

Kenya Social and Economic Inclusion Project (KSEIP)

TERMS OF REFERENCE

Project Coordination Assistant

A: BACKGROUND

The **Government of Kenya (GoK)** has made significant progress in strengthening its safety net system and establishing foundational delivery systems through the National Safety Net Program (NSNP). The GoK is now committed to move beyond cash transfers to an integrated social protection (SP) system and implementing the **Kenya Social and Economic Inclusion Project (KSEIP)**, which is a four-year project (2019-2023) implemented by with support from the World Bank. KSEIP is designed to complement and build on the GOK's flagship National Safety Net Programme (NSNP) that brings together Kenya's four main cash transfer programs focused on older persons (OPCTs), persons with severe disability (PWSDs), orphans and vulnerable children (OVCs) and households subject to recurrent shocks (served through HSNP) due to drought under one operational framework, which is more commonly known as Inua Jamii.

KSEIP aims to strengthen the safety net delivery systems (set up as part of NSNP) and helps the GOK to move beyond cash transfers to an integrated Social Protection system to enhance social and economic inclusion services and shock-responsive safety nets for poor and vulnerable households. The Project does this through:

- Supporting the GoK at the national level through enhancing institutional capacity and SP delivery systems, particularly the coverage and functionality of the Single Registry
- Continuing to improve the efficiency of SP delivery mechanisms and delivery of social protection services at sub-national levels (county, sub-county and location), complementing GOK's priorities through the following components:
 1. food and nutrition security by scaling up **Nutrition Improvements through Cash and Health Education (NICHE)**
 2. **universal health care coverage** through referrals of NSNP beneficiaries to the **National Hospital Insurance Fund**
 3. livelihoods enhancement support through **Economic Inclusion (EI) and**
 4. investing in a **shock-responsive safety net** to provide timely support to drought-affected households through **expanding the coverage of the shock responsive Hunger Safety Net Programme (HSNP)**

The KSEIP is being coordinated by the Social Protection Secretariat (SPS) that is part of the State Department of Social Protection (SDSP) under the Ministry of Labour and Social Protection (MLSP). A thorough coordination is required because of the multiple entities involved in the implementation of various project activities inside the SDSP, such as the Directorate of Social Assistance (DSA), the Directorate of Children Services (DCS), the Directorate of Social Development (DSD), as well as with other government entities including the National Drought Management Authority (NDMA), the Ministry of Health (MoH), the National Hospital Insurance Fund (NHIF). In addition, there are other implementing partners such as UNICEF and WFP. The diversity of implementing partners and stakeholders at multiple levels underscores the challenge of coordination and communication to support project operations.

Recognizing the need to ensure smooth management of various project activities and efficient communication amongst project implementation teams as well as with various KSEIP stakeholders, the SPS seeks to hire a full-time Project Coordination Assistant to support the Head of SPS acting as the project coordinator.

B: OBJECTIVES OF THE POSITION

The Project Coordination Assistant (hereinafter referred to as Consultant) will facilitate routine coordination of KESIP activities within SDSP and with other project stakeholders. The Consultant will be based at the Social Protection Secretariat (SPS) and report to the Head of SPS.

The Consultant will provide comprehensive administrative and organizational support to the Project Coordinator and project implementation team in SDSP to streamline communication on KSEIP matters.

C: SCOPE AND KEY AREAS OF RESPONSIBILITY

- Support the Project Coordinator's interaction with the project implementation teams on project implementation matters. Keep track of correspondence, timelines, inputs, follow-ups, etc.
- Facilitate information and knowledge sharing among project implementation teams for coordinated planning and implementation of activities and events.
- Assist the Project Coordinator and project implementation teams in aligning timelines and participation of various officers in project activities.
- Support communication with the World Bank on project-related matters. Facilitate preparation of communication and review of the documents. Keep track of comments received and documents' revisions introduced in response. Help manage documentation to ensure its internal consistency and alignment with the good communication practices. Help the teams enhance communication and the documentation based on the previous feedback and recommendations received.
- Assisting the Project Coordinator to prepare and oversee the Joint review missions and monitoring the action points.
- Monitor schedules of activities, events, trainings to avoid conflicts. Assist the Project Coordinator in monitoring deadlines.
- Maintain a directory of project-related documents and communication to facilitate the Project Coordinator's access to those resources.
- Take minutes of project-related meetings to keep the Project Coordinator abreast of the on-going discussions.
- Help the Project Coordinator in effective time management in terms of prioritizing inputs to project meeting and activities as needed.
- Facilitate dissemination of information and guidance to keep the teams up to date on project developments and implementation requirements.
- Support the Project Coordinator in identifying coordination needs and suggest improvements in coordination mechanisms.
- Perform other duties as required.

D: REPORTING

The **Consultant** will report to the **Head of the SPS**

E: DURATION

The consultant will work for 22 days a month and 8 hours a day for a period of one year.

D: Deliverables

The consultant will be required to carry out office administrative activities as allocated by the project coordinator. Payment will be based on approved satisfactory performance by the KSEIP coordinator.

E: PROFILE OF THE CANDIDATE

- At least Bachelor`s Degree in the relevant field;
- At least 3 years of work experience in administrative support, project management, knowledge management;
- Familiarity with office organization and optimization techniques;
- High degree of multi-tasking, ability to prioritize work and maintain schedules;
- Excellent communication and interpersonal skills;
- Experience in coordinating activities or projects across multi-sectoral teams and with international organizations and development partners would be an advantage;
- Fluency in English and Kiswahili;
- Proficiency in MS office;
- Experience in social protection domain would be an advantage.

