



**REPUBLIC OF KENYA**

**THE NATIONAL TREASURY AND ECONOMIC PLANNING**

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

**PROGRAM NO. P173065; CR. NO. IDA 6980; TF0B6810 – KE**

**PROGRAM IMPLEMENTATION UNIT (PIU)**

**TERMS OF REFERENCE FOR**

**CONSULTING SERVICES FOR A GENDER EXPERT FOR THE FINANCING  
LOCALLY-LED CLIMATE ACTION (FLLoCA) PROGRAM**

**PROGRAM IMPLEMENTATION UNIT (PIU)**

**Reference No. KE-CFGEU- 424263-CS-INDV**

**March,2025**

**Client:**

The Principal Secretary

The National Treasury

P.O Box 30007-00100

Nairobi

Treasury Building- Harambee Avenue, Nairobi

**Email: [pstnt@treasury.go.ke](mailto:pstnt@treasury.go.ke); [pstreasury01@gmail.com](mailto:pstreasury01@gmail.com)**

## 1. INTRODUCTION

The Government of Kenya received financial support for the *Financing Locally-Led Climate Action (FLLoCA) Program*. The program development objective is to strengthen local resilience to the impacts of climate change, natural hazards, and other shocks/stressors by building local capacity to plan, budget, implement and monitor resilience investments in a way that promotes collaborative partnerships between communities, national and county governments. The program focuses on capitalizing the National and County Climate Change Funds; building county level capacity for planning, budgeting, reporting and implementation of local climate actions in partnership with communities; and strengthening of national level capacity for coordination, monitoring and reporting. The program is implemented by the National Government in collaboration with County Governments.

The World Bank Group (WBG) Gender Strategy, 2016–2023: Gender Equality, Poverty Reduction, and Inclusive Growth aims to address the vast challenges related to gender equality and empowerment, by setting ambitious targets and adopting a rigorous methodology to assess progress. Achieving gender equality is one of the Sustainable Development Goals (SDG5), and women play an important role in attaining progress in several other SDGs. Empowering women is thus an essential goal of the FLLoCA program since there is evidence that empowered women contribute to broader community resilience. To better understand the gender dimensions of local climate action, relevant gender gaps must be addressed in a rigorous and meaningful manner, so that both men and women benefit from the program activities, and both men and women’s capacities, skills and talents are harnessed to generate sustainable and resilient livelihoods. The WBG’s Gender “Tag” distinguishes projects and programs that: (1) identify relevant gaps between women and men, boys and girls in the analysis, (2) aim to address these gaps through specific actions supported by the project; and, (3) link them to indicators in the results framework.

Kenya’s National Policy on Gender and Development, formulated in 2019 aims to provide a framework for equal gender participation and benefit from development initiatives and to ensure women empowerment and the specific needs of women, men, girls, and boys are mainstreamed in all development sectors. Moreover, the Constitution of Kenya established the National Gender and Equality Commission (NGEC) with the aim to promote gender equality and freedom from all forms of discrimination in Kenya, especially for special interest groups through ensuring compliance with policies, laws, and practice. Importantly, its mandate encompasses not only the gender dimensions but also other “special interest” groups, namely youth, persons with disabilities, children, the older members of society, minorities, and marginalized groups.

These Terms of Reference lay out the scope of services and details for the consulting services for the Gender Expert for the FLLoCA Program.

## **2. BACKGROUND AND SCOPE AND APPLICATION OF THE CLIMATE FINANCE AND GREEN ECONOMY-LOCALLY –LED ACTION**

Because Kenya's economy is highly dependent on its natural base, it is highly vulnerable to the impacts of climate change. If left unattended, Climate Change will impede the attainment of Kenya's vision 2030 which aims at creating a globally competitive and prosperous nation with a high quality standard of life. Globally, Kenya is a party to the United Nation Framework Convention on Climate Change (UNFCCC), the Kyoto Protocol (KP) and Paris Agreement (PA). The Paris Agreement aims to strengthen the global response to the threat of climate change, in the context of sustainable development. The Agreement also sets out a global goal of mobilizing USD 100 billion per year up to 2020 to support mitigation and adaptation activities in developing countries.

In 2016 the Government of Kenya enacted the Climate Change Act, which was followed by the adoption of the policies and legislations such as: The National Climate Finance Policy-2018, Green Economy and Implementation Plan 2016-30, Kenya's Nationally Determined Contributions (NDCs), National Adaptation Plan-2015-30, Green Climate Fund National Climate Finance Policy in 2018, the Public Finance Management (Climate Change Fund) Regulations (2019) under the Public Finance Management Act (2012). Furthermore, all Counties enacted County Climate Change legislations thus setting stage for the establishment of decentralized County Climate Change Funds (CCCF). The CCCF are capitalized from various sources, such as county development budgets, national climate fund or in-country bilateral and multilateral development partners.

The **Climate Finance and Green Economy Unit in the National Treasury** coordinates efforts all matters of climate finance in the country as provided for under all relevant Legislations and Policies as well as to identify, code, track and report use of climate finance. The FLLoCA Program under this Unit aims to strengthen local resilience to the impacts of climate change, by building counties' capacity to plan, implement and monitor resilience investments in partnership with communities. The FLLoCA Program aims to achieve this through: capitalizing the National Climate Change Fund and subsequently County Climate Change Funds; building county level capacity for planning, budgeting; implementation of local climate actions; and strengthening national level capacity for coordination, monitoring and reporting.

## **3. OBJECTIVE(S) OF THE ASSIGNMENT**

The main objective of the Consultancy is to

- i. Assess and ensure gender inclusivity in the FLLoCA program and;
- ii. Assess and ensure SEAH & Gender Based Violence Mitigation in 47 counties including establishing and mapping out Gender Based Violence Service Providers in the 47 counties.

- iii. Ensure that gender-related outcomes of FLLoCA activities can be measured.
- iv. Mainstream gender within the program activities, outputs/outcomes and considerations.

#### **4. SCOPE OF THE CONSULTING SERVICES AND SPECIFIC TASKS**

The scope of services in this assignment include:

##### **A. Analysis of Gender Gaps**

- i. Identification of the key gender-related gaps between women and men, boys and girls in the country/region, counties that relate to the objectives of the project, using information from several sources, such as participatory studies, socio-economic assessments, etc.
- ii. Identification of key gender gaps in the climate change interventions identified for the project
- iii. Review the gender-related activities of other key donors, development organizations and civil society organizations working on the climate change theme
- iv. Assessment of availability of sex- or-disaggregated<sup>1</sup> data and data gaps relevant to the project
- v. Assessment of women's and men's access to current public and private climate change services
- vi. Analysis of policy, legal and cultural aspects hindering participation in the project or uptake of project outputs (e.g. new knowledge, improved practices, technologies, etc.)
- vii. Assessment of any other project related social risks including potential risks for GBV and violence against children including child labor related risks; and propose measures for project related prevention and response.
- viii. Assess the capacity and training needs of the planned project organization/implementers on gender integration in the project
- ix. Plan approaches for how the planned activities will be implemented in practice (e.g. considering innovative communication approaches, thoughtful engagement processes, capacity strengthening efforts).
- x. Provide practical guidance for the Project Implementation/Operations Manual

##### **B. Planning of activities/project design**

- 1. Stakeholder Engagement
- 2. Carrying out a Gender assessment and identification of gender gap, with reference to climate change interventions and activities, available technology, disaster risk management and establish gender constraints to climate change adaptation
- 3. Develop a Gender Action Plan for FLLoCA project.

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<sup>1</sup> Sex-disaggregated data includes information not only on sex of respondent, but also on factors such as age, ethnicity, etc.

4. Develop a gender result chain/outcome pathway that includes specific activities and indicators that will allow monitoring of progress towards those gender outcomes.
5. Develop and implement a GBV Action Plan

### **C. Management and Coordination Tasks**

The Gender Expert is expected to ensure that all aspects of the program are gender inclusive as stipulated in the relevant laws, regulations, policies, strategies at local, national, regional and international agreements, declarations, protocols among others. These should be developed, mainstreamed, implemented, monitored and reported. Specifically, the Gender Expert (GE) will perform the following tasks:

- i. Awareness creation and training on gender within the PIU as well as among county government staff;
- ii. Mainstreaming Gender considerations into the project document/project results framework and workplans based on the Gender Action Plan;
- iii. Disseminating the results of the Gender Gap Analysis;
- iv. Support the development and management of Terms of Reference (ToR) for any short-term/specialized consultancy to support the implementation of the gender work;
- v. Support work in the evaluation of tenders/contracts for any short-term/specialized consultancy/procurement/proposal development/resource allocation to support the implementation of the gender work under the FLLoCA program;
- vi. Prepare concise and results-oriented quarterly progress reports related to the gender work;
- vii. Identify and develop partnerships with relevant organizations/institutions for ensuring gender equality within governmental institutions, counties, communities within national/local NGOs/CSOs, and relevant national stakeholders.
- viii. Identify possible areas of actions/interventions at the levels of policies and mitigation and adaptation initiatives both at the national and local levels
  - Support capacity building and other aspects of the program implementation to ensure gender considerations are well-understood and mainstreamed into the program actions;
  - develop and document promising practices and lessons learned on gender and climate change at the national, county and community levels;
  - assist with organizing and promoting learning and knowledge events at the national, county and community levels in coordination with other key partners and stakeholders;
  - Support the development of gender and youth policies and strategies for the program

### **D. Research and Development of an in-depth Gender Program Analysis and Policy**

- i. To support the development of an in-depth **gender program analysis** to understand better gender issues in climate change adaptation and mitigation, priority sectors,
- ii. To identify **barriers and solutions for gender empowerment and participation** in contributing to each sector, and the opportunities for policy articulation to strengthen the integration of gender equality into program planning and implementation processes.
- iii. To support in **review and development of program indicators, and** baseline for monitoring and reporting; multi-stakeholder consultations (interviews, surveys, working sessions, etc) and one national workshop.
- iv. To support an understanding of the **situation of gender in the country**, as well as gender differences in contributions, division of labour, employment, access to resources, and participation in decision making in key climate change sectors.
- v. To undertake **gender-based resources mobilisation** and analysis to include collection and analysis of sex and gender disaggregated data as well as identifying data gaps in important climate- change affected areas of the economy and natural resources management.
- vi. To undertake analysis of the integration of gender into the national climate finance policy, climate change fund and county climate change funds as well as planning, budgeting, monitoring and reporting instruments at international, regional, national, county, sub-county and local community levels.

#### **E. Capacity for monitoring and reporting**

- i. To develop detailed methodology and work plans for gender analysis and mainstreaming including approximate timeline needed to complete any studies and the required technical resources.
- ii. To conduct a desk review of the relevant climate change and other gender-related laws, policies, strategies, mechanisms, institutional structures and frameworks to assess the national gender situational analysis.

#### **4. DURATION AND LOCATION OF THE ASSIGNMENT**

The assignment will be for an overall contract duration of twenty-four (24) calendar months from the date of commencement. The contract will initially be for twelve (12) calendar months and will be subject to an annual extension based on the consultant's satisfactory performance, project needs and funds availability.

The position will be based at the National Treasury and Economic Planning -Financing Locally-Led Climate Action Program in Nairobi, Kenya, and it may involve travels within the country whenever necessary.

## 5. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

The Gender expert will enter into a contract with the National Treasury and Economic Planning. The expert is expected to perform the above-mentioned tasks on a full-time basis, within the guidelines set herein. The performance of the expert will be measured based on the successful execution of the assigned duties and reviewed monthly by the Program Coordinator, Financing Locally-Led Climate Action (FLLoCA) Program.

The expert will prepare a monthly report highlighting the tasks performed, challenges, and specific recommendations, and shall also, where required, prepare summary of status report(s) of tasks undertaken. All reports prepared shall be reviewed and submitted to the Program Coordinator, Financing Locally-Led Climate Action (FLLoCA) Program.

The expert will be expected to perform the above mentioned tasks and submit the reports to:-

The Principal Secretary  
The National Treasury and Economic Planning  
P.O. Box 30007-00100, Nairobi  
Treasury Building- Harambee Avenue, Nairobi

Attention:  
Program Implementation Unit  
Financing Locally-led Climate Action Program (FLLoCA)  
The National Treasury  
Reinsurance Plaza, 7th Floor  
Building No. 4 Agha Khan Walk / Taifa Road Nairobi, Kenya

Table 1: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	A consolidated monthly progress report detailing tasks performed/achievements against targets, challenges and recommendations to address the challenges	Within 7 days after the end of the reporting month	One hard copy and a Soft copy

## **6. PAYMENT SCHEDULE/REMUNERATION**

The consultant will be remunerated based on a monthly rate (inclusive of all applicable tax obligations), which will be negotiated with the successful candidate during negotiations. Remuneration will be based on competitive rates, commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated here in above. Payment shall be monthly upon submission and approval of timesheets and progress reports.

Payment shall be monthly upon submission and approval of the monthly reports. The consultant will submit to the FLLoCA Program Coordinator, a monthly timesheet, with a supporting invoice, as the basis for payment for the consultancy services. Costs incurred by the consultant outside the assignment location will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the FLLoCA Program Coordinator.

## **7. MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS**

### **a) Academic Qualifications**

Minimum of a master's degree in either sociology, gender studies, community development, climate change, sustainable development, public policy, economics, political science, environmental science or related discipline;

### **b) Experience**

- Minimum Seven (7) years of general experience in conducting gender and GBV risk assessment.
- Five (5) years of specific experience conducting gender assessment or related assignments in similar operating environment.

## **8. OBLIGATIONS OF THE CLIENT**

The Client shall:

- i) Manage the contract on a day-to-day basis including processing of payment.
- ii) Support in provision of relevant secondary data source(s) to the expert.
- iii) Support in facilitating activities as arranged by the expert through liaison with key stakeholders.
- iv) Facilitate provision of operational support in terms of technical inputs necessary and approval where required.
- v) Ensure quality assurance for the outputs of the assignment through timely review of reports.

## **9. OBLIGATIONS OF THE EXPERT**

The expert shall be responsible for their own transport, accommodation, insurance, airtime and other associated costs. The expert is expected to undertake activities that will ensure that outputs are consistent



with the professional and legal requirements. It is also required that the assignment is achieved through a consultative process that guarantees authenticity and ownership.

#### **10. PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS**

All the reports, data, and information developed, collected, or obtained from the Client., and other institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the contract, the expert shall relinquish all data, manuals, reports and information (including the database, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.