



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND ECONOMIC PLANNING

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FINANCING LOCALLY –LED CLIMATE ACTION PROGRAM

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

PROGRAM IMPLEMENTATION UNIT (PIU)

TERMS OF REFERENCE

FOR

INFORMATION AND KNOWLEDGE MANAGEMENT TECHNICAL EXPERT FOR  
STATE DEPARTMENT OF ENVIRONMENT AND CLIMATE CHANGE UNDER THE  
FINANCING LOCALLY-LED CLIMATE ACTION PROGRAM

Reference No. KE-CFGEU-416360-CS-INDV

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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.

The State Department for Environment and Climate Change was created vide Executive Order No. 1 of 2023 on the Organization of Government of Kenya. The State Department for Environment and Climate Change offers technical support on FLLoCA implementation through the Climate Change Directorate whose mandate is to coordinate climate change action within the Country.

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

The objective of this assignment is to undertake overall information and knowledge management during the program implementation as well as support the Information and Knowledge management division under the Climate Change Directorate.

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

Working under the guidance and supervision of the Deputy Director, Climate Change Information and Knowledge Management, the Information and Knowledge Management Technical Expert will carry out the following tasks:

- i. Assist in development, implementation and review of national climate change communications, outreach, public education, Climate change learning strategies;
- ii. Assist in development of guidelines for Mainstreaming Climate Change issues in curricula at all levels of Education and Training;
- iii. Assist in the management of National climate change information and Knowledge management portal;
- iv. Assist in the management of the National Climate Change Resource Centre;
- v. Assist in the development of the Monitoring, Reporting and Verification (MRV+) system and MRV+ Registry;
- vi. Assist in development of relevant regulations to support MRV+ System;
- vii. Coordinate capacity building, awareness creation and regular meetings of stakeholders on climate change including all counties and the National government CCU's
- viii. Coordinate preparation of national communications and other international and national reporting requirement;
- ix. Liaise with relevant research institutions in undertaking appropriate research on climate change;
- x. Documentation and compilation of climate change reports and knowledge products;
- xi. Any other duties as may be assigned by the supervisor from time to time.

### **4.0. 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 assignment will be based at the State Department of Environment and Climate Change at the Climate Change Directorate based at its work Headquarters in Nairobi, Kenya.

## 5.0. REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

The Information and Knowledge Management Technical Expert will enter into a contract with the National Treasury and Economic Planning and will work under and report to the Deputy Director, Climate Change - State Department of Environment and Climate Change. The performance of the consultant will be measured based on the successful execution of the assigned duties and reviewed monthly by the immediate Supervisor.

The Information and Knowledge Management Technical 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 execution. The performance of the consultant will be measured based on Annual Key Performance Indicators set and reviewed quarterly by the Deputy Director, Information and Knowledge Management.

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

The Principal Secretary  
Ministry of Environment, Climate Change and Forestry  
Ragati Rd, NHIF building 12th Floor  
P.O. Box 30166-00100  
Nairobi  
Attention:  
Director, Climate Change  
State Department of Environment & Climate Change

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, 7 th 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	A Soft and a hard copy

## 6.0. 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.

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

The National Treasury is the Client for these services. The consultant 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 Information and Knowledge Management.

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

Throughout the course of the assignment, the consultant 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 consultant 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**

- Minimum of Master of Science in Information and Knowledge Management, Knowledge Management, Knowledge Management and Innovation or a related discipline from a University recognized in Kenya.

### **b) Experience:**

- Minimum of Five (5) years' general experience in information and knowledge management.
- At least Three (3) years' specific experience in environmental/climate change journalism and documentary/story development on environmental/climate change, stakeholders' engagement, national and global climate change policies, strategies, legal and plans; and Information and Communication Technology (ICT) and Data Collection and Analysis,
- 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 through the Climate Change Directorate shall provide suitable furnished office space, suitable office equipment in Nairobi, 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 respective Public Service Job Group R rate. All individual travel shall be approved through the established structures at the State Department of Environment and Climate Change.

## **10.0. OBLIGATIONS OF THE CONSULTANT**

The consultant shall be responsible for their own transport, accommodation, insurance, airtime and other associated costs. The consultant 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 Information and Knowledge Management technical expert shall submit the reports as per the schedule to the Deputy Director, Climate Change Information and Knowledge Management under the State Department for 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 for Environment and Climate Change and/or the World Bank.