

TERMS OF REFERENCE

MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER

AND

PROCUREMENT ASSISTANT

The State Department for Fisheries, Aquaculture and the Blue Economy has developed a programme under a collaborative agreement between the Government of Kenya and the International Fund for Agricultural Development (IFAD) aimed at increasing incomes, food security and nutritional status of poor rural households involved in aquaculture ventures known as The Aquaculture Business Development Programme (ABDP).

The ABDP is national in scope and will target counties with high concentrations of aquaculture activity, high production, existing infrastructure (processing, marketing and research), adequate water resources and marketing potential. The ABDP National Programme Coordination Unit (PCU) is based in Nyeri at IFAD Building along Kamakwa Road. The PCU is responsible for day to day coordination and implementation of the Programme. The PCU has a Regional Coordination Office (RCO) based in Kisumu which coordinates implementation activities in Counties in the Western Region.

In order to enhance the capacity of the PCU, the State Department of Fisheries, Aquaculture and the Blue Economy is seeking to recruit competent and qualified personnel for the following positions:

1. Management Information System (MIS) and Knowledge Management (KM) Officer (1 position)
2. Procurement Assistant (1 position)

Vacancy No	:	ABDP/PCU/2020/01
Position	:	Management Information Systems (MIS) and Knowledge Management Officer
Location	:	Nyeri
Reports to	:	Senior Monitoring & Evaluation and KM Officer

The MIS and KM Officer will provide general ICT support for the Programme including maintenance of the including accounting and M&E MIS. In addition, a key responsibility of this position is to promote the effective use of information and the institutionalised management of information and knowledge products (data systems and analysis, policy documents, programme training materials, internal PCU management procedures and systems, programme results etc). The objective of this function is to support improved working practices based on the identified information and knowledge needs of the Programme and staff, as well as external stakeholders. The contribution of this position is expected to contribute to the improved programme performance and sustainability through more effective and institutionalised approaches to the generation, collection, processing, management and dissemination of knowledge products and other information-related materials. While the Officer may be stationed at either the PCU offices in Nyeri or the Regional Office in Kisumu, he/she will be required to support the MIS and KM functions of the entire Programme..

Key Responsibilities

- Support co-ordination of systems development, implementation and maintenance,
- Support troubleshooting and maintenance of the Programme's ICT systems including Accounting and Monitoring and Evaluation system,
- Support the Programme employees in the implementation of the user defined systems at all times,
- Prepare progress reports of systems developed regularly
- Take lead in developing the Programme's ICT policy and procedure and regularly update the same,
- Conduct regular system evaluation and adherence to established Information Communication Technology (ICT) standards,
- Enforce corrective actions where there are identified deviations to ICT standards regularly

- Coordinate the technical evaluation of ICT hardware and software to be procured (when need arises)
- Keep abreast of the latest industry developments in ICT and M&E for best practices and continuous improvement
- Carry out administrative duties required to function within ABDP National and Regional office and work alongside other staff,
- Develop and maintain the Programme website.
- Develop and maintain the Programme internal IT network and server systems to promote access to all information and communication services.
- Develop or coordinate the development of internal products, for improved programme implementation, and external products, to showcase the programme's performance.
- Coordination with county implementation teams and strengthen these teams' capacity to make better use of information to better programme implementation or visibility
- Provide crosscutting analysis related to ABDP's work in the country, particularly with regard to the programme's contribution to GOK and IFAD mandate of rural development.
- Support the programme reporting process to ensure high-quality, timely reporting to GOK and IFAD on results achieved and resources used;
- Collaborate with technical units within the Programme to develop an evidence base for the Programme impacts;
- Based on documented evidence, develop information and knowledge products in collaboration with other Programme functional leads, public information and reports that demonstrate the role of ABDP in addressing food insecurity and nutrition, and in mainstreaming gender, youth and vulnerable groups into the aquaculture value chain.
- Support county implementation teams organise, package, utilise and disseminate relevant information to inform programme implementation and for external audiences;
- Collect lessons learned, best practices and proven innovations in programme implementation, and disseminate them to stakeholders
- Support in monitoring and review of regular sources of information and data from programme counties required for the regular updating of information and knowledge products, e.g., M&E reports, evaluations and outcome surveys.
- Perform other related duties, as required.

Minimum Qualifications

- Bachelor's degree in Computer Science, Information Communication and

- Technology, Electronics or Electrical Engineering or other related fields
- Certifications in database management such as SQL will be an added advantage
 - Applicants for this post will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 by attaching copies of the following:
 - *Certificate of Good Conduct from the Director of Criminal Investigations;*
 - *Clearance Certificate from the Higher Education Loans Board;*
 - *Tax Compliance Certificate from the Kenya Revenue Authority;*
 - *Clearance from the Ethics and Anti-Corruption Commission; and*
 - *Report from an Approved Credit Reference Bureau.*

Desired Attributes and Experience

- At least five (5) years' relevant work experience. Experience in similar donor funded projects will be an advantage.
- Experience working with databases (DBMS) in a busy organization/environment
- Experience in designing and using mobile data collection tools such as Open Data Kit, Kobo Toolbox, Magpi among others
- Technologically-savvy and with advanced Computer Literacy skills,
- Excellent administration and organization skills
- Initiative to assume responsibility for tasks and projects
- Ability to effectively and professionally handle numerous issues, tasks and assignments
- Knowledgeable on hardware and software aspects of ICT
- Excellent interpersonal and management skills, including an ability to work effectively in a team and to establish and maintain effective working relationships.
- Strong communications skills, both oral and writing, in English

Vacancy No	:	ABDP/PCU/2020/02
Position	:	Procurement Assistant
Location	:	Nyeri
Reports to	:	Procurement Specialist

Under the overall guidance of the Procurement Specialist, the Procurement Assistant will handle a variety of tasks that include: assisting in procurement, preparation of procurement plans, market survey and research; disposal of stores and equipment in accordance with laid down regulations and procedures; and preparation of periodic and annual Supply Chain Management reports' returns and any other related duties as may be assigned from time to time.

Duties and responsibilities will entail; -

- Support the PCU for organizing bid evaluation meetings as follow:
- Arrange a venue and the timing of bid evaluations with evaluation panel members;
- Prepare necessary bid evaluation packages (bid documents, proposals, evaluation sheets) and distribute them to evaluation panel members;
- Attend bid evaluation meetings as a note taker and keep the minutes of the meetings
- Guide the PCU and ensure quality throughout the procurement processes of:
- Preparation of Bidding Appraisal Committee establishment according to the bidding laws;
- Formulation of the summary of the technical proposals submitted by the Service Providers to the appraisal committee.
- Examination and analysis of the contractor's bid documents and verify that all items have technical certificates or specifications/authorization letter/certificate of origin such as ISO certificate by working closely with the PSU;
- Support the County and Sub County procurement teams in preparation of bid documents for procurements that are conducted at that level;
- Ensure procured items meet the quality and specifications in all bid documents, and, if not satisfied, advise the procurement committee and the Coordinator accordingly;
- Make necessary administrative and logistic arrangement to deliver and

- install the procured services and equipment in the target sites;
- Ensure the proper recipient and instalment of the equipment in the field in conjunction with the PCU;
 - Collect and file written confirmations from recipients on safe delivery and instalment for respective equipment;
 - Participate in technical meetings and provide recommendation to improve the programme implementation in terms of procurement based on capacity development needs;
 - Provide technical guidance to beneficiaries on the proper way to use and maintain the equipment provided by the programme applying the IFAD/GoK rules and guidelines, including registering and use monitoring;
 - Ensure timely delivery of procurement capacity building training to the target Counties within the capacity development strategies and that procedures are consistent with the legal and institutional framework for GoK;
 - Ensure the existing public procurement legislation meets minimum procurement standards established in IFAD procurement Financial Rules and Regulation at all levels;
 - In regard to the procurement of the civil construction work, he/she will provide guidance to the PCUs in quality assurance as well as in compliance of operations;
 - Based on needs, travel to the target Counties to ensure and monitor safe delivery and hand over of the procured equipment and facilities;
 - Maintenance of procurement files and documentation
 - Perform other duties as assigned.

Minimum Qualifications

- A bachelor's degree in any of the following field: Procurement, Logistics, Finance, Business Administration, Economics, Project Planning and Management, Commerce or any other relevant discipline;
- Have minimum level six (6) Diploma CIPS or CPSP (level 2) in Procurement and Supply Management from the Chartered Institute of Procurement & Supply or its approved equivalent from a recognized institution;
- Have a Valid Membership to the Kenya Institute of Supplies Management

(KISM), Chartered Institute of Procurement and Supply (CIPS) or its approved equivalent from a recognized Institution;

- Applicants for this post will be required to satisfy the requirements of Chapter Six of Kenya Constitution 2010 by attaching copies of the following:
 - *Certificate of Good Conduct from the Director of Criminal Investigations;*
 - *Clearance Certificate from the Higher Education Loans Board;*
 - *Tax Compliance Certificate from the Kenya Revenue Authority;*
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 - *Report from an Approved Credit Reference Bureau.*

Desired Attributes and Experience

- At least three (3) years' experience working in the fisheries related sector;
- Have a comprehensive knowledge of Public Procurement Regulations, as well as procurement guidelines for IFAD and or the World Bank;
- Be Computer literate with a practical working knowledge of e-procurement
- Ability to get on well with a diverse workforce;
- Good knowledge in the professional field of specialization;
- Good communication skills;
- Good organizational and supervisory skills;
- Impeccable integrity and honesty;
- Analytical skills;
- Records Management skills;
- Team playing skills; and
- Care of resources.