



REPUBLIC
OF
KENYA



Poverty Reduction Through Sustainable NRM



MINISTRY OF WATER AND IRRIGATION

UPPER TANA NATURAL RESOURCES MANAGEMENT PROJECT (UTaNRMP)

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TERMS OF REFERENCE FOR PROJECT PROCUREMENT ASSISTANT

1. Background

The Government of Kenya has received financial support from International Fund for Agricultural Development (IFAD) and the Spanish Trust Fund for implementation of Upper Tana Natural Resources Management Project (UTaNRMP). The overall goal of the project is to contribute to reduction of rural poverty in the Upper Tana River catchment. This goal will be pursued through two development objectives which reflect the poverty-environment nexus. (i) Increased sustainable food production and incomes for poor rural households living in the project areas and (ii) Sustainable management of natural resources for provision of environmental services. The project covers six counties namely: - Embu, Tharaka Nithi, Meru, Kirinyaga, Murang'a and Nyeri, Mt. Kenya National Park and Forest Reserve. The project duration is eight (8) years (2012-2020). The key implementing Departments/Agencies are:- National Treasury; Ministry of Water and Irrigation; Ministry of Interior and Coordination; State Departments of: Planning, Agriculture, Livestock Production, Fisheries, Social Services, Cooperatives and the following Agencies:- Kenya Forest Services, National Environment Management Authority, Kenya Wildlife Services, KenGen and Water Resources Management Authority.

2. Rationale for Recruitment of Project Procurement Assistant

(i) Project Management and Coordination Component

The component is designed to ensure that the project is effectively and efficiently managed. The component comprises of coordination, planning, and financial management (disbursements, procurements and audits). The objective of the component is to enhance management in implementation and coordination of project activities so as to assess the project impacts and progress made towards achieving project objectives.

The expected outputs for the component are:-

- a) Fully functional governance, management, monitoring and reporting systems; and
 - b) Knowledge about Natural Resources Management effectively managed and disseminated to stakeholders.
- ii) The Project Coordination Team (PCT): The PCT is charged with the responsibility of coordinating the implementation of project activities according to Annual Workplan and Budgets (AWP/Bs) approved by the Project Steering Committee (PSC) and IFAD.
- iii) The PCT is composed of the following key staff: Project Coordinator, Project Financial Controller, Monitoring and Evaluation Officer, Rural Livelihood Coordinator, Land and Environment Coordinator, Water Resources Coordinator, Community Empowerment Coordinator, Procurement Officer, Knowledge Management and Learning Officer and two (2) Assistants Project Accountants. The PCT is supported by Administrative Support Staff comprising of:- three (3) Office Assistants, five (5) drivers and a Cleaner.

The GOK/IFAD implementation Support Mission (27th March -7th April 2016) recommended recruitment of Project Procurement Assistant (PPA) to strengthen the procurement function at the Project Coordination Unit.

3. Key Duties and Responsibilities

Reporting to the Project Procurement Officer, the Project 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.

4. Academic and Professional Qualifications

The Project Procurement Assistant **MUST**;

- a) Be in possession of a Kenya Certificate of Secondary Education (KSCE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized institution;
- b) Have level six (6) Diploma in Purchasing and Supply Management from the Chartered Institute of Procurement & Supply or its approved equivalent from a recognized institution;
- c) Have a Valid Membership to the Kenya Institute of Supplies Management (KISM), or Chartered Institute of Procurement and Supply (CIPS) or its approved equivalent from a recognized Institution;

5. Others

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 will be an **added advantage**;

7. Work Experience

The Project Procurement Assistant **MUST**;

- i) Have a minimum of five (5) years experience in public procurement of goods and services, three (3) of which must be in a donor-funded project;
- ii) Be Computer literate with practical working knowledge of e-procurement

6. Personal Attributes and Core Competencies:

In addition to the above requirements, the applicant is expected to have the following key personal attributes and core competencies;

a) Personal Attributes

- i) Ability to get on well with a diverse workforce;
- ii) Good knowledge in the professional field of specialization;
- iii) Good communication skills;
- iv) Good organizational and supervisory skills; and
- v) Impeccable integrity and honesty

b) Core Competencies

- (i) Team playing skills;
- (ii) Care of resources;
- (iii) Accuracy;
- (iv) Interpersonal skills;
- (v) Analytical skills; and
- (vi) Records Management skills.