



MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY

STATE DEPARTMENT OF INVESTMENT PROMOTION (SDIP) PROJECT IMPLEMENTATION UNIT (PIU)

WORLD BANK KENYA JOBS AND ECONOMIC TRANSFORMATION PROJECT (KJET)

1. BACKGROUND

The Government’s Bottom-up Economic Transformation Agenda (BETA) has placed significant focus on the Micro, Small and Medium Enterprises (MSME) Sector by prioritizing financial inclusion for MSMEs, value chain approach to MSME products as well as sustainable job creation through the sector.

In this endeavor, the Government of Kenya (GOK), with the support of World Bank, is implementing the **Kenya Jobs and Economic Transformation (KJET) Project**, a significant initiative aimed at addressing key constraints within government and market systems that hinder the creation of high-quality jobs and the adoption of environmentally sustainable practices by Micro, Small, and Medium Enterprises (MSMEs). The Project’s objective is to address gaps and market failures that prevent high quality job creation and adoption of green practices by Micro Medium and Small Enterprises (MSMEs), including burdensome and costly regulatory frameworks, inadequate Foreign Direct Investment (FDI) promotion, coordinating failures between buyers and suppliers, information asymmetries with respect to capabilities and market requirements, as well as externalities related to climate change.

Its first component **Strengthening Business and Investment Enabling Reform** will address prioritized Business Regulatory and Investment Policy and Promotion reforms to support private sector growth, through a combination of diagnostics, legal and regulatory reforms, institutional capacity development, and integration of a One Start One Stop (OSOS) digital platform. Throughout implementation, special focus will be given to regulatory constraints faced by exporters and priorities for attracting export oriented Foreign Direct Investment (FDI)

The third component **Scaling Up Green Financing and Strengthening Climatic Resilience for SMEs** is aimed at mobilizing green private capital to support adoption of green technologies through setting up an agile, patient financing structure to crowd in private capital, especially by medium businesses. It will further pilot an innovative instrument to support SMEs in managing compound climatic shocks. **The flagship of this component is the Green Investment Fund (GIF)**, an Alternative Investment Vehicle, providing risk-adjusted, long-term, patient capital, including equity and mezzanine financing to climate resilient SMEs in Kenya and the greater East African Community. Investment focus sectors will be Cleaner Energy and Material Efficiency and Environmental Resources with priority in Transport (electric vehicles), Building Efficiency, Sustainable Agriculture and Waste Management. It targets to create 45,000 jobs to Kenyans, including at least 6,800 for women through new or improved job opportunities.

Both components will be **anchored within the State Department of Investment Promotion (SDIP) and implemented under the Ministry of Investments, Trade and Industry (MITI)**

The State Department for Investment Promotion (SDIP) is therefore seeking to recruit **eight (8) Project Specialists** who will form the **Project Implementation Unit (PIU)** responsible for coordinating the World Bank SDIP KJET Project Management, Monitoring and Evaluation. The duty station for these roles will be Nairobi, Kenya.

RECRUITMENT OF A LEGAL SPECIALIST (S/No.8)

1. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to support all legal and regulatory aspects of the K-JET project including but not limited to legal research, advisories, legislating drafting and reviews, contracts and litigation and ensuring completeness and accuracy of the same.

2. SCOPE OF WORK

The legal specialist will be responsible for recommending standard contracting provisions and drafting, reviewing of project agreements, compliance with regulatory requirements, review of legal frameworks and provision of legal advisories. Detailed tasks include:

- a. Liaise with Project Implementation Unit (PIU) on all legal and regulatory matters pertaining to the Project
- b. Maintain contact with all regulatory agencies to ensure the Project Steering Committee and Project Implementation Unit is kept fully advised on all regulatory developments in this area
- c. Vet and comment on specific contracts and agreements
- d. Provide written opinions on legal and regulatory matters related to the Project
- e. Contribute to the development of the Management Information System in terms of developing a database of relevant legislative and regulatory material, global best practice and development of standardized contractual provisions and security documents
- f. Manage the preparation of Contract Provisions
- g. Perform such other tasks as assigned by the Project Director as may become necessary

3. DELIVERABLES

The Legal Specialist is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Director. Key performance indicators will annually be set up, which deliverables are measured during the course of the assignment.

4. PROFILE OF LEGAL SPECIALIST

Qualifications, Skills and Experience:

- a. A minimum of a Bachelor’s Degree in Law.
- b. Relevant professional qualifications relating to Law/Legal Services.
- c. Preferably a minimum of 3 years of successful and verifiable experience in a project finance environment, preferably the legal department of an investment bank or a private law firm acting on behalf of private sector investors in a project finance transaction
- d. Must be a good manager who is driven and proactive

- e. Must be able to analyze and solve complex problems
- f. Must have a balanced personality with excellent communication and interpersonal skills
- g. Experience with providing legal advisories for similar World Bank and other Development Partner’s funded projects
- h. Must be able to work independently as well as part of a Team
- i. Experienced in the drafting and negotiating agreements

5. REPORTING MECHANISM

The Legal Specialist enters into a contract with the Ministry of Investment, Trade and Industry–Kenya and works through and reports to the Project Director.

6. DURATION OF CONTRACT

The Contract is for an initial period of four (4) years, with possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025.

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Legal Specialist shall be paid an agreed gross consolidated staff month rate.

RECRUITMENT OF PROJECT ACCOUNTANT (S/No. 3)

1. OBJECTIVE OF THE ASSIGNMENT

The main objective of the assignment is to provide accounting support for the project in line with policies and procedures laid down for the Project Implementation Unit (PIU).

2. SCOPE OF WORK

The Project Accountant is expected to perform the following tasks:

- Manage the day-to-day financial transactions in line with the Bank’s and GOK’s regulations;
- Ensure that Project funds are accounted for properly in accordance with the relevant conditions and obligations;
- Ensure that all expenditure to be financed under the Project is recorded accurately;
- Ensure timely release and transfer of funds to the State Department of Investment Promotion and (SDIP), consultants, contractors, suppliers and other providers of goods and services;
- Draw up activity budgets and work plans together with the PIU staff;
- Maintain relevant books of account and accounting /financial records for the Project;
- Prepare Interim Financial Reports and Projections;
- Prepare accounts and documentation for annual audit of project funds
- Prepare monthly bank reconciliations of all bank accounts;
- Together with the PIU staff ensure strict adherence to internal control systems for all areas of project operation;
- Issue receipts, prepare payment vouchers and maintain cash records in accordance with laid down procedures;
- Maintain an Advance Payments Register and monitor advances settlement;
- Manage the petty cash float and maintain the petty cash book;
- Ensure petty cash disbursements are appropriately and adequately documented;
- Prepare withdrawal applications and relevant documents for approvals and no objections by the Bank;
- Undertake any other Project accounting duties as may be assigned from time to time by the Project Director.

3. DELIVERABLES

The Project Accountant is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Director.

4. PROFILE OF PROJECT ACCOUNTANT

Qualifications, Skills and Experience:

- a) A first degree in Finance or Accounting.
- b) Have CPA (K) qualifications.
- c) A minimum of two (2) years’ experience in a busy accounting office and demonstrated knowledge of public sector finance.
- d) Possess high level of integrity and responsibility.
- e) Good analytical, organizational skills and communication skills.
- f) Be computer literate and have knowledge of accounting and basic MS Office packages.
- g) Two (2) years’ experience working on a World Bank-funded Project or other donor funded project/program would be an added advantage.

5. REPORTING MECHANISM

The Project Accountant will enter into a contract with the State Department of Investment Promotion (SDIP), Ministry of Investments, Trade and Industry (MITI)–Kenya and will report to the Financial Management Specialist for day-to-day activities.

6. DURATION OF CONTRACT

The Contract is for an initial period of 4 (four), with performance review after two years and possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Project Accountant shall be paid an agreed gross consolidated staff month rate

MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY

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WORLD BANK KENYA JOBS AND ECONOMIC TRANSFORMATION PROJECT (KJET)

RECRUITMENT OF FINANCIAL MANAGEMENT SPECIALIST (S/No.2)

1. OBJECTIVES OF THE ASSIGNMENT

The main objective of the assignment is to provide management, financial and accounting leadership and support for the project in line with policies and procedures laid down for the Project Implementation Unit (PIU).

2. SCOPE OF WORK

The Financial Management Specialist is expected to perform the following tasks:

- Oversee the maintenance of all accounting records in line with approved accounting standards and in line with the Bank's and GOK's regulations;
- Working under the PIU and coordinating closely with the Ministry of Investments, Trade and Industry (MITI) State Department of Investment Promotion and the National Treasury and Economic Planning , ensure robust Project budgeting, funds flow, accounting, internal control, financial reporting and budget arrangements;
- Oversee the generation of periodic financial and sustainability reports (i.e. monthly/quarterly/annually) in the formats approved by the Bank;
- Supervise the development of activity budgets and work plans, expenditure projections together with the PIU staff & Project Champions;
- Ensure prompt request for withdrawal and release of funds, once approved, to Project beneficiaries;
- Oversee the maintenance of relevant books of account and accounting /financial records for the Project including documents evidencing approved expenditure ;
- Oversee the accurate and prompt update of all accounting records ;
- Oversee the preparation of monthly bank reconciliations of all Bank accounts;
- Together with the PIU management, maintain Financial Management Manual;
- Together with the PIU staff ensure strict adherence to installed internal control systems for all areas of project operation;
- Liaise with the internal/external auditors and follow up on audit queries and recommendations documented in management letters;
- Coordinate the issuance of receipts, preparation of payment vouchers and maintenance of cash records in accordance with laid down procedures;
- Oversee the maintenance of an Advance Payments Register and monitor advances settlement;
- Coordinate the management of petty cash float and maintain the petty cash book;
- Oversee IFMIS Ledger reconciliations;
- Undertake any other Project accounting duties as may be assigned from time to time by the Project Director.

3. DELIVERABLES

The Financial Management Specialist is expected to perform the above mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Director.

4. PROFILE OF FINANCIAL MANAGEMENT SPECIALIST

Qualifications, Skills and Experience:

- a) A first degree in Finance or Accounting.
- b) Have CPA (K) qualifications.
- c) Proficiency in Management Information Systems is an added advantage
- d) A minimum of four (4) years' experience at the Level of Management/Financial Accountant in a busy accounting office and demonstrated knowledge of public sector finance.
- e) Possess high level of integrity and responsibility.
- f) Demonstrate excellent analytical, organizational and communication skills.
- g) Be computer literate and have knowledge of accounting and financial software packages.
- h) A minimum of two (2) years' experience working on a World Bank-funded Project or other donor funded project/program would be an added advantage.

5. REPORTING MECHANISM

The Financial Management Specialist will enter into a contract with the State Department of Investment Promotion (SDIP), Ministry of Investments, Trade and Industry (MITI)–Kenya and will report to the SDIP PIU Project Director for day-to-day activities.

6. DURATION OF CONTRACT

The Contract is for an initial period of 4 (four) years, with performance review after two years and possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025.

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Financial Management Specialist shall be paid an agreed gross consolidated staff month rate

RECRUITMENT OF A PROJECT DIRECTOR (S/No.1)

1. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to provide overall and day-to-day management and coordination of the activities supported under the SDIP KJET Project. The Project Director heads the SDIP Project Implementation Unit (PIU) and shall be the main operational link between the Project, the Ministry of Investments, Trade and Industry and the World Bank.

2. SCOPE OF WORK

The Project Director is expected to provide strategic direction to the Project through high level policy, liaison and net-working at the PIU under the direction of, and reporting Principal Secretary, State Department of Investment Promotion, Ministry of Investments Trade and Industry. The Project Director is required to provide the PIU with a range of services and deliverables. More specifically this comprises the following areas of responsibility and specific tasks:

- Provide overall oversight and guidance to the PIU on the implementation of the SDIP KJET Project including approved work plan activities under the beneficiaries to ensure the successful and effective attainment of the Project Development Objective (PDO) and Key Performance Indicators (KPIs) established for the Project;
- Ensuring effective coordination among the implementing agencies at the national level for smooth implementation;
- Advise on Project beneficiaries' conformity with the tenets of the Project Implementation Manual (PIM);
- Provide ongoing policy, operational and analytical advice to the Project Steering Committee on all matters relating to the Project;
- Coordinate preparation of consolidated results-based narrative and financial periodic progress reports for Project management and to relevant bodies, in accordance with approved reporting formats and timing and co-ordinate Project Missions;
- Ensure that all such individual consultants appointed under the Project (i.e. procurement, investment financial management and any other individual consultant appointed on the Project) performs their functions efficiently and effectively to ensure that the needs of the Project are met;
- Lead the preparation of Annual Work Plans and Strategy, Progress Reports, End-of-Year Performance Report Procurement Plans and associated Performance Frameworks for the various activities of the Project;
- Lead preparation of End-of-Assignment Report on outcomes, challenges and results against assignment work plan;
- Monitor the implementation of Work Plans by Project beneficiaries, identify, recruit and monitor the performance of consultancies to be undertaken by the international/national consultants;
- Lead all Project-level risk management and response strategies, including conducting ongoing Project risk monitoring and reduction efforts;
- Ensure overall on-going compliance with all fiduciary environmental and safeguard requirements of the Project.
- Ensure that all assets are used solely for the purpose for which they were procured;
- Facilitate and ensure the timely procurement and delivery of various inputs and technical equipment in collaboration with the Procurement Specialist and Implementation Agencies in accordance with GOK/IDA guidelines;
- Monitor all donor Project-reporting requirements – including Project progress, financial and procurement reports – to ensure timely preparation, review and distribution.
- Develop, in cooperation with the Bank, of a Monitoring and Evaluation (M&E) framework for the Project's activities;
- Supervise financial administration, including the preparation of financial statements, budgets and forecasts;
- Ensure that adequate funding is received in a timely fashion, and is in place for all aspects of the Project's operations;
- Supervise the work of the Financial Management Specialist, Procurement Specialist Environmental and Social Risk Management Specialist, Monitoring and Evaluation Specialist, Communication and such other technical specialists as required to be detailed in the Project Implementation Manual
- Advise and recommend on evolving PIU staffing and expertise requirements to maintain Project effectiveness and performance;
- Any other professional functions assigned by the Principal Secretary, State Department of Investment Promotion (SDIP), Ministry of Investments, Trade and Industry (MITI).

3. DELIVERABLES

- The Project Director is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the PS, SDIP. Key performance indicators that are annually set for the PS,SDIP against which deliverables are measured during the course of the assignment.

4. PROFILE OF PROJECT DIRECTOR

Qualifications, Skills and Experience:

- A minimum of a Bachelor's Degree in Economics, Finance, Business Administration and related discipline
- Full professional qualifications relating to finance and investments, such as CPA, ACCA, ICIFA or CISI.
- Certification in Project Management
- A minimum of 10 years relevant experience; experience in the public service and engagement in donor/ World Bank funded projects/Projects, preferably at Senior Leadership (Director) Level.
- A working knowledge of the World Bank STEP and CLIENT Connect platforms.
- Demonstrated knowledge of and experience with coordination of high impact donor funded/Projects by International Development Partners.
- Excellent analytical, report writing skills and must be computer literate.
- Capacity to work under pressure and meet tight schedules under minimum supervision.
- Excellent understanding of Green Finance and other Environment Social and Governance (ESG) initiatives, landscape and community driven development
- Excellent communication and interpersonal skills and able to lead and work in a team.

5. REPORTING MECHANISM

The Project Director enters into a contract with the Ministry of Investment, Trade and Industry–Kenya and works through and reports to the Principal Secretary, State Department of Investment Promotion, Ministry of Investment, Trade and Industry, coordinating with Project beneficiaries to ensure the requirements under the KJET Project developed and implemented efficiently and effectively in line with the Project Development Objective (PDO) and Key Performance Indicators (KPI) established for the Project.

6. DURATION OF CONTRACT

The Contract is for an initial period of four (4) years, with possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025.

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Project Director shall be paid an agreed gross consolidated staff month rate.



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WORLD BANK KENYA JOBS AND ECONOMIC TRANSFORMATION PROJECT (KJET)

RECRUITMENT OF A PROCUREMENT SPECIALIST (S/No.4)

1. OBJECTIVES OF THE ASSIGNMENT

The main objectives of the Procurement Specialist’s assignment are to provide the requisite procurement advice and support to the PIU to enable it carry out its mandate to provide technical support relating to supply chain management to the SDIP Project Implementation Unit. The Specialist will assist in establishing the procurement procedures of the PIU in accordance with both World Bank Regulations and GOK guidelines, preparation of procurement plans, the procurement strategy for development (PPSD), procurement plan support development bidding documents such as Expressions of Interest (EoIs) and Request for proposals, ensuring bidding procedures and evaluation mechanisms are intact, representing the Unit in prequalification and tender evaluation committees. He/ she will assist in managing policies for PIU project tendering, evaluation, award and contract management, key procurement processes and systems. Since the project is funded through a World Bank credit, it is essential that the Specialist is well versed in World Bank Procurement Regulations, the *Public Procurement and Asset Disposal Act, 2015 and the attendant Regulations, and the use of the Bank’s Systematic Tracking of Exchanges in Procurement (STEP) platform.*

2. SCOPE OF WORK

The Procurement Specialist is expected to perform the following tasks:

- a. Be responsible for carrying out procurement functions under the PIU on behalf of the State Department of Investor Protection (SDIP) Ministry of Investments, Trade and Industry (MITI) in accordance with the procedures specified in the Financing Agreement between the Government of the Republic of Kenya and the International Development Association (IDA);
- b. Prepare an overall procurement plan for all the goods and services to be procured under the Project, specifying allocation of tasks and responsibilities at each stage of the procurement process; review and update the Project Procurement Plan regularly and submit it to the World Bank for review and approval; prepare the Project Procurement Strategy for Development (PPSD) throughout project implementation and revise as needed.
- c. Ensure that procurement is done in accordance with the provisions of the Financing Agreement and with IDA’s regulations for Procurement as well as the approval mechanisms of the Government of Kenya’s Procurement Act.
- d. Verify that all proposed purchases are (a) included in the approved procurement plan;(b) eligible for financing under the Credit and confirm the appropriate method to procure goods and services for each contract.
- e. Assist procuring entities in all aspects of procurement; ensures including the preparation of bidding documents /request for proposals; advertisements;
- f. Work with the procurement entities and technical teams to ensure timely preparation and issuance of technical specifications, Terms of Reference and other related technical documentation necessary to facilitate commencement of procurement processes;
- g. Assemble committees with the participation of representatives from the SIDP, MITI and procuring entities for the opening and evaluation of bids for purchase of goods and services, evaluation of Expressions of Interest and shortlisting/ and evaluation of Requests for Proposals, as well as contract negotiations and awards: Prepare evaluation reports, contract negotiation minutes, draft negotiated contracts, etc.; monitor contract implementation, including issues of claims and disputes, compensation events, etc.; and, undertake procurement;
- h. Monitor through STEP the publication of bid notices, request for expression, and contract awards; and upload all necessary documents into the STEP system. Monitor the timely execution of contracts for consultants’ services and the purchase of goods / equipment including pre-shipment inspections/ tests, and inland transportation and collaborates with the stores on acceptance, storage and delivery;
- i. Work closely with accounts on payments due under procurement contracts and assist in the preparation of payment documents;
- j. Prepare and submit quarterly and annual progress reports on status of procurement under the Project to the Project Director for inclusion in the PIU’s project implementation progress reports.
- k. Act as a custodian of procurement documents and ensure systematic procurement filing system in the PIU.
- l. Participate in procurement training courses, if necessary, and ensure that the PIU adopts and adheres to any relevant changes in procurement procedures and guidelines, introduced by the GoK and/or the World Bank.
- m. Identify indicators of fraud, collusion and other unethical practices in procurement/selection process; ensure procurement, contract management and related complaints are properly handled.
- n. Monitor and assist in the timely response to all procurement related complaints including registration and closure in STEP;
- o. Assist with other project management responsibilities as identified by the Project Director.

3. DELIVERABLES

The Specialist is expected to perform the abovementioned tasks on an ongoing basis during the term of his/her assignment. Quarterly key performance indicators will be set annually for the Specialist by the Project Director, which will form the basis for performance evaluation and mutually agreed adjustments to the job description.

4. PROFILE OF PROCUREMENT SPECIALIST

The Procurement Specialist should have:

- (a) **Qualification**
 - A university degree in procurement, economics, finance, public administration, engineering, law or any other relevant field. Post graduate studies and/or relevant professional qualifications in purchasing and supply chain management will be an added advantage.
 - Excellent spoken and written English is a requirement.
- (b) **Experience**
 - At least 5 years post qualification experience with at least 3-year working experience in public procurement, and particularly in projects financed by the World Bank and international financial organizations;
 - Expert knowledge of international organizations/agencies’ and GoK public procurement regulations and procedures;
 - Specialized training on procurement in line with the World Bank Rules would be an advantage;

- Computer proficiency (Windows, MS Office, MS Project, and other relevant software packages);
- Ability to communicate effectively, prepare, negotiate, analyze, elaborate and present reports;
- Ability to work effectively in a multi-disciplinary team.

5. REPORTING MECHANISM

The Procurement Specialist will enter into a contract with the SIDP, MITI and will report to the Project Director for day-to-day activities of the PIU.

6. DURATION OF CONTRACT

The Contract is for an initial period of 4 (four) years, with performance review after two years and possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025.

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Procurement Specialist shall be paid an agreed gross salary staff month rate

MINISTRY OF INVESTMENTS, TRADE AND INDUSTRY

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WORLD BANK KENYA JOBS AND ECONOMIC TRANSFORMATION PROJECT (KJET)

RECRUITMENT OF AN ENVIRONMENTAL AND SOCIAL RISKS MANAGEMENT (ESRM) SPECIALIST (S/No.7)

1. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to oversee the day-to-day operations related to the implementation of Environmental and social safeguards activities in Component 1 and 3 of the project.

2. SCOPE OF WORK

Specifically, his/her responsibilities will be to:

- i. Assist in the review and development process of the current Environmental and Social Safeguards guideline in consultation with the World Bank;
- ii. Participate in social screening activities;
- iii. Participate in the development and implementation of the Gender Action Plan;
- iv. Participate in the development and implementation of the SDIP/SH Plan;
- v. Monitor the integration of safeguard assessment information and completion of safeguards self-screening Checklist during the project implementation in regards to Component 1&3;
- vi. Undertake an environmental and social risk categorization of Component 1& 3 project's activities;
- vii. Ensure that appropriate environmental and social mitigation measures are proposed and met;
- viii. Undertake follow up monitoring to ensure that proposed mitigation measures are implemented according to an agreed upon environmental and social mitigation implementation plan;
- ix. Prepare Environmental and Social safeguard Plans and ensure that such plans are approved by relevant authorities before implementation;
- x. Prepare report (monthly, quarterly, field monitoring) on the safeguard risks with appropriate actions to be taken for all sub projects and ensure that timely actions are taken;
- xi. Closely provide assistance and deliver capacity building training to the sectors to close knowledge/skill gaps and minimize the likelihood of risks to the Project;
- xii. Undertake all other functions that may be assigned by the Project Director.

3. DELIVERABLES

The Environmental and Social Risks Management Specialist is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Director and within the guidelines set out herein.

4. PROFILE OF THE ENVIRONMENTAL AND SOCIAL RISKS MANAGEMENT SPECIALIST

Qualifications, Skills and Experience:

- A Bachelor's Degree in the field of environmental sciences, governance, social change or related discipline;
- A Master's Degree in ESG related field is an added advantage;
- Relevant professional trainings will be an added advantage;
- A minimum of 5 years' demonstrated professional experience;
- Experience in designing and implementing environmental risk management system and well conversant with Government of Kenya (GoK) environment related policies, laws, regulations and guidelines;
- Experience with World Bank safeguard policies;
- Experience with preparation and implementation of ESIAs according to the National Environmental Framework work
- Specific experience of at least 3 years working in environmental and social impact assessments of public sector and Community Driven Development Projects/ Programs.
- Knowledge and practical experience of assessing environmental issues;
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders;
- Good interpersonal and communications skills
- Conversant with the National Environment Policies, EMCA Act, EIA institutional procedures, review and approvals in the country;

5. REPORTING MECHANISM

The Environmental and Social Risks Management Specialist enters into a contract with the SDIP, MITI and reports to the Project Director.

6. DURATION OF CONTRACT

The Contract is for an initial period of 4 (four) Years , with performance review after two years and possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Environmental and Risks Management Specialist shall be paid an agreed gross consolidated staff month rate.



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WORLD BANK KENYA JOBS AND ECONOMIC TRANSFORMATION PROJECT (KJET)

RECRUITMENT OF A MONITORING AND EVALUATION SPECIALIST (S/No.5)

1. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is overall Monitoring and Evaluation of the project activities under KJET SDIP Project. This will include monitoring the physical and financial progress of the Project, including project impact. In addition, the MEO shall be responsible for managing the Project's overall Monitoring and Evaluation Framework to ensure that the project is on track to meeting its development objectives, its expected outputs and outcomes and its intended beneficiaries, as outlined in the KJET Results Framework.

The MEO will work in close consultation and coordination with the various project teams, SDIP, MITI, Project Beneficiaries, as well as the World Bank Project Task Team

2. SCOPE OF WORK

Specifically, his/her responsibilities will be:

- **Design and Manage the M&E Framework and Management Information System:**
 - * Establish a sound M&E Framework that includes all activities, outputs, outcomes, indicators, data collection methods, timing, and costs;
 - * Establish a Management Information System that keep track of all project activities, results, and lessons learned;
 - * Assist in defining monitoring and evaluation requirements at the different levels of project implementation.
- **Data Collection:**
 - * Validate the baseline measurements of the PDO matrix included in the Project Appraisal Document and agreed between the Government and the World Bank.
 - * Ensure timely collection of data as envisioned in the M&E Framework;
 - * Manage or supervise external consultants to ensure data collection (or surveys) with quality, accuracy, and adequacy in a timely manner;
- **Reporting:**
 - * Conduct analysis of monitoring data, documents findings from monitoring and evaluation activities and submit monitoring reports to the Project Director.
 - * Contribute to the Quarterly PIU report regarding M&E.
 - * Ensure that the Annual Work Plan reflects the goals of the Results Monitoring Matrix as agreed between SDIP and the World Bank.
 - * Provide technical inputs on monitoring and evaluation parameters to improve planning, programming and implementation of project.
 - * Produce reports
 - * Communicate concerns, issues as informed through the M&E execution process to SDIP-PIU Director and seek solutions in a timely manner;
- **Participation and Coordination:**
 - * Work closely with the World Bank, Monitoring Agent, PIU, project beneficiaries and various consultants and project/sub-project stakeholders to ensure that data collected for purposes of performance evaluation is credible and of high quality;
 - * Support the PIU and beneficiary institutions by leading coordination of baseline data collection, monthly, quarterly, periodic and annual progress/ monitoring reports on all operational activities;
 - * Develop in-depth knowledge of monitoring and evaluation system of capacity development operations to guide performance tracking activities of staff with M&E responsibilities in project beneficiary entities.
 - * Assist PIU to develop realistic strategic action and work plans, making sure that M&E is mainstreamed into PIU daily works;
 - * Undertake any tasks assigned by the Project Director for the achievement of the overall project objectives.

3. DELIVERABLES

The Communications Specialist is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Director and within the guidelines set out herein.

4. PROFILE OF THE MONITORING AND EVALUATION SPECIALIST

Qualifications, Skills and Experience:

- The Project Monitoring and Evaluation Specialist should have demonstrable experience in activities as follows:
- A Bachelor's Degree in Project Management, Business or Public Administrations, Law, Accounting and Financial Management, international development, international relations and/or related fields.
 - A minimum of 3-year professional experience in M&E related function
 - Strong analytical skills.
 - Strong orientation and knowledge in establishing baseline measurements for results monitoring.
 - Good report writing and presentation skills.
 - Ability to communicate effectively.
 - Ability to see and manage risks and consequences.
 - Experience in working in development projects, and good knowledge of Public Sector issues.
 - Excellent written and oral skills with great attention to detail;
 - Excellent organizational and administrative skills, including the ability to manage priorities, work under pressure and meet tight deadlines with minimal supervision
 - The ability to work in a proactive and autonomous way.
 - Ability to adapt priorities in order to respond to changing demands innovatively.
 - Proactive and use of initiative to achieve desired results
 - Strong IT skills

5. REPORTING MECHANISM

The Communications Officer enters into a contract with the SDIP, MITI and reports to the Project Director.

6. DURATION OF CONTRACT

The Contract is for an initial period of 4 (four), with performance review after two years and possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Monitoring and Evaluation Specialist shall be paid an agreed gross consolidated staff month rate.

RECRUITMENT OF A COMMUNICATIONS SPECIALIST (S/No.6)

1. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to oversee the implementation of communication strategies for Component 1 and 3 of the Project during the project period. This will include but not limited to management of internal and external communications for the project.

2. SCOPE OF WORK

- Specifically, his/her responsibilities will be to:
- Develop a communication policy for the Project;
 - Prepare Project information, communication and marketing materials;
 - Development of high quality speeches and presentations on the Project
 - Update MITI media handles and pages with relevant Project content;
 - Oversee Project branding and public relations;
 - Document Project activities, events and achievements;
 - Gather information and insights from various Projects activities;
 - Conduct relevant internal Project communications;
 - Oversee establishment and management of project call centre;
 - Participate in youth and gender mobilization and sensitization on project activities;
 - Coordinate Preparation of budgets for communication activities and information communication;
 - Perform any other duty that may be assigned by the Project Director.

3. DELIVERABLES

The Communications Specialist is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the Project Director and within the guidelines set out herein.

4. PROFILE OF THE MONITORING AND EVALUATION SPECIALIST

- Qualifications, Skills and Experience:
- At least a Bachelor's Degree in Communication, Mass Media, Public relations or a related field. A Master's Degree in a related field is an added advantage.
 - Post-graduated Diploma is Journalism or Mass Communication.
 - A minimum of five (5) years of professional experience in communication and public relations and diplomacy work (preferably development or strategic communications).
 - Outstanding communication skills both in written and spoken medium with a strong command of English and Kiswahili languages.
 - Strong interpersonal and team skills.
 - Demonstrated knowledge of and experience with World Bank or International Development Partner funded projects/programs is an added advantage.
 - Excellent analytical, report writing skills and must be computer literate.
 - Capacity to work under pressure and meet tight schedules under minimum supervision.
 - Excellent communication and interpersonal skills and able to work in a team.

5. REPORTING MECHANISM

The Communications Strategist enters into a contract with the SDIP, MITI and reports to the Project Director.

6. DURATION OF CONTRACT

The Contract is for an initial period of 4 (four), with performance review after two years and possibility for extension for additional year(s) based on performance and requirement. Anticipated date for commencement of the assignment is 1st March, 2025

7. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Communications Specialist shall be paid an agreed gross consolidated staff month rate.