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TERMS OF REFERENCE

NATIONAL INDIVIDUAL CONSULTANT - PROJECT ASSOCIATE FOR UNDP'S DEVOLUTION PROJECTS.

Job ID/Title:	Project Associate for UNDP's Devolution Projects
Scope of advertisement:	Nationally advertised
Category (eligible applicants):	External ¹
Brand:	UNDP
Practice Area:	Devolution
Application Deadline:	Tuesday, 21 April 2020 by 11.59 P.M (GMT+3.00)
Type of Contract:	National Individual Contract
Reference:	KEN/IC/2020/014 – Project Associate for UNDPs Devolution projects
Duty Station:	Nairobi, Kenya.
Languages Required:	English
Expected Duration of Assignment:	8 Months

A. Project Title - Strengthening Devolved Governance in Kenya/ Consolidating Gains and Deepening Devolution in Kenya

B. Project Description - project rationale / background and the objectives of the

The adoption of the Constitution of Kenya (CoK 2010) was aimed at fundamentally altering the governance framework through far reaching reforms. Of these, devolution of political power, responsibilities and resources has the most profound and transformative impacts on governance and the management of resources.

¹ External defines as applicants external to UNDP and to the UN Common system, including UNDP non-staff.

If effectively implemented, the CoK 2010 in general, and devolution in particular, should lead to a revolutionary transformation of Kenya and facilitate the achievement of the Kenya Vision 2030. Devolution established two levels of government in Kenya at the National and County levels as distinct but inter-dependent levels of government through which government responsibility in Kenya is exercised and discharged.

The 47 County Governments came into existence following the conclusion of the general election in March 2013. These elections marked a major transformation in the governance of Kenya and in public administration at both national and local levels and set the pace for implementation of devolved governance in Kenya.

UNDP Kenya has been supporting devolution, through the Integrated Support Programme to the Devolution Process in Kenya which operationally closed in March 2019. Currently UNDP is implementing a two devolution programmes: Strengthening Devolved Governance in Kenya and Consolidating Gains and Deepening Devolution in Kenya projects (UN Joint Programme). The projects are implemented with the Government of Kenya and other stakeholders within the framework of the joint UN Devolution Programme. The projects aims to achieve amongst other deliverables: strengthened policy and legal framework for devolved governance; strengthened and aligned capacities at national and county levels; Enhanced service delivery mechanisms and resilience for disaster risk management, peace building and conflict prevention; Strengthened citizen engagement in devolved governance; and Integrated service delivery demonstrated in select counties.

i. Context of the required services

To effectively support the implementation of the two devolution projects and realization stipulated results, UNDP requires a Project Associate. Under the guidance and direct supervision of the Project Manager the Project Associate provides organizational, coordination and general support for the projects. She/he will assist the Team to ensure that project operations and activities are efficiently and effectively implemented. The Project Associate works in close collaboration with the operations, programme and project teams in the CO and UNDP and other UN Agencies involved in the Devolution Programme for helping resolve project implementation issues.

ii. Relevance/purpose of the work required and how it is linked to the project context

The CO has two devolution projects that are currently being implemented of which UN Joint Programme is currently being rolled out now. The Devolution project Programme Associate who has been working in the project has resigned from her position, leaving a major gap that needs to be filled immediately. This has necessitated the recruitment of an individual consultant (IC) to assist the two devolution projects, so that the programme delivery especially logistics and facilitation of project implementing teams is not compromised. The IC will also assist in process payments documentation.

iii. Project Stakeholders

The main stakeholders of the programme are: (i) implementing partners (IPs) both at national institutions and selected 14 counties. At national level the implementing partners are:

Ministry of Devolution and ASAL, County of Governors, Kenya School of Government, IBEC and Commission for Revenue Allocation, Office of Auditor General and county governments, State Department of Youth Affairs, County assemblies forum; 14 ASAL counties. (ii) Development partners – DFID, Governments of Norway and Sweden. (iii) Other UN Agencies

C. Scope of Work – *please see Annex 1 for detailed activities and deliverables*

i. The Contractor is expected to undertake the following functions:

- In close collaboration with the project team, process logistics for project activities
- Lead the entry of vouchers, preparation of e-requisitions for goods and services, and follow up on payments and procurement processes;
- Maintenance of the internal expenditures control system while ensuring that vouchers are processed timely, are matched and completed, transactions are correctly recorded;
- Filing of all related project documents;
- Liaise and provide support to local experts and consultants and for any relevant missions under the project;
- Ensure ATLAS-based monitoring functions are updated, liaising with UNDP country office as necessary;
- Preparation of reports including mission reports, periodic briefs on progress especially from the field operations and on monitoring and evaluation visits;
- Compile project expenditure reports for the relevant section of the narrative report;
- Support the organization of workshops, and trainings as and when required for effective implementation of the programme;
- Maintaining programme records and correspondence properly for easy reference;
- Maintain a of IPs allocations and expenditures and consequently review of expenditure requests against approved workplans, budget balances and FACE Forms;
- Serve as focal point for administrative coordination of project implementation activities, involving extensive liaison with the Project Managers;
- Follow-up on administrative actions, e.g. travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services;
- Participation in the preparation and organization of trainings; and
- Perform other duties as assigned or requested by the Programme Manager in relation to this position.

ii. List the results that the IC should achieve

- Timely processing of IPs funding requests including close follow-up on procurement and facilitation of logistics such as DSA, transportation;
- Timely submission of payment documents by IPs including training and coaching on proper documentation;
- Timely update of ATLAS-based functions;
- Timely support to project staff for field assignments/missions;
- Timely preparation of Financial reports for relevant section of the Narrative Reports;

iii. Location, Contacts and Information

The Contractor will work with all IPs and supported counties. He/she will work with the contacts persons of these IPs to ensure AWP activities are implemented in a timely manner. The IC will also work closely with the project team to ensure smooth logistical and administrative support for all project activities.

D. Duration of the Work

The Contractor will be engaged for 8 months, from 1 May 2020 to 31 December 2020.

E. Duty Station

The Contractor will be based in Nairobi with some travels to the supported counties.

F. Deliverables

For Key Deliverables; see Annex 1 attached to this TOR

G. Qualifications of the Successful Individual Consultant

Education:

- A University degree in Business or Public Administration, accounting, finance or other related field would be an added advantage. **(20 marks)**
- Certification in Programme Management and/or Prince 2 will be an added advantage.

Experience:

- 6 year's experience of relevant administrative work in programme is required **(20 marks)**
- Sound knowledge of asset management, procurement work, programme finance planning, budgeting and reporting **(25 marks)**
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems. **(15 marks)**

- Experience in working with project teams on annual workplans and budgeting and M&E Reporting preferably with the UN/UNDP **(15 marks)**
- Ability to write quality memos and project notes **(5 marks)**

Language Requirements:

Excellent proven written and spoken English.

Excellent proven written and spoken Swahili.

Strong oral and written communication skills.

G. Evaluation

Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.

Evaluation criteria:

Criteria	Weight	Max. Point
	100%	100
A University degree in Business or Public Administration, accounting, finance or other related field would be an added advantage. Certification in Programme Management and/or Prince 2 will be an added advantage.	20%	20
6 year's experience of relevant administrative work in programme is required	20%	20
Sound knowledge of asset management, procurement work, programme finance planning, budgeting and reporting	25%	25
Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages, experience in handling of web based management systems.	15%	15
Experience in working with project teams on annual workplans and budgeting and M&E Reporting preferably with the UN/UNDP	15%	15
Ability to write quality memos and project notes	5%	5
Total (Maximum obtainable points)	100%	100

H. Payment

The Consultant is expected to complete the assignment in 9 months and will be paid on a monthly basis, upon timely certification and acceptance of deliverables under Annex 1, below

I. Institutional Arrangements

The Contractor will Report to the Programme Manager, Devolution. He/she will work with and support devolution project implementing partners and responsible parties including target counties. This may involve logistical and coordination support as well as reports preparation.

J. Submission of the Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP).

The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

K. Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Application process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be received through the UNDP e Tendering Portal on or before Tuesday, 21 April 2020 by 11.59 P.M (GMT+3.00)

Please quote "KEN/IC/2020/014 – Project Associate for UNDPs Devolution projects ".

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:
Business Unit: **UNDP1**
Event ID:
- If you do not remember your password, please use the "Forgotten password" link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:
Username: **event.guest**
Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurementnotices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org

Annex 1: Activities and Outputs – Devolution Project Associate (IC)

Key Deliverables
<p><u>May – July 2020</u></p> <ul style="list-style-type: none"> • Issue IPs with their funds balances to enable them provide the quarter 2 activities; • Receive Quarter 2 workplans and FACE forms from IP; • Work with the Procurement Unit to ensure timely procurement of venues, transport etc. for Q2; • Assist in tracking implementation of the AWP and the procurement plans; • Follow -up on submission of F10s, activity reports and payments requests within two weeks after project activities; • Provide Quarter 2 Financial Reports which are incorporated in the Project Reports for both the UN Joint Programme and Norway supported project; • Liaise with RCO for the Norway project to constantly update them on the status of funds balances during the quarter; • Liaise with ERU to constantly update them on status of funds balances; • Constant update of ATLAS actions • Assist in preparation of the Project Steering Committee Meetings including project financial report
<p><u>August – October 2020</u></p> <ul style="list-style-type: none"> • Issue IPs with their funds balances to enable them provide the quarter 3 activities; • Receive Quarter 3 workplans and FACE forms from IP; • Work with the Procurement Unit to ensure timely procurement of venues, transport etc. for Q3; • Assist in tracking implementation of the AWP and the procurement plans; • Follow -up on submission of F10s, activity reports and payments requests within two weeks after project activities; • Provide Quarter 3 Financial Reports which are incorporated in the Project Reports for both the UN Joint Programme and Norway supported project; • Liaise with RCO for the Norway project to constantly update them on the status of funds balances during the quarter; • Liaise with ERU to constantly update them on status of funds balances during the quarter; • Constant update of ATLAS actions • Assist in preparation of the Project Steering Committee Meetings including project financial report
<p><u>November – December 2020</u></p> <ul style="list-style-type: none"> • Issue IPs with their funds balances to enable them provide the quarter 4 activities; • Receive Quarter 4 workplans and FACE forms from IP; • Work with the Procurement Unit to ensure timely procurement of venues, transport etc. for Q4; • Assist in tracking implementation of the AWP and the procurement plans; • Follow -up on submission of F10s, activity reports and payments requests within two weeks after project activities; • Provide Quarter 4 Financial Reports which are incorporated in the Project Reports for both the UN Joint Programme and Norway supported project; • Liaise with RCO for the Norway project to constantly update them on the status of funds balances during the quarter; • Liaise with ERU to constantly update them on status of funds balances during the quarter; • Constant update of ATLAS actions • Assist IPs in the preparation of the 2021 AWP by providing budget allocations through the programme officers; • Assist in preparation of the Project Steering Committee Meetings including project financial reports