RK-FINFA PROJECT PERSONNEL TERMS OF REFERENCE

Background: The Project

Rural Kenya Financial Inclusion Facility (RK-FINFA) is a six-year development project financed jointly by the International Fund for Agricultural Development (IFAD) and the Government of Kenya (GoK). RK-FINFA supports the transformation of rural and smallholder agriculture sector through private sector-led development by improving the access of the smallholder farmers and rural micro, small and medium enterprises to appropriate financial services. The Project operates nationwide in Kenya. It consists of three interlinked components: (a) Component 1: Technical Support and Innovation Services (TSIS); (b) Component 2: Rural Investment Instruments; and Component 3: Enabling Rural Finance Environment and Project Coordination.

The lead agency of the project is the National Treasury. RK-FINFA activities include pro-active co-operations with the private sector, including financial institutions (FIs), the farming community as well as micro, small and medium enterprises and larger processing and marketing companies in key agricultural value chains. In this regard, RK-FINFA is in the process of recruiting a Project Coordinator to be based at the Project Management Unit (PMU) in Nairobi

A. Terms of Reference: Project Coordinator

Position: Project Coordinator
Duty Station: Nairobi

The Project Coordinator (PC) will head the PMU and will provide the overall leadership in the project implementation. S/he will coordinate the day-to-day planning and execution of the project activities and ensure timely achievement of intended results. The PC will be answerable to the Project Steering Committee (PSC) and will work closely with the NT Team assigned to the project. The PC assures that RK-FINFA is implemented along the guidelines provided by the financing agreement, design report, implementation manual and following the guidance given by the lead ministry, the Steering Committee and supervision missions.

Main tasks and Responsibilities

Specific responsibilities of the PC include but are not limited to the following:

a) Oversee and manage project implementation activities according to agreed plans and report on progress and outcomes in a methodological manner, including technical reports and financial reporting.

b) Co-ordinate and work with participating FIs, relevant Government ministries and departments, implementing partners, service providers and IFAD and other development partners projects in the areas of intervention of RK-FINFA to ensure smooth execution of the project activities.

c) Ensure timely preparation, clearance, and approval of consolidated AWPBs and Procurement Plans, and their execution in accordance with the overall RK-FINFA objectives.

d) Supervise the work of the PMU staff and undertake their performance evaluation in a timely manner.

e) Promote conducive work environment that promotes knowledge sharing and learning from experiences among members of the Project staff, GoK teams and implementing partners.

f) Ensure full inclusion of women, youth, and vulnerable groups among the beneficiaries of the project, according to the agreed social targeting approach of the project.

g) Oversee and guide the procurement process of all goods and services, adhering to the agreed IFAD and GoK rules and procedures.

h) Facilitate and support the joint IFAD/GoK supervision and implementation support missions and follow-up, midterm, and completion missions, and ensure that their recommendations are fully implemented.

i) Work pro-actively to mobilize more resources to scale up the operations of the RK-FINFA core investment components.

j) Build and maintain strong collaborative relationships with all project stakeholders and local networks and partner organizations, engaging them on a regular basis to integrate their feedback into the implementation and progress of the project.

k) Ensure the development and implementation of a robust project Monitoring and evaluation framework.

l) Promote integrity, ethical conduct and sound governance throughout project implementation.

m) Oversee project risk management

n) Any other duty as may be assigned by the Principal Secretary/ National Treasury.

Qualifications and Competences

1) Relevant Advanced Degree, in Development, Project Management, Finance, Economics, Applied Statistics, Agricultural Economics, Agricultural Finance, Public Policy or related relevant discipline,

2) Bachelors Degree, in Development, Project Management, Finance, Economics, Applied Statistics, Agricultural Economics, Agricultural Finance, Public Policy or related relevant discipline
3) Good understanding in banking and rural finance operations. Knowledge of the Kenyan financial sector, in agricultural finance and climate / green finance will be an added advantage.
4) Excellent analytical skills, sound judgment, resourcefulness, ability to take initiatives, capacity to self-manage and ability to create a team-based, participatory work environment.
5) Knowledge of contemporary issues in the rural economy of Kenya
6) Sound understanding of the Kenya's multi-level government systems (National and County Governments) and their governance and administration modalities.
7) Good skills in strategic planning and partnership building.
8) Membership to relevant professional bodies
9) Excellent written and oral communication skills in English. A mastery of Kiswahili is desirable.
10) Relevant IT skills.

Required Work Experience

1. At least 15 years relevant professional work experience
2. At least 7 years cumulative working experience in the relevant field.
3. Experience in leading and or working with a multi-disciplinary team of experts.

Type and Duration of Contract

Eighteen Months contract, renewable based on agreed performance targets and deliverables.