

TERMS OF REFERENCE

NATIONAL INDIVIDUAL CONSULTANT - PROGRAMME OFFICER FOR STRENGTHENING DEVOLVED GOVERNANCE IN KENYA

Job ID/Title:	Programme Officer
Scope of advertisement:	Nationally advertised
Category (eligible applicants):	External ¹
Brand:	UNDP
Practice Area:	Devolution
Application Deadline:	Monday, 08 June 2020 by 11:59 PM
Type of Contract:	National Individual Contract
Number of Individual Contracts:	1
Reference:	KEN-IC-2020-29
Duty Station:	Nairobi, Kenya
Languages Required:	English
Expected Duration of Assignment:	6 months

A) Background

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. 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.

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

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.

Currently UNDP is implementing two Devolution projects:

- a. Consolidating Gains and Deepening Devolution in Kenya (Joint Devolution Programme) – Being implemented by UNDP, UNICEF, and UN Women and the Ministry of Devolution. This Joint Devolution Programme will be implemented within the framework of the United Nations Development Assistance Framework for Kenya (UNDAF) and will see several national and county level interventions implemented with the two levels of government and in conjunction with other UN agencies and development partners in Kenya. The Joint Devolution Programme's expected UNDAF outcome is 'By 2022 people in Kenya access high quality services at devolved level that are well coordinated, integrated, transparent, equitably resourced and accountable'. It aims to achieve the following four UNDAF outputs aimed at enhancing service delivery at county level: National and county governments have strengthened capacities for formulation and implementation of policy, legal, and institutional frameworks and mechanisms for coordinated; Public finance management institutions have strengthened processes; County level institutions have strengthened capacity for evidence-based planning, budgeting, implementation, monitoring and evaluation; and People in Kenya have capacity to engage, deepen accountability and transparency in devolution, especially women, youth and persons with disability.
- b. Strengthening Devolved Governance in Kenya – being implemented with the Government of Kenya. This project is being implemented within the framework of the joint UN Devolution Programme. The project's 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.

The IC will work in close collaboration with the operations, programme and project teams in the CO and UNDP and other UN Agencies as well as implementing partners involved in the Devolution Programme for resolving project implementation issues.

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

Efficient and effective implementation of the activities of the two devolution projects. The IC will work in collaboration with other UN agencies and implementing and responsible partners to ensure that the project results are collaboratively achieved.

- ii. Project Stakeholders

The main stakeholders of the programme are: (i) implementing partners (IPs) both at national institutions and selected counties. At national level the implementing partners are: Ministry of Devolution and Planning, County of Governors, Kenya School of Government, IBEC and Commission for Revenue Allocation, Office of Auditor General and county governments, County Assemblies Forum, M&E Department, Inter Governmental Relations Technical Committee, Office of Auditor General, and State Department for Youth Affairs. (ii) Target County Governments and Regional Economic Blocs, (iii) Development partners – DFID, Governments of Norway and Sweden. (iv) Other UN Agencies.

B) Objective

The project objective is 'By 2022 people in Kenya access high quality services at devolved level that are well coordinated, integrated, transparent, equitably resourced and accountable'. The IC will provide technical support towards the realization of this objective and the specific project outputs highlighted in Section A above.

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 IPs, track request for approval for activities.
- Ensure the requests are processed in time.
- Ensure activities reports are prepared and submitted to UNDP in a timely manner.
- Ensure requests for payments are prepared and sent to UNDP.
- Preparation of donor and project reports.
- Work in collaboration with the UNDP Devolution Team on the day-to-day management and implementation of project activities, as per the Project's Annual Work Plan.
- Ensures that implementation of activities takes place based on full compliance with UN/UNDP rules, regulations, policies and strategies as expressed in the POPP.
- Monitor whether project activities, commitments, and expenses align with the project's annual work plan, including progress toward outputs and outcomes.
- Maintain, file, and manage copies of all key documents relating to the projects (e.g., project documents, contributions agreements, and audit reports).
- Ensure that proper operational and financial closure of the programme in Atlas on a timely basis according to agreed supporting documents.
- Undertake planning, monitoring, reporting, financial management and evaluating the progress of the project as per the Annual Work Plan.
- Undertake any other responsibilities as may be assigned in relation to this position, as well as perform other tasks as assigned by the Unit Team Leader, the Programme Manager or by UNDP Senior Management.

ii. List the results that the IC should achieve

- Timely implementation of all activities in the work plan and delivery of budget and results.
- Timely preparation of IPs reports and consolidation of the same into a Programme Report.
- Timely preparation of high-quality quarterly Reports outlining the status of the tasks listed under scope of work.
- Timely preparation of a high-quality donor reports.
- Timely preparation of a high-quality annual report for IPs under her/his supervision.

iii. Location, Contacts and Information

The Contractor will work with all IPs in the supported counties and national IPs. She will work with the contacts persons of these IPs to ensure AWP activities are implemented in a timely manner, outputs and outcomes generated and quality reports prepared.

The Contractor will be provided with all program documents including the: Prodoc, donor report, programme reports.

D. Duration of the Work

The Contractor will be engaged for 6 months.

E. Duty Station

The Contractor will be based in Nairobi with some official travels to the supported counties. The project will facilitate travel.

F. Deliverables

For Key Deliverables; see Annex 1 attached to this TOR

G. Qualifications of the Successful Individual Consultant

Education:

- Master's Degree in Project Management, Public Policy, Law, Political Science, Business Administration, Economics, Public Administration or related field.
- Certification in Programme Management and/or Prince 2 will be an added advantage.

Experience:

- Minimum 8 years of relevant experience in programme/project management in a governance related field especially devolution
- Public Sector and devolution related experience
- Experience working with project teams and M&E Reporting
- Sound knowledge of asset management, information and communication technology, administration, financial and human resources management, preferably with the UN/UNDP
- Demonstrated ability to write quality reports

Language Requirements:

Excellent proven written and spoken English.

Excellent proven written and spoken Swahili.

Strong oral and written communication skills.

H. 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
Master's Degree in Project Management, Public Policy, Law, Political Science, Business Administration, Economics, Public Administration or related field.	20%	20
Certification in Programme Management and/or Prince 2 will be an added advantage		

Minimum 8 years of relevant experience in programme/project management in a governance related field especially devolution	25%	25
Public Sector and devolution related experience	25%	25
Experience working with project teams and M&E Reporting	10%	10
Sound knowledge of asset management, information and communication technology, administration, financial and human resources management, preferably with the UN/UNDP	10%	10
Demonstrated ability to write quality Reports	10%	10
Total (Maximum obtainable points)	100%	100

I. Payment

The Consultant is expected to complete the assignment in 6 months and will be paid on a monthly basis, upon timely certification and acceptance of deliverables under Annex 1, below

J. 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.

K. 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.

L. 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

M. 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 Monday, 08 June 2020 by 11:59 PM (GMT+3.00)

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:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/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 Programme Officer (IC)

Key Deliverables
<u>Month 1</u> <ul style="list-style-type: none">• Work with all IPs to ensure their requests are processed on time, activity reports are prepared and submitted, and payments requests are submitted in a timely manner to the Programme Associate.• Assist in Preparation of Project Quarter two Report.• Assist in Coordination of COVID programme activities (under the Joint Programme).• Participate in project meetings and take notes and following through implementation of emerging actions.• Follow-up with MoDA on County assets transfer finalization.
<u>Month 2</u> <ul style="list-style-type: none">• Work with all IPs to ensure their requests are processed on time, activity reports are prepared and submitted and payments requests are submitted in a timely manner to the Programme Associate.• Assist in preparation of project reports.• Assist in Coordination of COVID programme activities (under the Joint Programme).• Participate in project meetings and take notes and following through implementation of emerging actions.
<u>Month 3</u> <ul style="list-style-type: none">• Work with IPs to ensure their requests are processed on time, activity reports are prepared and submitted, and payments requests are submitted in a timely manner to the Programme Associate.• Hold meetings with IPs to assess progress, emerging challenges and lessons.• Assist in preparation of project reports.• Preparation of roll-out activities for Joint Programme;• Participate in project meetings and take notes and following through implementation of emerging actions.
<u>Month 4</u> <ul style="list-style-type: none">• Work with IPs to ensure their requests are processed on time, activity reports are prepared and submitted, and payments requests are submitted in a timely manner to the Programme Associate.• Liaise and coordinate with UN Women and UNICEF on any activities being implemented together within the JP.• Assist in Coordination of COVID programme activities (under the Joint Programme)• Coordinate with the Resident Coordinators office on activities being implemented under the Strengthening Devolved Governance Project.• Assist in preparation of project reports.• Participate in project meetings and take notes and following through implementation of emerging actions.
<u>Month 5</u> <ul style="list-style-type: none">• Work with IPs to ensure their requests are processed on time, activity reports are prepared and submitted and payments requests are submitted in a timely manner to the Programme Associate.• Liaise and coordinate with UN Women and UNICEF on any activities being implemented together within the JP.• Assist in Coordination of COVID programme activities (under the Joint Programme).• Assist in preparation of project reports.• Coordinate with the Resident Coordinators office on activities being implemented under the Strengthening Devolved Governance Project.• Participate in project meetings and take notes and following through implementation of emerging actions.

Key Deliverables

Month 6

- Work with IPs to ensure their requests are processed on time, activity reports are prepared and submitted and payments requests are submitted in a timely manner to the Programme Associate.
- Hold meetings with IPs to assess progress, emerging challenges and lessons.
- Liaise and coordinate with UN Women and UNICEF on any activities being implemented together within the JP.
- Coordinate with the Resident Coordinators office on activities being implemented under the Strengthening Devolved Governance Project.
- Assist in preparation of project reports.
- Participate in project meetings and take notes and following through implementation of emerging actions.