to support the implementation of KDSP

7. CONSULTANT'S OBLIGATIONS

The consultant shall be responsible for ensuring his/her availability at all times, in accordance with the contract and supporting ToR. This is a full-time assignment.

8. INPUTS PROVIDED BY THE CLIENT

The Client shall be responsible for the provision of office space and furniture, and supporting office equipment. The Client shall include the Consultant in all its procurement arrangements concerning field visits and study tours, as applicable. All such inputs shall be approved by the KDSP Co-coordinator. Where travelling individually on programme duties, expenses will be incurred and reimbursed accordingly, in accordance with GOK procedures. All individual travel shall be approved by the KDSP Co-coordinator.

9. Evaluation criteria

Only candidates who meet above 70% will be contacted		
criteria	weight	Maximum points
Post-graduate degree (PhD or Masters) in Development Studies, Project Planning and Management, business, law, economics and other relevant Social Science degrees.	20%	20
Experience in implementing a donor or government funded program that includes conditional grants to sub-national governments. World Bank experience preferable.	10%	10
Experience in performance-based grants systems	10%	10

Experience in assessing and / or monitoring sub-national government performance in areas relevant to the Program (PFM, HRM, M&E, Public participation and / or project implementation)	10%	10
Team leader experience managing capacity building programs	30%	30
Experience in east Africa Local Government and national /public performance grants/devolved funds desirable	10%	10
Competencies: <ul style="list-style-type: none"> • Team leader/coordinator experience in a large project • Excellent analytical skills • Fluent in English. knowledge of Kiswahili desirable but not compulsory • Knowledge and experience in designing and conducting training. 	10%	10
total		100

10. APPLICATION PROCESS

Interested and qualified candidates should submit their applications which should include the following:

Detailed Curriculum Vitae

Please quote **“INTERGOVERNMENTAL FISCAL RELATIONS EXPERT – KDSP PROGRAMME** (on the subject line.)

TERMS OF REFERENCE FOR CAPACITY BUILDING EXPERT FOR THE KENYA DEVOLUTION SUPPORT PROGRAM-FOR-RESULTS SECRETARIAT

Background

The Kenya Devolution Support Program is a \$287 million program, implemented by the Government of Kenya, to support county capacity in PFM, HRM, Planning and M&E, Civic Education, and Investment management.

The main components of the Program are:

- National government executed capacity building (implemented by MoDP, National Treasury, Ministry of Public Service, Youth and Gender Affairs, and the Kenya School of

Government

- Performance based grants to counties that meet access conditions, and that can be used for capacity building and for multi-sector investments

In order to support the functions under the KDSP, a small effective dedicated Secretariat will be established under the Ministry of Devolution and Planning (MoDP).

The Secretariat will be an important element in the institutional arrangement for the Program, and be supporting the technical committee in the overall coordination of the implementation of the activities. The Secretariat will report to the technical committee and the joint steering committee (JSC) co chaired by cog or representatives of participating counties. The Secretariat is a government function, but in the first years of implementation will be mainly staffed by experts contracted in by MoDP. The composition of contracted experts will be as follows:

11. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
12. Capacity building expert
13. M&E expert
14. Public financial management, chartered accountant or similar
15. Procurement expert with expertise in environment/social safeguards

Objectives of the Secretariat

The KDSP Secretariat will provide administrative and technical support to the operation of the Program, and will perform secretariat functions for the KDSP Joint Steering Committee and KDSP Technical Committee.

Key functions include:

- Monitoring Program implementation, and flagging key policy issues to the KDSP Joint Steering Committee as necessary
- Supporting county governments in implementing the Program, including the assessment process, developing capacity building plans, accessing Capacity & Performance Based Grants, and using C&P Grants in compliance with the grant conditions and C&P Grant Manual (including reporting on use of grant funds)
- Supporting national government Ministries and KSG in implementing Program activities, including contracting and management of the Annual Capacity & Performance Assessment (ACPA), developing capacity building plans, implementing capacity building activities, monitoring achievement of Program results and Program reporting

Task of the Secretariat

The KDSP Secretariat will be responsible for coordination of the technical assistance and capacity building to counties under the Program in a range of areas including financial management, procurement, and environmental and social management; commissioning and overseeing the independent annual performance assessment; communicating the results of the annual performance assessment to the Bank and obtaining the Bank's verification of it; making public the results of the annual performance assessment and the corresponding grant funds to be disbursed to counties mass media/web-pages; requesting and following up with the NT on the disbursement the funds to counties on time; collecting and aggregating data from the

NT/CoB/counties to track the use of grant funds; and overall management of the Program, including preparing the **annual Program report**. On the reporting further details are provided below.

In fulfilling these responsibilities, the Secretariat will undertake the following tasks:

- *Coordination*. Day-to-day coordination of activities under the Program;
- *Annual capacity & performance assessments*: Management of the entire annual capacity and performance assessment process, including contract holding of the company, training of the annual capacity and performance assessment teams, QA, follow-up, monitoring etc. This will also entail presentation of the annual capacity building plans and budgets, and completion reports and expenditures, of all participating national government entities, reports of the annual capacity and performance assessment to the KDSP Technical Committee as well as the senior management of the MoDP, organization of meetings on ACPA, follow-up, etc.;
- *Program Management*: Responsibilities for Program Management Task as defined in the Program Operational Manual (POM) and responsible for up-dates, revisions and implementation of issues in the manual and related grant guidelines. Together with the NT, the KDSP Secretariat is responsible for development and support on regulations, manuals and legal framework related with the new grants. The Secretariat also provides support to the operations of the KDSP Technical Committee for discussions of reports of the ACPA, as well as handling of complaints, etc. and support to the Program Joint Steering Committee,;
- *Expenditure framework*: Ensure that annual Program expenditures by national government and under the county grants are consistent with the Program expenditure framework (in the Program Appraisal Document), that annual budget submissions supporting KDSP implementations (as well as expected disbursements) are consolidated across participating national government agencies, submitted and navigated through the annual budget process. Ensure that KADP results and actions are included in relevant departmental work plans, budgets, and performance contracts.
- *Coordination of the support on capacity building*: Review of the performance gaps as derived from the ACPA, and consolidation of the issues and linkages with capacity building providers in order to ensure linkages between needs assessment and actual capacity building service delivery. The Secretariat will also ensure linkages between the operations on capacity building under the KDSP and the NCBF and its secretariat; Develop and ensure implementation of the capacity building support envisaged from MoDP and other agencies in the program; Ensure guidance to proper development and implementation of counties' Capacity Building Plans. The Secretariat will prepare cases for verification at the Technical Committee on the DLIs related to the capacity building support.
- *Reporting*: Support the M&E of the use of funds from the County Capacity & Performance Grants, including guidance to counties on issues related with investment menu, planning, budgeting and reporting. The Secretariat will also ensure that agreed reports are availed to relevant stakeholders in the GoK as well as to the World Bank and keep track on overview of disbursements and utilization of funds, review and overview of results from the disbursement linked indicators and the overall M&E framework of the Program as

well as the annual progress report from the program encompassing use of funds, reports from counties on outputs, expenditures;

- *Procurement issues*: Procurement tasks related with the procurement of the ACPA, quality assurance, contract management and other activities related with the new grants.
- *Information*: Communication with the public, press, media, etc.
- *Secretariat services*: Establishment of, administrative, logistical & secretarial services support to and effective operations of the KDSP Joint Steering Committee and Technical Committee and ensure effective operations of the Steering Committee;
- *Consultancies*: Timely recruitment of the Annual Capacity & Performance Assessment Consultant, processing of results and allocation of funds. Assist the Ministry in preparation of the KDSP annual budget for adoption;
- *Monitoring*: Monitoring progress in and subsequently supporting implementation by various agencies on the DLIs;
- *System development*: Develop systems and procedures in coordination with relevant agencies where required and provide guidance to counties on procurement, ethics and anti-corruption, environmental and social management system, financial management and reporting and monitoring, evaluation and reporting systems and grant issues related with the eligible investments from the grants;
- *Guidelines and manuals*: Development, publication, dissemination (hard copy, workshops & website download), training, updating of the Program Operations Manual (POM); monitoring and reporting on implementing agencies compliance with the POM;
- *Procurement*: Securing and disseminating the World Bank Listing of Ineligible Firms & Individuals (debarred list) to all implementing agencies undertaking procurement with KSDP funds every six months (in June and December).
- *Links with WB*: Support for and participation in World Bank six monthly supervision missions;
- *Regular reports*: Quality control and Consolidation of progress and financial reports.

Reporting tasks

The KDSP Secretariat will provide the following information to the Technical Committee, Steering Committee, and MoDP for onward sharing with the CoG, core GoK agencies and the World Bank:

- Summary and consolidation of the counties' capacity and performance assessment results and the corresponding disbursed amounts based on the formula for the grant (see formats in the Capacity and Performance Assessment Manual). This will be based on the submission of reports by the contracted company, with sufficient QA from the Secretariat and the Technical Committee;
- Overview of the Program's capacity building plan for the centrally driven capacity building support and county level capacity building activities (see formats in the capacity building Manual);

- Progress report on activities executed under the national government capacity building plans and progress reports on the capacity building activities executed by the counties (using formats for reporting from the capacity building Manual);
- Summary of the project expenditures and outputs on counties' service delivery investments (standard formats in the Capacity and Performance Grant Manual (CoB reports)). For outputs this will make use of the form in CIMES system, see Appendix 1 – Capacity and Performance Grant Manual. These reports will be compiled and consolidated by the KDSP Secretariat;
- Review of the progress against the KDSP M&E framework; see Annex 1 to the POM.

Every year the MoDP coordinated KDSP Secretariat will compile these reports in an **Annual Program Report** within 3 months for the end of each FY.

On *Program Reporting* – this will encompass the Program M&E, including monitoring of the Program outcome indicators and impact assessment; through the annual progress reports; requested Financial Monitoring Reports; consulting services for the preparation and review of documents for a KDSP Review; and Program Completion Reports and workshops for final evaluation of the Program. Preparation of a follow on support (next phase) prior to closure of the Program is also envisaged under the Program.

Composition of the KDSP Secretariat

The Secretariat will be composed of a small and dedicated team of full time experts. As a minimum this will cover the following positions in addition to the Program Coordinator (who will be from GoK, MoDP):

11. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
12. Capacity building expert
13. M&E expert
14. Public financial management, chartered accountant or similar
15. Procurement expert with expertise in environment/social safeguards

Specific tasks of the Capacity building expert

- Lead the capacity building strategy and ensure its implementation as envisioned in KDSP (national, counties, etc) incorporating and operationalizing key elements of the strategy (e.g. participatory and bottom-up, needs based and demand-driven, learning and sharing approach, and focus on outcomes and effectiveness).
- Coordinate the effective implementation of all capacity building activities under the Program as per the KDSP Capacity Building Manual and other Program documents.
- Build capacity of core team (consisting of relevant Ministries and Trainer of Training, county level TOTs/institutions) to support counties in developing annual CB plans, focusing on the following functions:
 - Undertaking a self-assessment and develop the Self-Assessment manual, to be updated and revised as necessary on an annual basis;

- Synthesize and Consolidate the CB needs from ACPA outputs, audit reports, and peer to peer forums to ensure that these are addressed as part of the CB support to counties.
- Identifying key capacity gaps on the basis of self- and external assessment
And designing capacity building measures to address these gaps
- Identifying support required from national government and development partners in order to address capacity gaps
- Ensure that CB activities as identified by counties through above methodology are incorporated in the in the annual CB plan and KSG's training calendar as outlined in the KDSP CB Manual including conforming to the investment menu.
- Support counties to implement and report on CB activities, including:
 - Implementing activities as planned in the annual CB plan
 - Arranging for support from national government agencies, as planned and demanded by counties;
 - Producing quarterly implementation reports to monitor progress against planned activities, and effectiveness of various CB providers and interventions.
 - Producing an annual CB report for submission to the KDSP Steering Committee
- Support MoDP/Consultant/ ACPA to review county CB plans to assess adequacy and reports to assist in coordination of CB activities, and to advise counties on compliance with the KDSP CB Manual.
- Support MoDP/ ACPA assess the implementation rates of County CB plans.
- Help counties monitor the CB plan Implementation
- Support national ministries and KSG in developing annual capacity building plans, including:
 - Reviewing status of current county performance and supply-side inputs to capacity building
 - Setting up a system for aggregating county requests for capacity building and identifying how to provide this support (including service standards).
 - Validating capacity building plans with county governments
 - Coordinating capacity building activities with development partners, primarily through the DSWG Steering Committee
 - Agreeing annual milestones / indicators for each activity
- Support national ministries and KSG in implementing capacity building plans and monitoring implementation, including:
 - Implementation of activities as planned
 - Quarterly review of implementation against planned milestones / indicators
 - Annual reporting on implementation of CB plans
- Facilitate county review of national capacity building plans, budgets, and annual outputs, as per the CB Manual
- Assemble and provide annual CB plans of participating national government entities, and

evidence of their annual achievements, and provide to the Performance Contracting Unit (verification agent) as described in the CB Manual

- Ensure that CB Plans lay out clearly the outcomes of CB activities, identify, over a period of time core TOTs group of capacity builders or trainers at the local/county and national level, and cross learning among counties.

Required qualifications and experience:

Education

Post-graduate degree (PhD or Masters). Qualification in public administration, business administration, human resource management or any other relevant field.

Work Experience:

- At least 10 years' proven experience in leading, designing and implementing of capacity building strategies with specific focus on capacity development/institutional development at local level. This experience should include but not be limited to the following areas:
 - Assessing capacity needs using a formal methodology
 - Developing capacity building plans based on needs assessment
 - Monitoring the implementation of capacity building activities
 - Designing and / or implementing programs to build capacity of civil servants in areas relevant to the Program (PFM, HRM, M&E, public participation and / or project implementation
- Demonstrated experience in institutional strengthening of sub-national entities and support for decentralization processes and programmes.
- Previous experience in the last 3 years in capacity building of sub national/ national governments for GOK/Donor funded programme, preferably experiences from previous World Bank supported Programs.
- Demonstrated Knowledge and experience in designing and conducting training.
-

Competencies:

- Ability to work with minimal supervision.
- Must be result oriented team player
- Excellent analytical skills
- Experience in Kenya Local Government and national public service reforms.
- Fluent in English and Kiswahili.
- Computer literate, in Word, Excel and Power Point.

9. LEVEL OF EFFORT AND TIME FRAME

The assignment will be full time for a period of 12 months, with the possibility of extension, annually.

10. REPORTING, ACCOUNTABILITIES AND LOCATION

The Expert will be based at MODP, and will work under the direct supervision of the team leader and report to the KDSP Coordinator. The Consultant will also liaise closely with other members of the KDSP secretariat. The Consultant will be based at the MODP, offices in Nairobi, and will be expected to travel regularly within Kenya to support the implementation of KDSP

11. CONSULTANT’S OBLIGATIONS

The consultant shall be responsible for ensuring his/her availability at all times, in accordance with the contract and supporting ToR. This is a full-time assignment.

INPUTS PROVIDED BY THE CLIENT

The Client shall be responsible for the provision of office space and furniture, and supporting office equipment. The Client shall include the Consultant in all its procurement arrangements concerning field visits and study tours, as applicable. All such inputs shall be approved by the KDSP Co-ordinator. Where travelling individually on programme duties, expenses will be incurred and reimbursed accordingly, in accordance with GOK procedures. All individual travel shall be approved by the KDSP Co-ordinator.

9. Evaluation criteria

Only candidates who meet above 70% will be contacted		
criteria	weight	Maximum points
Post-graduate degree (PhD or Masters). Qualification in public administration, business administration, human resource management or any other relevant field.	20%	20
At least 10 years’ experience leading and designing and implementing of CB (with focus on the following) <ul style="list-style-type: none"> • Assessing capacity needs using a formal methodology • Developing capacity building plans based on needs assessment • Monitoring the implementation of capacity building activities • Designing and / or implementing programs to build capacity of civil servants in areas relevant to the 	40%	40

Program (PFM, HRM, M&E, public participation and / or project implementation)		
<ul style="list-style-type: none"> • Previous experience in the last 3 years in capacity building of sub national/ national governments for GOK/Donor funded programme, preferably experiences from previous World Bank supported Programs. 	20%	20
<p>competencies</p> <ul style="list-style-type: none"> • Ability to work with minimal supervision. • Must be result oriented team player • Excellent analytical skills • Experience in Kenya Local Government and national public service reforms. • Fluent in English and Kiswahili. • Computer literate, in Word, Excel and Power Point. • Knowledge and experience in designing and conducting training 	20%	20
total		100

APPLICATION PROCESS

Interested and qualified candidates should submit their applications which should include the following:

Detailed Curriculum Vitae

Please quote **“CAPACITY BUILDING EXPERT– KDSP PROGRAMME** (on the subject line).

TERMS OF REFERENCE FOR THE PROCUREMENT EXPERT, KDSP SECRETARIAT

Background

The Kenya Devolution Support Program is a \$287 million program, implemented by the Government of Kenya, to support county capacity in PFM, HRM, Planning and M&E, Civic Education, and Investment management.

The main components of the Program are:

- National government executed capacity building (implemented by MoDP, National Treasury, Ministry of Public Service, Youth and Gender Affairs, and the Kenya School of Government
- Performance based grants to counties that meet access conditions, and that can be used for capacity building and for multi-sector investments

In order to support the functions under the KDSP, a small effective dedicated Secretariat will be established under the Ministry of Devolution and Planning (MoDP).

The Secretariat will be an important element in the institutional arrangement for the Program, and be supporting the technical committee in the overall coordination of the implementation of the activities. The Secretariat will report to the technical committee and the joint steering committee (JSC) co chaired by cog or representatives of participating counties. The Secretariat is a government function, but in the first years of implementation will be mainly staffed by experts contracted in by MoDP. The composition of contracted experts will be as follows:

16. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
17. Capacity building expert
18. M&E expert
19. Public financial management, chartered accountant or similar
20. Procurement expert with expertise in environment/social safeguards

Objectives of the Secretariat

The KDSP Secretariat will provide administrative and technical support to the operation of the Program, and will perform secretariat functions for the KDSP Joint Steering Committee and KDSP Technical Committee.

Key functions include:

- Monitoring Program implementation, and flagging key policy issues to the KDSP Joint Steering Committee as necessary
- Supporting county governments in implementing the Program, including the assessment process, developing capacity building plans, accessing Capacity & Performance Based Grants, and using C&P Grants in compliance with the grant conditions and C&P Grant Manual (including reporting on use of grant funds)
- Supporting national government Ministries and KSG in implementing Program activities, including contracting and management of the Annual Capacity & Performance Assessment (ACPA), developing capacity building plans, implementing capacity building activities, monitoring achievement of Program results and Program reporting

Task of the Secretariat

The KDSP Secretariat will be responsible for coordination of the technical assistance and capacity building to counties under the Program in a range of areas including financial management, procurement, and environmental and social management; commissioning and overseeing the independent annual performance assessment; communicating the results of the annual performance assessment to the Bank and obtaining the Bank's verification of it; making public the results of the annual performance assessment and the corresponding grant funds to be disbursed to counties mass media/web-pages; requesting and following up with the NT on the disbursement the funds to counties on time; collecting and aggregating data from the NT/CoB/counties to track the use of grant funds; and overall management of the Program, including preparing the **annual Program report**. On the reporting further details are provided below.

In fulfilling these responsibilities, the Secretariat will undertake the following tasks:

- *Coordination.* Day-to-day coordination of activities under the Program;
- *Annual capacity & performance assessments:* Management of the entire annual capacity and performance assessment process, including contract holding of the company, training of the annual capacity and performance assessment teams, QA, follow-up, monitoring etc. This will also entail presentation of the annual capacity building plans and budgets, and completion reports and expenditures, of all participating national government entities, reports of the annual capacity and performance assessment to the KDSP Technical Committee as well as the senior management of the MoDP, organization of meetings on ACPA, follow-up, etc.;
- *Program Management:* Responsibilities for Program Management Task as defined in the Program Operational Manual (POM) and responsible for up-dates, revisions and implementation of issues in the manual and related grant guidelines. Together with the NT, the KDSP Secretariat is responsible for development and support on regulations, manuals and legal framework related with the new grants. The Secretariat also provides support to the operations of the KDSP Technical Committee for discussions of reports of the ACPA, as well as handling of complaints, etc. and support to the Program Joint Steering Committee,;
- *Expenditure framework:* Ensure that annual Program expenditures by national government and under the county grants are consistent with the Program expenditure framework (in the Program Appraisal Document), that annual budget submissions supporting KDSP implementations (as well as expected disbursements) are consolidated across participating national government agencies, submitted and navigated through the annual budget process. Ensure that KADP results and actions are included in relevant departmental work plans, budgets, and performance contracts.
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- *Reporting:* Support the M&E of the use of funds from the County Capacity & Performance Grants, including guidance to counties on issues related with investment menu, planning, budgeting and reporting. The Secretariat will also ensure that agreed reports are availed to relevant stakeholders in the GoK as well as to the World Bank and keep track on overview of disbursements and utilization of funds, review and overview of results from the disbursement linked indicators and the overall M&E framework of the Program as well as the annual progress report from the program encompassing use of funds, reports from counties on outputs, expenditures;
- *Procurement issues:* Procurement tasks related with the procurement of the ACPA,

- quality assurance, contract management and other activities related with the new grants.
- *Information:* Communication with the public, press, media, etc.
 - *Secretariat services:* Establishment of, administrative, logistical & secretarial services support to and effective operations of the KDSP Joint Steering Committee and Technical Committee and ensure effective operations of the Steering Committee;
 - *Consultancies:* Timely recruitment of the Annual Capacity & Performance Assessment Consultant, processing of results and allocation of funds. Assist the Ministry in preparation of the KDSP annual budget for adoption;
 - *Monitoring:* Monitoring progress in and subsequently supporting implementation by various agencies on the DLIs;
 - *System development:* Develop systems and procedures in coordination with relevant agencies where required and provide guidance to counties on procurement, ethics and anti-corruption, environmental and social management system, financial management and reporting and monitoring, evaluation and reporting systems and grant issues related with the eligible investments from the grants;
 - *Guidelines and manuals:* Development, publication, dissemination (hard copy, workshops & website download), training, updating of the Program Operations Manual (POM); monitoring and reporting on implementing agencies compliance with the POM;
 - *Procurement:* Securing and disseminating the World Bank Listing of Ineligible Firms & Individuals (debarred list) to all implementing agencies undertaking procurement with KSDP funds every six months (in June and December).
 - *Links with WB:* Support for and participation in World Bank six monthly supervision missions;
 - *Regular reports:* Quality control and Consolidation of progress and financial reports.

Reporting tasks

The KDSP Secretariat will provide the following information to the Technical Committee, Steering Committee, and MoDP for onward sharing with the CoG, core GoK agencies and the World Bank:

- Summary and consolidation of the counties' capacity and performance assessment results and the corresponding disbursed amounts based on the formula for the grant (see formats in the Capacity and Performance Assessment Manual). This will be based on the submission of reports by the contracted company, with sufficient QA from the Secretariat and the Technical Committee;
- Overview of the Program's capacity building plan for the centrally driven capacity building support and county level capacity building activities (see formats in the capacity building Manual);
- Progress report on activities executed under the national government capacity building plans and progress reports on the capacity building activities executed by the counties (using formats for reporting from the capacity building Manual);

- Summary of the project expenditures and outputs on counties' service delivery investments (standard formats in the Capacity and Performance Grant Manual (CoB reports)). For outputs this will make use of the form in CIMES system, see Appendix 1 – Capacity and Performance Grant Manual. These reports will be compiled and consolidated by the KDSP Secretariat;
- Review of the progress against the KDSP M&E framework; see Annex 1 to the POM.

Every year the MoDP coordinated KDSP Secretariat will compile these reports in an **Annual Program Report** within 3 months for the end of each FY.

On *Program Reporting* – this will encompass the Program M&E, including monitoring of the Program outcome indicators and impact assessment; through the annual progress reports; requested Financial Monitoring Reports; consulting services for the preparation and review of documents for a KDSP Review; and Program Completion Reports and workshops for final evaluation of the Program. Preparation of a follow on support (next phase) prior to closure of the Program is also envisaged under the Program.

Composition of the KDSP Secretariat

The Secretariat will be composed of a small and dedicated team of full time experts. As a minimum this will cover the following positions in addition to the Program Coordinator (who will be from GoK, MoDP):

16. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
17. Capacity building expert
18. M&E expert
19. Public financial management, chartered accountant or similar
20. Procurement expert with expertise in environment/social safeguards

Specific tasks of the Procurement expert

- Support MoDP in conducting Program procurement, particularly for the annual contracting of the external ACPA team
- Support national ministries in procuring services to implement capacity building activities, as relevant
- Support the counties in improving their capacity in areas relating to procurement, contract management and implementation of environmental and social safeguard procedures, by reviewing ACPA results and county CB plans to better identify gaps and activities needed to address them
- Support national government ministries and KSG in developing CB activities to address county CB needs in the area of procurement and social and environmental safeguards
- Support county governments in utilizing C&P Grant funds through support to county procurement departments
- Prepare and/or review the procurement plan for the implementation of program the with the support of the secretariat of KDSP
- Prepare procurement documentation and selection and evaluation procedures for KDSP

- Build procurement capacity in the Procurement KDSP Team and the beneficiaries through hands-on training;
- In cooperation with the Procurement Team of GOK prepare regular procurement reports for the WB and secretariat according to pre-determined agreements.
- Together with KDSP secretariat, prepare the Project's Annual Procurement Plans, identifying contract packages for goods and services, the estimated cost for each package, the procurement or selection methods and processing times till completion of each procurement activity;
- Monitor procurement implementation and update the procurement plans prepared at the beginning of the year, for the procurement of goods, and the procurement of consultants services, annually and whenever it becomes necessary to do so;
- In consultation with the secretariat and GOK team coordinate the preparation of Terms of Reference (TORs) for the preparation of Requests for Proposals (RFPs) on consulting assignments, and specifications for the preparation of bidding documents for goods activities using standard documentation as per GOK procedures
- Advise the evaluation committee members in the evaluation of the bidding documents/technical proposals in accordance with the WB standards.
- Monitor and ensure timely responses to procurement questions raised by the World Bank.
- Participate and lead as appropriate in county procurement assessments, procurement reform, capacity building activities, use of country systems, governance and anti-corruption activities, and other strategic procurement tasks which are part KDSP fiduciary agenda and as such, may be assigned to the incumbent by the KDSP coordinator and team leader

Level of experience

Education

Post-graduate degree (PhD or Masters) degree in relevant discipline, e.g. Business law, Engineering, Administration etc.

Work Experience:

Qualifications and experience required

- The Procurement Specialist will have not less than 10 years in international procurement, management of public procurement and project management. Including but not limited to the following areas
 - Procurement of goods and services for implementation of capacity building programs
 - Capacity building of civil servants on public procurement
 - Handling of grievances and complaints relevant to procurement activities
 - Assessment of procurement capacity using formal methodologies

- Experience and knowledge in procurement procedures and legislations of the Government of Kenya will be required. Minimum experience in the last 3 years in procurement, and contract management in the public sector for large donor/GOK funded project especially the World Bank
- Must have good knowledge of procurement policies and procedures of multilateral financial institutions especially the World Bank as well as good knowledge of the institutional, technical, and commercial aspects of procurement;

Competencies:

- Proven track record in working effectively within multidisciplinary teams.
- Computer proficiency in standard computer office applications
- Excellent communication, interpersonal and team working skills
- Excellent oral and written skills in English and Kiswahili
- Knowledge and experience in designing and conducting training.

12. LEVEL OF EFFORT AND TIME FRAME

The assignment will be full time for a period of 12 months, with the possibility of extension, annually.

13. REPORTING, ACCOUNTABILITIES AND LOCATION

The Expert will be based at MODP, and will work under the direct supervision of the team leader and report to the KDSP Coordinator. The Consultant will also liaise closely with other members of the KDSP secretariat. The Consultant will be based at the MODP, offices in Nairobi, and will be expected to travel regularly within Kenya to support the implementation of KDSP.

14. CONSULTANT'S OBLIGATIONS

The consultant shall be responsible for ensuring his/her availability at all times, in accordance with the contract and supporting ToR. This is a full-time assignment.

15. INPUTS PROVIDED BY THE CLIENT

The Client shall be responsible for the provision of office space and furniture, and supporting office equipment. The Client shall include the Consultant in all its procurement arrangements concerning field visits and study tours, as applicable. All such inputs shall be approved by the KDSP Co-coordinator. Where travelling individually on programme duties, expenses will be incurred and reimbursed accordingly, in accordance with GOK procedures. All individual travel shall be approved by the KDSP Co-coordinator.

9. Evaluation criteria

Only candidates who meet above 70% will be contacted		
criteria	weight	Maximum points
Post-graduate degree (PhD or Masters) degree in relevant discipline, e.g. Business, law, Engineering, Administration etc.	20%	20
<p>The Procurement Specialist will have not less than 10 years in international procurement, management of public procurement and project management. including but not limited to the following areas</p> <ul style="list-style-type: none"> • Procurement of goods and services for implementation of capacity building programs • Public procurement practices in Kenya • Capacity building of civil servants on public procurement • Handling of grievances and complaints relevant to procurement activities • Assessment of procurement capacity using formal methodologies 	30%	30
<ul style="list-style-type: none"> • Minimum experience in the last 3 years in procurement, and contract management in the public sector for large donor/GoK funded project especially the world bank preferred • Must have good knowledge of procurement policies and procedures of multilateral financial institutions especially the World Bank as well as good knowledge of the institutional, technical, and commercial aspects of procurement 	40%	40
<p>Competencies</p> <ul style="list-style-type: none"> • Proven track record in working effectively within multidisciplinary teams. • Computer proficiency in standard office applications <p>Excellent communication, interpersonal and team working skills;</p> <ul style="list-style-type: none"> • Excellent oral and written skills in English and kiswahili <ul style="list-style-type: none"> • Knowledge and experience in designing and conducting 	10%	10

training		
total		100

10. APPLICATION PROCESS

Interested and qualified candidates should submit their applications which should include the following:

Detailed Curriculum Vitae

Please quote **“PROCUREMENT EXPERT – KDSP PROGRAMME** (on the subject line.)

TERMS OF REFERENCE FOR A MONITORING AND EVALUATION EXPERT TO THE PROGRAMME CO-ORDINATION SECRETARIAT

16. BACKGROUND

The Kenya Devolution Support Program is a \$287 million program, implemented by the Government of Kenya, to support county capacity in PFM, HRM, Planning and M&E, Civic Education, and Investment management.

The main components of the Program are:

- National government executed capacity building (implemented by MoDP, National Treasury, Ministry of Public Service, Youth and Gender Affairs, and the Kenya School of Government)
- Performance based grants to counties that meet access conditions, and that can be used for capacity building and for multi-sector investments

In order to support the functions under the KDSP, a small effective dedicated Secretariat will be established under the Ministry of Devolution and Planning (MoDP).

The Secretariat will be an important element in the institutional arrangement for the Program, and be supporting the technical committee in the overall coordination of the implementation of the activities. The Secretariat will report to the technical committee and the joint steering committee (JSC) co chaired by cog or representatives of participating counties. The Secretariat is a government function, but in the first years of implementation will be mainly staffed by experts contracted in by MoDP. The composition of contracted experts will be as follows:

21. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
22. Capacity building expert
23. M&E expert
24. Public financial management, chartered accountant or similar
25. Procurement expert with expertise in environment/social safeguards

Objectives of the Secretariat

The KDSP Secretariat will provide administrative and technical support to the operation of the

Program, and will perform secretariat functions for the KDSP Joint Steering Committee and KDSP Technical Committee.

Key functions include:

- Monitoring Program implementation, and flagging key policy issues to the KDSP Joint Steering Committee as necessary
- Supporting county governments in implementing the Program, including the assessment process, developing capacity building plans, accessing Capacity & Performance Based Grants, and using C&P Grants in compliance with the grant conditions and C&P Grant Manual (including reporting on use of grant funds)
- Supporting national government Ministries and KSG in implementing Program activities, including contracting and management of the Annual Capacity & Performance Assessment (ACPA), developing capacity building plans, implementing capacity building activities, monitoring achievement of Program results and Program reporting

Task of the Secretariat

The KDSP Secretariat will be responsible for coordination of the technical assistance and capacity building to counties under the Program in a range of areas including financial management, procurement, and environmental and social management; commissioning and overseeing the independent annual performance assessment; communicating the results of the annual performance assessment to the Bank and obtaining the Bank's verification of it; making public the results of the annual performance assessment and the corresponding grant funds to be disbursed to counties mass media/web-pages; requesting and following up with the NT on the disbursement the funds to counties on time; collecting and aggregating data from the NT/CoB/counties to track the use of grant funds; and overall management of the Program, including preparing the **annual Program report**. On the reporting further details are provided below.

In fulfilling these responsibilities, the Secretariat will undertake the following tasks:

- *Coordination*. Day-to-day coordination of activities under the Program;
- *Annual capacity & performance assessments*: Management of the entire annual capacity and performance assessment process, including contract holding of the company, training of the annual capacity and performance assessment teams, QA, follow-up, monitoring etc. This will also entail presentation of the annual capacity building plans and budgets, and completion reports and expenditures, of all participating national government entities, reports of the annual capacity and performance assessment to the KDSP Technical Committee as well as the senior management of the MoDP, organization of meetings on ACPA, follow-up, etc.;
- *Program Management*: Responsibilities for Program Management Task as defined in the Program Operational Manual (POM) and responsible for up-dates, revisions and implementation of issues in the manual and related grant guidelines. Together with the NT, the KDSP Secretariat is responsible for development and support on regulations, manuals and legal framework related with the new grants. The Secretariat also provides support to the operations of the KDSP Technical Committee for discussions of reports of the ACPA, as well as handling of complaints, etc. and support to the Program Joint Steering Committee,;

- *Expenditure framework:* Ensure that annual Program expenditures by national government and under the county grants are consistent with the Program expenditure framework (in the Program Appraisal Document), that annual budget submissions supporting KDSP implementations (as well as expected disbursements) are consolidated across participating national government agencies, submitted and navigated through the annual budget process. Ensure that KADP results and actions are included in relevant departmental work plans, budgets, and performance contracts.
- *Coordination of the support on capacity building:* Review of the performance gaps as derived from the ACPA, and consolidation of the issues and linkages with capacity building providers in order to ensure linkages between needs assessment and actual capacity building service delivery. The Secretariat will also ensure linkages between the operations on capacity building under the KDSP and the NCBF and its secretariat; Develop and ensure implementation of the capacity building support envisaged from MoDP and other agencies in the program; Ensure guidance to proper development and implementation of counties' Capacity Building Plans. The Secretariat will prepare cases for verification at the Technical Committee on the DLIs related to the capacity building support.
- *Reporting:* Support the M&E of the use of funds from the County Capacity & Performance Grants, including guidance to counties on issues related with investment menu, planning, budgeting and reporting. The Secretariat will also ensure that agreed reports are availed to relevant stakeholders in the GoK as well as to the World Bank and keep track on overview of disbursements and utilization of funds, review and overview of results from the disbursement linked indicators and the overall M&E framework of the Program as well as the annual progress report from the program encompassing use of funds, reports from counties on outputs, expenditures;
- *Procurement issues:* Procurement tasks related with the procurement of the ACPA, quality assurance, contract management and other activities related with the new grants.
- *Information:* Communication with the public, press, media, etc.
- *Secretariat services:* Establishment of, administrative, logistical & secretarial services support to and effective operations of the KDSP Joint Steering Committee and Technical Committee and ensure effective operations of the Steering Committee;
- *Consultancies:* Timely recruitment of the Annual Capacity & Performance Assessment Consultant, processing of results and allocation of funds. Assist the Ministry in preparation of the KDSP annual budget for adoption;
- *Monitoring:* Monitoring progress in and subsequently supporting implementation by various agencies on the DLIs;
- *System development:* Develop systems and procedures in coordination with relevant agencies where required and provide guidance to counties on procurement, ethics and anti-corruption, environmental and social management system, financial management and reporting and monitoring, evaluation and reporting systems and grant issues related with the eligible investments from the grants;
- *Guidelines and manuals:* Development, publication, dissemination (hard copy, workshops & website download), training, updating of the Program Operations Manual (POM); monitoring and reporting on implementing agencies compliance with the POM;

- *Procurement*: Securing and disseminating the World Bank Listing of Ineligible Firms & Individuals (debarred list) to all implementing agencies undertaking procurement with KSDP funds every six months (in June and December).
- *Links with WB*: Support for and participation in World Bank six monthly supervision missions;
- *Regular reports*: Quality control and Consolidation of progress and financial reports.

Reporting tasks

The KDSP Secretariat will provide the following information to the Technical Committee, Steering Committee, and MoDP for onward sharing with the CoG, core GoK agencies and the World Bank:

- Summary and consolidation of the counties' capacity and performance assessment results and the corresponding disbursed amounts based on the formula for the grant (see formats in the Capacity and Performance Assessment Manual). This will be based on the submission of reports by the contracted company, with sufficient QA from the Secretariat and the Technical Committee;
- Overview of the Program's capacity building plan for the centrally driven capacity building support and county level capacity building activities (see formats in the capacity building Manual);
- Progress report on activities executed under the national government capacity building plans and progress reports on the capacity building activities executed by the counties (using formats for reporting from the capacity building Manual);
- Summary of the project expenditures and outputs on counties' service delivery investments (standard formats in the Capacity and Performance Grant Manual (CoB reports)). For outputs this will make use of the form in CIMES system, see Appendix 1 – Capacity and Performance Grant Manual. These reports will be compiled and consolidated by the KDSP Secretariat;
- Review of the progress against the KDSP M&E framework; see Annex 1 to the POM.

Every year the MoDP coordinated KDSP Secretariat will compile these reports in an **Annual Program Report** within 3 months for the end of each FY.

On *Program Reporting* – this will encompass the Program M&E, including monitoring of the Program outcome indicators and impact assessment; through the annual progress reports; requested Financial Monitoring Reports; consulting services for the preparation and review of documents for a KDSP Review; and Program Completion Reports and workshops for final evaluation of the Program. Preparation of a follow on support (next phase) prior to closure of the Program is also envisaged under the Program.

Composition of the KDSP Secretariat

The Secretariat will be composed of a small and dedicated team of full time experts. As a minimum this will cover the following positions in addition to the Program Coordinator (who will

be from GoK, MoDP):

21. Intergovernmental fiscal relations / grant operations expert (team leader for the consultant team)
22. Capacity building expert
23. M&E expert
24. Public financial management, chartered accountant or similar
25. Procurement expert with expertise in environment/social safeguards

17. SPECIFIC TASKS

The Consultant's specific duties and responsibilities are:

Specific tasks of the M&E expert

- The M&E expert will support national and county implementing agencies in all areas of M&E and reporting, especially:
 - Support the county governments in meeting reporting requirements for accessing the C&P Grants as per the C&P Grant manual, including:
 - Reporting on use of grant funds
 - Report on progress in implementing grant funded projects
 - Report on outcomes achieved through grant funded projects
 - Report on any complaints or grievances raised as a result of grant funded activities
 - Report on environmental and social protection procedures followed
 - Support the counties in improving their capacity in the Planning and M&E results area by reviewing ACPA results and county CB plans to better identify gaps and activities needed to address them
 - Support national government ministries and KSG in developing CB activities to address county CB needs in the area of Planning and M&E
 - Support counties and national government in developing measurable, achievable milestones / indicators in CB plans, and in monitoring and reporting on these indicators
 - Support MoDP in knowledge management, including compiling all program reports and in producing the annual Program report
- Monitor program implementation, including identifying bottlenecks and proposing actions to resolve them, and follow-up on agreed actions and recommendations, in close collaboration with the program coordinator
- Support the work to establish a computer-based M&E system for the KDSP, whose objective is to serve as repository for all information related to the KDSP indicators and to facilitate the generation of program reports.
- Participate in the preparation of M&E tools and formats for presenting data at both the national and county level

- Regularly participates in M & E field visits to Counties and ensures preparations of relevant reports to KDSP Coordinator.
- Regularly follow-up on projects implementation progress as per the key performance indicators and agreed targets.
- Advise the KDSP Coordinator and team leader on aspects relating to KDSPM&E.
- Participate in M&E and other training courses as appropriate.
- Participate in meetings with the MODP, County KDSP programme coordination teams and development partners and others.
- Perform other duties as agreed with the KDSP Coordinator and team leader.

Required qualifications and experience:

Education

Post-graduate degree (PhD or Masters) in Development Studies, Project Planning and Management, monitoring and evaluation or other relevant Social Science degrees.

Work Experience:

At least 10 years' experience including but not limited to the following areas:

- Developing and / or implementing systems and processes for monitoring and evaluating government capacity in areas relevant to the Program (PFM, HRM, M&E, public participation and / or project implementation)
- Undertaking a knowledge management function for a large program, project or department
- Demonstrated and relevant project or program M&E experience, including design of M&E systems, project monitoring and reporting. Designed and / or implemented a capacity building program to build the capacity of civil servants in planning and M&E
- Designed and / or implemented a program for measuring the effectiveness of capacity building activities. Desired skills include experience with implementation of assessment frameworks and national (or sub-national) M&E systems.

Previous experience in the last 3 years in designing a monitoring and evaluation system for GOK/Donor funded programme, preferably experiences from previous World Bank supported Programs.

Competencies:

- Ability to work with minimal supervision.
- Must be result oriented team player
- Excellent analytical skills
- Extensive experience in M&E formats systems and processes.
- Experience in Kenya Local Government and national public service reforms.

- Fluent in English and Kiswahili.
- Computer literate, in Word, Excel and Power Point.
- Knowledge and experience in designing and conducting training.

18. LEVEL OF EFFORT AND TIMEFRAME

The assignment will be full time for a period of 12 months, with the possibility of extension, annually.

19. REPORTING, ACCOUNTABILITIES AND LOCATION

The Expert will be based at MODP, and will work under the direct supervision of the team leader and report to the KDSP Coordinator. The Consultant will also liaise closely with other members of the KDSP secretariat. The Consultant will be based at the MODP, offices in Nairobi, and will be expected to travel regularly within Kenya to support the implementation of KDSP.

20. CONSULTANT'S OBLIGATIONS

The consultant shall be responsible for ensuring his/her availability at all times, in accordance with the contract and supporting ToR. This is a full-time assignment.

21. INPUTS PROVIDED BY THE CLIENT

The Client shall be responsible for the provision of office space and furniture, and supporting office equipment. The Client shall include the Consultant in all its procurement arrangements concerning field visits and study tours, as applicable. All such inputs shall be approved by the KDSP Co-coordinator. Where travelling individually on programme duties, expenses will be incurred and reimbursed accordingly, in accordance with GOK procedures. All individual travel shall be approved by the KDSP Co-coordinator.

9. Evaluation criteria

Only candidates who meet above 70% will be contacted		
criteria	weight	Maximum points
Post-graduate degree (PhD or Masters) in Development Studies, Project Planning and Management, monitoring and evaluation or other relevant Social Science degrees	20%	20
At least 10years' experience including but not limited to r the following areas: <ul style="list-style-type: none"> • Developing and / or implementing systems and 	40%	40

<p>processes for monitoring and evaluating government capacity in areas relevant to the Program</p> <ul style="list-style-type: none"> • Undertaking a knowledge management function for a large program, project or department • Designed and / or implemented a capacity building program to build the capacity of civil servants in planning and M&E • Designed and / or implemented a program for measuring the effectiveness of capacity building activities 		
<p>Previous experience in the last 3 years in designing a monitoring and evaluation system for GOK/Donor funded programme, preferably experiences from previous World Bank supported Programs.</p>	30%	30
<p>competencies</p> <ul style="list-style-type: none"> • Ability to work with minimal supervision. • Must be result oriented team player • Excellent analytical skills • Extensive experience in M&E formats systems and processes. • Fluent in English and Kiswahili. • Computer literate, in Word, Excel and Power Point. • Knowledge and experience in designing and conducting training 	10%	10
total		100

10. APPLICATION PROCESS

Interested and qualified candidates should submit their applications which should include the following:

Detailed Curriculum Vitae

Please quote **“MONITORING AND EVALUATION EXPERT– KDSP PROGRAMME** (on the subject line.)