MINISTRY OF AGRICULTURE, LIVESTOCK AND FISHERIES
State Department For Fisheries And The Blue Economy

REPUBLIC OF KENYA

VACANT CONSULTANCY POSITIONS

The Government of Kenya has received Project Preparation Advance from the World Bank towards preparing the Kenya Marine Fisheries and Aquaculture Development Program (KMFAP). The Project covers a period of 6 years. The project development overall goal is to enhance economic benefits and coastal livelihoods from marine fisheries and coastal aquaculture while safeguarding associated ecosystems’ integrity. The implementing agencies will be the State Department for Fisheries and the Blue Economy (DFE & BE) on behalf of the Government of Kenya. In addition, five (5) Counties along the Coast have been selected to be beneficiaries for the project namely Kwale, Mombasa, Kilifi, Lamu, and Tana River.

The project comprises of the following four components:
1. Governance and management of marine fisheries and aquatic resources which aims to strengthen marine fisheries, aquaculture sector and its governance to enhance the efficiency, transparency, and accountability of the sector.
2. Promote investment in marine fisheries and coastal aquaculture which aims to promote efficient utilization and value-addition of the resources by increasing investment in the marine fisheries and aquaculture sector.
3. Strengthening Marine Fisheries and Aquaculture-based livelihoods for Coastal Communities which aims to enhance social and economic benefits that coastal communities derive from sustainable use of marine living resources.
4. This will be on project management vehichle control, institutional and operationalization of a project secretariat, fiduciary, environmental and social safeguards, and monitoring and evaluation.

DETAILS OF VACANT CONSULTANCY POSITIONS

Applications are invited from qualified persons for the positions shown below.

1. LEAD TECHNICAL CONSULTANT (ONE POSITION)/V.N.O.3/2017

Remuneration: Negotiable

Terms of Service: One (1) year Contract

Reporting and Location: The Consultant will be based at State Department of Fisheries and the Blue Economy offices in Nairobi and will report to the Acting Director General (Project Coordinator) and work closely with the World Bank Team for guidance and advice.

For appointment to this grade, a candidate must have:

a) Masters degree in a discipline related to fisheries management, fisheries or aquatic sciences, marine and fisheries ecology, aquaculture, management, or equivalent field;

b) The Expert by at least 10 years’ continuous experience in the sector and demonstrated experience in GoK and donor funded projects and capacity building;

c) Experience and knowledge in project development procedures and legislations of the GoK will be required. Minimum experience in the last 3 years in project proposal development in the public sector for large donor/GoK funded project; and

d) Good knowledge of project development activities and procedures of multinational financial institutions especially the World Bank

Competencies

1. Proven track record in working effectively within multidisciplinary teams

2. Computer proficiency in standard computer office applications

3. Excellent communication, interpersonal and team working skills

4. Excellent oral and written skills in English

5. Strong report writing and analytical skills

Duties and Responsibilities

a) Assist the Project Coordinator in developing the detailed design of the project, and all project documents (e.g., procurement plan, terms of reference, and contract documents);

b) Support the Project Coordinator and other key stakeholders in ensuring the project is developed through a consultative process, and to reflect best practices and lessons learned from similar projects, particularly in Kenya;

c) Develop and maintain a road map outlining key preparatory tasks and deliverables required to develop the project design; and

d) Monitor the implementation of project targets, deliverables are being met;

Maintain strong linkages and communication within the PPF, the World Bank task team and other stakeholders as needed for an efficient project development;

Work closely with the Project Coordinator and procurement specialists of the PPF, and provide support to the procurement processes of individual consultants and consultancy firms as needed;

Technically oversee and provide guidance to recruited consultants and consultancy firms to ensure associated deliverables are of high quality, timely delivered, and in line with the terms of reference;

Support individual consultants and consultancy firms, and the PPT in organizing meetings, missions, and workshops, as needed to advance project preparation;

Prepare project preparation progress against targets and deadlines;

Review other government or development partner projects and activities that may be relevant to this project, and ensure the various efforts are complimentary and not duplicative;

Participate in technical project discussions, project preparation missions and negotiations, and other events as identified by the Project Coordinator;

Understand other relevant and ad-hoc activities as requested by the Project Coordinator;

Understand the guidelines and procedures of the World Bank team, prepare the draft Project Implementation Manual (PIM) by obtaining information from various studies, and ensure its consistency with the Project Appraisal Document (which is being prepared by the World Bank);

Revise the draft PIM based on feedback and comments received from all stakeholders, and ensure the document is consistent with the World Bank guidelines for a successful application of negotiations/efforts.

Draft Terms of Reference (ToR) for key Project Coordination Unit personnel for the implementation of the Project;

Undertake other relevant and ad-hoc activities as requested by the Project Coordinator.

2. PROCUREMENT SPECIALIST (ONE POSITION)/V.N.O.6/2017

Remuneration: Negotiable

Terms of Service: One (1) year Contract

Reporting and Location: The Consultant will be based at the State Department of Fisheries and the Blue Economy offices in Nairobi and will report to the Acting Director General (Project Coordinator) and work closely with the World Bank Team for guidance and advice.

For appointment to this grade, a candidate must have:

a) Masters degree in any of the following areas: Supply Chain Management, Statistics, Business Law, Finance, Accounting, Economics or a relevant discipline;

b) Bachelor’s in business related degree, in Supply Chain Management, Statistics, Business Law, Finance, Accounting, Economics or a relevant discipline;

c) Final diploma from a recognized institution of purchasing and supply (CIPS) or final diploma in supply chain management from a recognized institution of purchasing and supply (CIPS);

d) Current membership of a professional institution such KIOM, or CIPS;

e) At least 7 years’ continuous experience in the public sector and demonstrated experience in GoK and donor funded projects and capacity building;

f) Excellent computer proficiency and knowledge in procurement procedures and legislation of the Government of Kenya will be required. Minimum experience in the last 3 years in procurement and contract management in the public sector for large donor/GoK funded project; and

g) Must have good knowledge of procurement policies and procedures of multinational financial institutions especially the World Bank.

Competencies

a) Proven track record in working effectively within multidisciplinary teams.

b) Computer proficiency in standard computer office applications

c) Excellent communication, interpersonal and team working skills

d) Excellent oral and written skills in English

e) Knowledge and experience in designing and conducting training.

Duties and Responsibilities

a) Assist the Project Coordinator to guide the implementation team in all procurement activities planned under the Project preparation advance (PPA) funded by World Bank in compliance with the World Bank Procurement Regulations for Borrowers and as appropriate with GOK procurement regulations. Specifically:

i) Observe, understand and implement all the project documents consistent with the Financing Agreement;

ii) Assist in the preparation, consolidation and monitoring of Documents Plans;

iii) Provide support in developing invitations for bids (FB), requests for expressions of interest (ROE) and Terms of Reference (TOR) for all procurement activities;

iv) Assist in the preparation of bidding documents for Goods, Works and non-consulting services and Request for Proposals in conformance with the World Bank Regulations as well as the GoK procurement regulations, where applicable;

v) Assist in the preparation of evaluation criteria, templates, contract conditions including issues of performance guarantee, advance payment guarantee, insurance, liquidated damages, contract execution schedule, payments, delays, compensation events, contract termination, and liquidation.

b) Support the team to complete a Project Procurement Strategy for Development (PPSD), as part of the Project preparation process and as a link to loan negotiations with the Bank. A PPSD is a structured, analytical approach that is designed to support procurement planning with the aim of developing the right procurement approach that Borrower can achieve value for money with integrity in delivering sustainable development.

3. FINANCIAL MANAGEMENT SPECIALIST (ONE POSITION)/V.N.O.7/2017

Remuneration: Negotiable

Terms of Service: One (1) year Contract

Reporting and Location: The Consultant will be based at State Department of Fisheries and the Blue Economy offices in Nairobi and will report to Acting Director General (Project Coordinator) and work closely with the World Bank Team for guidance and advice.

For appointment to this grade, a candidate must have:

a) Membership with professional bodies such as KICN, ACCA, CIAA, etc.

b) Masters degree in Finance, Accounting, Auditing, Public Financial Management or Business Administration;

c) At least 10 years experience in Financial Management, Public Financial Management, Public Administration, Business Administration, Organizational Development, Economic, Public Finance Management or related fields;

d) Bachelor’s degree in any relevant discipline; Finance, Accounting, Business Administration or Financial Management;

e) At least 3 (three) years of demonstrated work experience as a Technical Advisor in Financial Management;

f) Must have good knowledge of Financial Management policies and procedures of the GoK, Multilateral Financial Institutions such as the World Bank and the African Development Bank, as well as knowledge of the institutional, technical, and commercial aspects of financial management;

vii) Excellent skills in project management demonstrated in previous jobs;

viii) Proven track record in working effectively within multidisciplinary teams;

ix) Computer proficiency in standard office applications (Spread sheets, word processing, Internet Explorer), excellent communication, interpersonal and team working skills;

x) Fluency in English.

Duties and Responsibilities

The Financial Management Consultant will provide support to the Finance and Administration department of KMFAPED, to ensure that thorough and timely financial reports are produced, internal controls are adequately in place at sub-national levels and at MDGs (where relevant) and that the KMFAPED is adhering to the PFM stipulated in the PFM Act 2012.

Specific duties and responsibilities will include:

i) Maintain and operating the WB projects designated account and making payments to contractors and service providers and verifying and authorizing payments for all activities under the project;

ii) Working closely with the Principal Accountant Controller (PAC) to oversee and guarantee compliance with financial covenants such as quarterly Unaudited Financial Reports (FRs), maintaining internal controls over projects expenditure and verifying and authorizing payments for all activities under the project;

iii) Facilitating the training of staff members and other stakeholders on World Bank policies and procedures;

iv) Preparing a financial management manual, establishing chart of accounts and having a consolidated accounting system used to carry out activities in accordance with the agreed procedures and provisions of the WB Loan/Grant Agreement, and the internal laws and regulations;

v) Maintaining and updating the accounting records and preparing financial statements that provide true and fair view and are in compliance with the WB Financial Accounting, Reporting and Audit Handbook;

vi) Maintaining and updating the grants records and procurement financial reports which provide true and fair view and are in compliance with the WB Financial Accounting, Reporting and Audit Handbook;

vii) Ensuring that all project transactions are booked timely and accurately;

viii) Preparing all request for payments;

ix) Preparing and maintaining accounts and their supporting documents according to the World Bank procedures;

x) Maintaining contracts signed under the project and execution of payments under such contracts;

xi) Updated records of project spend and donor records to project accounts receiving;

xii) Carrying out control and filing of all payment documents, invoices and other financial documents relating to project transactions;

xiii) Ensuring that all expenditure is kept in safe custody and are readily made available in the independent auditor and World Bank Supervision Mission examinations;

xvii) Facilitating the audit of project accounts by independent auditors;

xviii) Taking prompt remedial action in respect to irregularities detected by the Auditor or World Bank;

xix) Ensuring implementation and compliance with the provisions of the legal agreements between the GoK and WB and the Project Implementation Manual;

xx) Ongoing working with World Bank, Government and other partners to improve project financial management, particularly in terms of following up the action plans agreed in the project legal documents, during the World Bank supervision missions and the recommendations of external auditors;

xxi) Providing the Auditor with access to copies of all the necessary documentation, information and supporting materials.

APPLICATION PROCESS

Interested and qualified persons are requested to make their applications as follows:

i) Each application should have a detailed CV and a covering letter indicating the reference number for the position. Copies of relevant documents must be attached.

ii) The Ministry of Agriculture, Livestock and Fisheries avails equal employment opportunities to all Kenyans. Women, Persons with disabilities, the marginalized and Minorities who meet the requirements are encouraged to apply.

iii) Canvassing in any form will lead to automatic disqualification.

iv) Applications are invited from qualified persons for the positions shown below.