



REPUBLIC OF KENYA

THE NATIONAL TREASURY AND ECONOMIC PLANNING

---

FINANCING LOCALLY –LED CLIMATE ACTION PROGRAM

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

PROGRAM IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

FOR

CLIMATE CHANGE ADAPTATION EXPERT FOR

STATE DEPARTMENT FOR ENVIRONMENT & CLIMATE CHANGE UNDER THE  
FINANCING LOCALLY-LED CLIMATE ACTION PROGRAM

REFERENCE NO. KE-CFGEU-416369-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](mailto:pstnt@treasury.go.ke)

**Physical Address:**

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

## **1.0. BACKGROUND**

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. 297.0 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 Financing Locally-Led Climate Action (FLLoCA) 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.

## **2.0. OBJECTIVE OF THE ASSIGNMENT**

The Climate Change Adaptation Expert will be responsible for the overall support to the Climate Change Directorate in coordination of the climate change adaptation.

The objective of this assignment is to undertake overall support to adaptation and resilience building during the program implementation as well as support adaptation division under the Climate Change Directorate.

## **3.0. SCOPE OF SERVICES AND SPECIFIC TASKS**

The Climate Change Adaptation Expert will carry out the following tasks: -

- i) Assist in overseeing and coordination of development, implementation and review of climate change adaptation policies, strategies and plans by both National and County Governments.
- ii) Support mobilization of finances for climate change adaptation actions in the country (National and County Governments);
- iii) Oversee the development, updating and and maintenance of national registry for appropriate adaptation actions by State and Non-State entities in the country (National and County Governments);

- iv) Conduct barrier analysis and prepare enabling framework for the deployment and diffusion of prioritized technologies
- v) Oversee the collection, collation and analysis of data from all sectors from both State and Non State actors for monitoring and evaluation of adaptation actions in the country (National and County Governments);
- vi) Oversee the development and review of the National Adaptation Plan as per the UNFCCC, Paris Agreement and Climate Change Act, 2016 guidelines and requirements
- vii) Oversee and coordinate climate change adaptation reporting in Kenya in compliance with the Climate Change Act, 2016, UNFCCC and Paris Agreement guidelines and requirements;
- viii) Assist in Providing technical support and coordinating the development of periodic national vulnerability and impact assessments;
- ix) Coordinate the mainstreaming of the climate change adaptation actions by the national and county governments;
- x) Coordinate the reviewing, amendment and harmonisation of Climate Change Sectoral laws and policies to include climate change adaptation actions towards realisation of the objectives of the Climate Change Act, 2016;
- xi) Coordinate the monitoring, evaluation and learning of Climate Change Adaptation action plans at National and County Governments levels;
- xii) Undertake any other duties as may be assigned by the Director Climate Change from time to time.

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

The assignment shall be for a period of Two (2) years from contract commencement date. The contract will be renewed on annual basis depending on project needs, performance and funds availability. The Assignment will be based at the State Department of Environment and Climate Change at the Climate Change Directorate based at its Headquarters in Nairobi, Kenya.

#### **5.0. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES**

The Climate Change Adaptation Expert will enter into a contract with the National Treasury and Economic Planning and will work under and report to the Director Climate Change under the State Department for Environment and Climate Change. The performance of the Analyst will be measured based on the successful execution of the assigned duties and reviewed monthly by the immediate Supervisor.

The Climate Change Adaptation 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 works execution.

The performance of the Expert will be measured based on Annual Key Performance Indicators set and reviewed quarterly by the Deputy Director, Climate Change Adaptation

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.

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	A Soft and a hard copy

## **6.0. PAYMENT SCHEDULE/REMUNERATION**

The Expert shall be remunerated based on a monthly rate, 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 the progress reports.

## **7.0. MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT**

The Expert will enter into a contract with the National Treasury and Economic Planning and will work under and report to the Director, Climate Change through the Deputy Director Climate Change Adaptation.

The signed work-plans, deliverables shall be submitted to the Deputy Director Climate Change Adaptation.

Throughout the process of the assignment, the expert will provide regular updates to the Directorate through the established structures. These updates will summarize, among others, the status of tasks, resources, schedules, etc., as well as issues that require attention.

The Directorate and the expert 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 & EXPERIENCE REQUIREMENTS**

**The Climate Change Adaptation Expert should have:**

### **a) Minimum academic qualifications**

- Masters of Science in either Climate Change Adaptation, Meteorology, Climatology, Climate Change, Environmental Management, environmental Science, Natural Resource Management or any related discipline from a University recognised in Kenya

### **b) Experience**

- i) A minimum of five 5 years' general experience in adaptation or livelihoods work
- ii) A minimum of 3 years' specific experience in the adaptation/resilience work at either national and county level, stakeholder engagement, vulnerability or risk assessment, design and management of livelihoods projects, , monitoring and evaluation, budget development and management of projects and programs in climate change/livelihoods support.
- iii) At least (3) years' work-related experience in public service at a middle management level

## **9.0. OBLIGATIONS OF THE CLIENT**

The State Department of Environment and Climate Change at the Climate Change Directorate 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 on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group R rate. All individual travel shall be approved prior to the task through the established structures at the State Department of Environment and Climate Change.

## **10.0. 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.

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

The Adaptation Expert shall submit the reports as per the schedule to the Deputy Director, Climate Change Adaptation under the State Department of Environment and Climate Change. The State Department of Environment and Climate Change will be the substantive owner of any study reports and will have copyright ownership, a copy of the report shall be given to The National Treasury.

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 State Department for Environment and Climate Change. 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 State Department of Environment and Climate Change and/or the World Bank.