



**REPUBLIC OF KENYA
OFFICE OF THE DEPUTY PRESIDENT
State Department for Devolution**



PROJECT NAME : SECOND KENYA DEVOLUTION SUPPORT PROGRAM (KDSP II)

Credit No : IDA-7447-KE

Project ID No : P180935

TERMS OF REFERENCE (TOR)

FOR

**INDIVIDUAL CONSULTANT PROGRAM IMPLEMENTATION OFFICER -KDSP II KEY
RESULT AREA 2 (INTERGOVERNMENTAL COORDINATION, INSTITUTIONAL
PERFORMANCE, AND HUMAN RESOURCE MANAGEMENT)**

REFERENCE NO : KE-DD-547915-CS-INDV

October 2026

**Client: State Department for Devolution P.O. Box 30004 - 00100 Nairobi.
Attention: Program Coordinator KDSP II
6th Floor, Teleposta Tower Kenyatta Avenue, Nairobi, Kenya
E-mail: secondkdsp@gmail.com**

Background

The Government of Kenya (GoK) has received an International Development Association (IDA) Credit of EUR140.7 million (US\$150 million equivalent) from the World Bank Group for implementing the Second Kenya Devolution Support Program (KDSP II) (Credit Number IDA-7447-KE) over a four-year period, starting December 7, 2023.

To achieve the Program Development Objective (PDO), KDSP II is expected to significantly improve outcomes in the counties participating in the Program. The Program supports a series of key interventions (at the input and output levels) which contribute to intermediate outcomes, and which in turn contribute to outcomes. The Program is structured around three (3) key results areas (KRAs) to achieve the development objectives.

- **KRA 1: Sustainable Financing and Expenditure Management.** This KRA will support efforts toward enhancing financing to and expenditure management by counties. In this KRA, the national level activities entail the development of frameworks and guidelines for county revenue mobilization; policy to support financing for service delivery units; and structures and tools to support counties' institutionalization of shared project management functions. The expected outcomes will include improved revenue mobilization agenda (for example, increased revenue collection, enhanced accuracy of fiscal forecasting, and expansion of revenue base), timely communication on releases of conditional grants, automation of the county exchequer requests, and implementation of pending bills action plans.
- **KRA 2: Intergovernmental Coordination, Institutional Performance, and Human Resource Management.** KRA 2 will support national and county government initiatives toward strengthening intergovernmental coordination, institutional performance, and HRM. The national level activities financed through Investment Project Finance (IPF) will support the development of policy and administrative procedures for the operationalization of intergovernmental, intercity, and inter-municipality forums. The IPF will also support the development of guidelines including county HR and skills audits, model organization structures for customization by counties, and performance management. DLIs under this KRA will target counties implementing recommendations of HR, skills, and payroll audits; aligning county staffing with departmental functions in select sectors; and improving credibility of the payroll.
- **KRA 3: Oversight, Participation, and Accountability.** KRA 3 will support improvements in oversight, participation, and accountability. The IPF component will support the development of guidelines on project stocktaking, community-led project management committees, and climate change risk screening and preparedness (including assessment of the climate resilience of existing infrastructure assets). It will also support the rollout of the county (Public Investment Management (PIM) framework. The expected outcomes include the establishment of project management committees, county compliance with the PIM framework, and the development and operationalization of a county investment dashboard with a citizen feedback interface (which is used to improve public investments). Additionally, it is expected that county assemblies will establish fiscal bureau to strengthen the role of the legislatures in budget scrutiny and oversight.

The implementation arrangements for KDSP II will reflect lessons learned under the first KDSP and will be consistent with the existing intergovernmental architecture to ensure more efficiency, better coordination, and ownership. At the national level, arrangements will include the

following organs.

- The National Project Steering Committee (NPSC) - the top decision-making organ responsible for providing policy guidance and oversight for the Program.
- Program Technical Committee (PTC) - responsible for handling technical and operational issues and deliberating and preparing items for decision-making by the PSC, reviewing Operation implementation progress, reviewing and verifying APA reports, identifying and addressing technical issues during implementation, and advising the PSC on strategic matters.
- The National Project Coordinating Unit (NPCU) - responsible for day-to-day operations, including procurement, financial management, monitoring and evaluation, social and environmental safeguards, and occupational safety and health.

Reporting to the KRA 2 Manager, with dotted reporting to KDSP II Program Coordinator, the KRA 2 Program Implementation Officer will support the NPCU with planning, implementation, and monitoring of the Program activities related to **KRA 2 (Intergovernmental Coordination, Institutional Performance, and Human Resource Management)**. The Program Officer will also provide support to the KRA 2 lead on operational and technical coordination of the activities and results.

Objective

The main objective of the assignment is to support the NPCU with planning, implementation, and monitoring of the Program activities related to KRA 2 on Intergovernmental Coordination, Institutional Performance, and Human Resource Management.

Responsibilities

The KRA 2 Program Implementation Officer will support KRA 2 Manager in:

- Guiding the Program staff, NTIPTs, and other partners involved in the implementation of activities.
- Planning and preparation of AWPBs for activities under KRA2, at both the county and national levels.
- Providing support in the development of ToRs and concept notes for relevant Program consultancies and in the supervision of consultants.
- Contributing to the coordination and delivery of capacity-building activities, including providing technical inputs.
- Convening and contributing to technical discussions on the design and implementation of activities.
- Monitoring the progress of activities under KRA 2 and ensuring that they are on track.
- Ensuring adequate synergies between activities in the rest of the Program.
- Monitoring the development of innovative models, solutions, and policy lessons and, in collaboration with the communication officer and the planning, monitoring, and evaluation coordinator, ensuring that related knowledge management is appropriately captured in the Program Learning System.
- Participating in evaluation exercises for the selection of Program consultants.

- Through the KDSP II program coordinator, support in stakeholder communication and engagement, including with the World Bank KDSP II Task Team Leaders and other Program partners.
- Contribute to the development and compilation of minutes, action points and reports from devolution sector working groups; intergovernmental sectoral forums; and devolution donor working groups; and Steering and Technical Committees.
- In collaboration with the Program M&E team, produce analytical reports on both national and county performance on KDPS II, including through the use of Geo-Enabling initiative for Monitoring and Supervision-GEMS.
- Participate in implementation support missions for the Program and prepare reports and provide inputs to aide-memoires.
- Backstop other Program Implementation Officers where needed.
Undertake any other duties assigned by the KDSP II Program Coordinator, and the KRA Manager.

Qualification and Experience

- Master's degree in Public Policy/Administration, Business Administration, Human Resource Management, Education, Economics, Leadership, Governance, or Other Relevant Fields from a Recognized Institution.
- Membership with good standing with HRM Professional body such as the Institute of Human Resource Management.
- At least five years' experience working in Public Sector in Kenya with:
 - Demonstrated ability in working with the Public Sector institutions and collaborating with international organizations on Human Resource Management.
 - Experience working with the National Government and county government institutions on Public Sector reforms on Human Resource Management including on devolved sectors
 - Experience working on donor-funded projects .
- Strong computer and communications skills (oral, written, and presentation) with proficient working knowledge of MS Office, MS Project, and other relevant software for technical analysis and reporting.
- Experience working with Human Resource Information Systems (HRIS)
- Strong interpersonal skills with evidence of ability to productively interact with a wide range and level of stakeholders (Government, NGOs, and research institutions)
- Fluency in written and oral English and Kiswahili.

Deliverables

- Monthly progress reports on tasks undertaken that are aligned with the responsibilities under this assignment.

Administration of the Consultancy

The client will designate the KRA 2 Manager as the Consultant's Supervisor, who shall be responsible for the coordination of the activities of the consultant. The consultant will also have a dotted reporting line to the KDSP II Program Coordinator.

Responsibility of the Client

The client will provide working space adequately equipped and furnished. Expenses incurred related to the duties assigned shall be reimbursed as appropriate. All individual travel shall be approved prior to the task by the consultant's supervisor.

Responsibilities 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.

Reporting Requirements

The Consultant will prepare a monthly report highlighting the tasks performed, challenges, and specific recommendations on key actions. All reports prepared by the Consultant shall be reviewed and submitted to the KDSP II Program Coordinator through the KRA 2 Manager.

The consultant will submit to the KDSP II Program Coordinator through the KRA 2 Manager, a monthly report accompanied by an invoice, as the basis for payment for the consultancy services.

Remuneration

The consultant shall be remunerated based on a monthly rate, which will be negotiated with the successful candidate. Remuneration will be based on national competitive rates, commensurate with the selected candidate's area of expertise and work experience provided s/he has satisfactorily fulfilled all requirements stipulated herein above.

Payment shall be monthly upon submission and approval of the monthly reports and invoice.

Selection Method

Selection of the Individual Consultant will be in accordance with World Bank's Procurement Regulations for IPF Borrowers and GoK public procurement and asset disposal act 2015 and regulations 2020. The selection criteria will be solely based on individual experience and qualifications as per the details provided in the latest CV and supporting documents.