



REPUBLIC OF KENYA
THE NATIONAL TREASURY AND ECONOMIC PLANNING

FINANCING LOCALLY –LED CLIMATE ACTION (FLLoCA) PROGRAM

PROGRAM NO. P173065; CR. NO. IDA 6980; TFOB6810 – KE

PROGRAM IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

FOR

PROGRAM OFFICER FOR THE COUNCIL OF GOVERNORS UNDER
THE FINANCING LOCALLY-LED CLIMATE ACTION PROGRAM

Reference No.KE-CFGEU-416338-CS-INDV

March 2025

Client: Postal Address:

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

Email: pstnt@treasury.go.ke

Physical Address:

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

1.0 BACKGROUND INFORMATION

The Government of Kenya received financial support from the World Bank, DANIDA, SIDA and KfW towards the Financing Locally-Led Climate Action (FLLoCA) Program. The Program development objective is to deliver locally led climate resilience actions and strengthen county and national governments' capacity to manage climate risks.

The total funding level is USD. 294.4 Million Over a period of 5 years with effect from February 1, 2022. The funding so far mobilized supports in strengthening local resilience to the impact of climate change, natural hazards, and other shocks/stressors by building local capacity to plan, budget, implement and monitor resilience investments in a way that promotes collaborative partnerships between communities, national and county governments.

The Program focuses on capitalizing the National and County Climate Change Funds; building county level capacity for planning, budgeting, reporting and implementation of local climate actions in partnership with communities; and strengthening of national level capacity for coordination, monitoring and reporting.

The Program is being implemented through the National Treasury, Program Implementation Unit (PIU), in partnership with State Department for Environment & Climate Change and Council of Governors in collaboration with County Governments.

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act (IGRA 2012) and comprises the forty-seven (47) County Governors. The CoG is a platform for, among others: a) consultation amongst County Governments; b) sharing of information on the performance of the Counties in the execution of their functions with the objective of learning and promoting best practices and where necessary, initiating preventive or corrective action; c) considering matters of common interest to County Governments; d) dispute resolution between Counties; and e) facilitating capacity building for Governors.

CoG plays a facilitative and coordinating role for the subnational Governments. To enable coordinated and efficient delivery of its statutory mandate under Section 20 of the IGRA, CoG works through sectorial working committees among them the Environment and climate change Committee.

The Committee has provided supportive and coordination role within the devolved level of governance to achieve the constitutional right to a clean and

healthy environment and also to promote a low carbon climate resilient development in the Country in the spirit and objects of devolution.

CoG is one of the implementing agencies under the Investment Project Financing (IPF) instrument of the Financing Locally Led Climate Action program anchored under the overall G-FLLoCA program. The 10-year program aims to strengthen local resilience to the impact of climate change, natural hazards, and other shocks/stressors by building the Country's capacity to plan, implement, and monitor resilience investments in partnership with County Governments and Communities.

For effective execution of its responsibility guided by the approved work plan, the National Treasury on behalf of Council of Governors seeks to recruit a climate change, administrative officer to support the committee in the implementation of the program.

2.0 OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to support development, coordination and reporting on all matters of the FLLoCA Program pertaining to the Committee and overall CoG.

3.0 SCOPE OF SERVICES AND SPECIFIC TASKS

The FLLoCA Program Officer will deliver on the following duties and responsibilities:

1. **Coordination** –Provide coordination between National and County Governments to promote consultations and cooperation on matters FLLoCA program.
2. **Technical assistance** – Provide technical assistance to Counties in development of County climate change related policies, laws and regulations and any other statutory instruments required for effective implementation of the Program.
3. **Oversee program implementation-** ensure documentation, monitoring, verification, reporting of county climate actions information to support national and county planning, budgeting, decision making and monitoring of locally level actions.
4. **Administration of the program-** Provide technical assistance to county Governments on any administrative and financial requirements related work including queries and emerging issues pertaining implementation of the FLLoCA program.
5. **Documentation** - Support the Maarifa Centre in mapping and documenting Climate change related knowledge management products including best practises to promote peer to peer learning between County Governments

6. Any other task assigned by the Supervisor in supporting the Committee

4.0 DURATION AND LOCATION OF THE ASSIGNMENT

The assignment will be for an overall contract duration of thirty-six (36) calendar months from the date of commencement. The contract will initially be 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 assignment will be based at the Council of Governors (CoG) Headquarters in Nairobi, Kenya.

5.0 REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

During the term of the assignment, the officer is expected to perform the above-mentioned tasks and on a time-based basis as described in table 1 and submit to the following address:.

The Chief Executive Officer
Council of Governors
Delta Hse, 2nd Flr Chiromo Road
P.O. Box 40401 -00100, Nairobi Kenya

With a copy 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	Soft and hard copy

The Officer 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 works execution. All reports prepared shall be reviewed and submitted to the immediate Supervisor for final submission to the FLLoCA Program Implementation Unit (PIU) at the National Treasury.

6.0 PAYMENT SCHEDULE/REMUNERATION

The officer shall 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 the timesheets and progress reports.

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

7.0 MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

The National Treasury is the Client for these services. The officer will enter into a contract with the National Treasury and Economic Planning and will work under and report to the Chief Executive Officer, CoG through its established structures.

The signed work-plans, timesheets, deliverables shall be submitted to COG with deliverable reports sent to the Program Implementation Unit (PIU) at the National Treasury for review and custody.

Throughout the process of the assignment, the officer will provide regular updates to the client. These updates will summarize, among others, the status of tasks, resources, schedules, coordination with county governments, etc., as well as issues that require attention.

The client and the officer shall agree on the scope and progress of the assignment, with an aim of reviewing any difficulties or assistance that is required to enable execution of the assignment on a regular basis.

8.0 MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

a) Academic qualifications

- A minimum of a Bachelor's degree in either Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Sciences, Business Administration and Management, Economics, Project management or a related discipline from a University recognized in Kenya.

b) Experience

1. At least Six (6) years of general experience in either Project Management, Administration or Environmental Management.
2. At least Three (3) years demonstrated specific experience working with both levels of governments in Kenya and development partners on either Water, Forestry, environment or climate change laws and related policies.

9.0 OBLIGATIONS OF THE CLIENT

The Council of Governors (CoG) shall provide suitable furnished office space, telecommunication, suitable office equipment in Nairobi, Kenya and transport to field assignments, on as and when required.

When travelling individually on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group N rate. All individual travel shall be approved prior to the task.

10.0 OBLIGATIONS OF THE OFFICER

The officer shall be responsible for their own transport, accommodation, insurance, airtime and other associated costs. The officer 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.

11.0 PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS

The Officer shall submit the reports as per the schedule to the CEO, CoG. The National Treasury will be the substantive owner of any study reports and will have copyright ownership. All data and information received during the assignment, from respondents, The National Treasury and the World Bank are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to The National Treasury. The content of written materials obtained or prepared in this assignment will not be disclosed to any third parties without the expressed advance written authorization of The National Treasury and/or the World Bank.