



MINISTRY OF MINING, BLUE ECONOMY AND MARITIME AFFAIRS

STATE DEPARTMENT FOR BLUE ECONOMY AND FISHERIES

Kenya Marine Fisheries Socioeconomic Development (KEMFSED) Project

P.O. Box 58187-00200

NAIROBI

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TERMS OF REFERENCE FOR COUNTY TECHNICAL ASSISTANTS –  
MONITORING & EVALUATION

(PROJECT: KEMFSED COUNTY LEVEL)

Credit Number: IDA 65400

PROJECT NUMBER: P163980

PROCUREMENT/CONTRACT REF NO.: KE-MOMBEMA-C3-2024-037-CTAs –  
INDV/MMBE&MA/SDBE&F/02/2024-2025

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Client:

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## 1.0. PROJECT BACKGROUND

The Government of Kenya, through the State Department of Blue Economy and Fisheries, (SDBE&F) and with support from the World Bank, is implementing the Kenya Marine Fisheries and Socio-Economic Development (KEMFSED) project, which aims at supporting the country in its efforts to leverage emerging opportunities in the Blue Economy. The development project's overall goal is to improve management of priority fisheries and mariculture and increase access to complementary livelihood activities in coastal communities. The KEMFSED project, is implemented in Kenya's coastal counties including Kwale, Mombasa, Kilifi, Tana River, and Lamu, and aims to strengthen the management of fisheries that are priority to coastal livelihoods, thereby securing stocks at sustainable levels of harvesting. At the same time, the project will strengthen coastal households' access to complementary livelihood activities toward diversifying sources of household income to reduce dependence on capture fisheries. By better managing and conserving marine and inland water resources, reducing illegal fishing activity, and enhancing the value of the fish products in the value chains, the sector is expected to enhance its contribution to the overall economy.

**The project is comprised of the following three components:**

- a) Component 1:** Governance and Management of Priority Marine Fisheries will focus on improving the management of priority marine fisheries in Kenyan waters. In furtherance of the same PDO, fisheries governance interventions will be promoted through strengthened co-management of nearshore fisheries, and infrastructure development to support the management of fisheries at both the national and county levels.
- b) Component 2:** Coastal Community Empowerment and Livelihoods will contribute to the PDO by strengthening livelihoods in coastal communities through a combination of technical and financial support for the implementation of livelihood, social welfare, and environmental subprojects; provision of scholarship grants and complementary capacity building and mentoring of beneficiaries;
- c) Component 3:** Project Management this Component will finance support for project management at both national and county levels to ensure coordinated and timely execution of project activities.

Under **Component 2** of KEMFSED, the project intends to implement Community Driven Development (CDD) project grants. KEMFSED also expects to provide community grants to over 20,000 households and over 400 Community Interest Groups (CIGs) in the coastal counties of Kenya. To support effective implementation and administration of grants, the project will recruit County Technical Assistants (CTA) to capture all project activities and outputs, track progress, capacity build and report on outcomes achieved by Common Interest Groups or Counties that have been supported by World Bank. This will help to ensure the smooth implementation of CIG grants, and also provide evidence-based reports for senior-level management decision-making.

## 2.0. OBJECTIVES OF THIS ASSIGNMENT

The objective of the assignment for the County Technical Assistants - M&E is to support the County Project Implementation Unit (CPIU) in the management of all project data in close coordination with the County M&E officer in accordance with World Bank and GoK guidelines. The Technical Assistant M&E officer will work collaboratively with other KEMFSED team members in strengthening, enhancing effective implementation of the project and ensuring that the data collected is up to date and uploaded in the MIS.

## 3.0 SCOPE OF SERVICES AND SPECIFIC TASKS

The County Technical Assistant M& E will be responsible for management of data for all project activities implemented, data tracking for both outputs and outcomes using the project M&E tools.

### 3.1 Key tasks of the assignment

- Support the County M&E specialist to manage and conduct overall data collection and analysis processes of project indicators
- Coordinate with relevant county departments, partner organizations, and community groups implementing KEMFSED to ensure accurate and timely data collection on the project data collection platform.
- Track activities implemented and report on outputs achieved by CIGs or Counties as guided by county M & E officer.
- Support in preparing regular reports on project progress and outcomes related to KEMFSED activities,
- Conduct regular site visits to monitor the implementation of KEMFSED project and collect data on progress, challenges, and lessons learned as guided by county M & E officer
- Support in the design and implementation of surveys, assessments, and other data collection tools to collect information on KEMFSED related activities and outcomes
- Ensure compliance in data management and quality
- Ensure all the required reports are prepared, shared and filed on time.
- Support the preparation and implementation of annual workplans and budgets
- Collaborate with the NPCU M&E specialist, other M&E Assistants and CTAs to share best practices, coordinate data collection and reporting efforts, and promote continuous learning
- Ensure targeting of the vulnerable and marginalized Groups (VMGs) during the capacity building, participation in the sub-projects cycle and setting up of community Institutions
- Together with extension officers involved in KEMFSED Project implementation, conduct Geo- referencing and Mapping activities for sub-projects and upload the information onto the Geo-Map database;

- Assist the communities in sub-Project identification, Proposal Development and screening Process, Project Implementation, Monitoring and Evaluation;
- Together with other ward, sub-county and county officers Train and Oversee Participatory Monitoring & Evaluation (M&E) activities for CDD at the Community level;
- Work with the Community-based Institutions to design and implement appropriate strategies on capturing views from beneficiary communities on Community Development;
- Work with project team to produce quarterly and annual project performance reports
- Perform any other duties assigned by the CPC.

#### 4,0 DURATION OF THE ASSIGNMENT

The assignment will be an overall period of twelve (12) months, with a probation period of Three (3) months.

The positions shall be based in the KEMFSED implementing coastal Counties of Mombasa.

#### 5,0 REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES

The County Technical Assistant M&E will work under the guidance of the County Project Monitoring and Evaluation Specialist in KEMFSED.

The CTA – M&E will be expected to deliver the following outputs:

**Table 1: Reporting requirements**

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	Monthly Progress Reports	Within 7 days after the end of the reporting month	Soft copy
2.	Quarterly Progress Reports	Quarterly: within 7days after the end of the reporting quarter	2 hard copies and soft copy
3.	Annual Reports	Annually: within 7days after the end of the reporting year	2 hard copies and soft copy
4.	Mission Reports	Within 3 days after return from mission	Soft copy
5.	Completion Report	Within 21 days prior to end of contract	2 hard copies and soft copy

#### 6,0 PAYMENT SCHEDULE/REMUNERATION

The CTA - M&E shall be remunerated based on a monthly rate, which will be negotiated with the successful candidate during Negotiations. Remuneration will be based on national competitive rates, commensurate with the selected candidate's area of expertise and work

experience, provided he or she has satisfactorily fulfilled all requirements stipulated here in above.

Payment shall be monthly upon submission and approval of the monthly reports. Costs incurred by the CTA outside the CPIU will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the CPC.

## **7,0 MINIMUM REQUIREMENTS FOR CTA - M&E QUALIFICATIONS AND EXPERIENCE**

The CTAs – M&E shall possess the following minimum qualifications and experience:

- a) A Minimum of a Degree in Social Sciences, Computer Science, Applied Science, Economics and Statistics from a university recognized in Kenya;
- b) At least 5 Years of general experience in related field;
- c) A minimum of 3 years of specific work experience in similar assignment in M&E and data management;
- d) Be a registered member of professional body recognized in Kenya with valid membership

## **8,0 MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT**

The State Department for the Blue Economy and Fisheries is the Client for these services. The CTA – M&E will report to the County Project Coordinator, on behalf of the KEMFSED NPC and Principal Secretary

## **9,0 OBLIGATIONS OF THE CLIENT**

The Client will provide:

- a) Suitable furnished office space
- b) Telecommunication
- c) Suitable Office Equipment
- d) Transport to field assignments, as and when required

Where travelling individually on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group “N” rates. All individual travel shall be approved prior to the task by the County Project Coordinator.

## **10,0 OBLIGATIONS OF THE CTA – M&E**

The CTA – M&E shall perform and carry out the Services with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and shall observe sound management practices. The CTA shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the County Project Coordinator, and shall at all times support and safeguard the Project’s legitimate interests in any dealings with the third parties. The CTA has an obligation to disclose any situation of actual or potential conflict that impacts on capacity to serve the best interest of the

Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the CTA or the termination of his/her Contract.

The CTA – M&E shall ensure:

- A high level of professionalism, integrity, diplomacy and initiative is consistently demonstrated
- M&E activities are implemented within agreed timeframes to required standards.
- M&E activities are done in accordance with the standards and guidelines of the World Bank and Government of Kenya
- Improved/efficient information management system
- The Client's interests are held paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own interests.

The CTA will be required to complete an annual evaluation, which shall be conducted at the end of each contract anniversary year. The evaluation will seek to establish the performance of the CTA - M&E in the execution of the contract over the period.

#### **11.0 CONFIDENTIALITY, PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS.**

- i. All the reports, data, and information developed, collected, or obtained from the implementing agencies etc, Client, and other Institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.
- ii. At the end of the Services, the CTA shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.