

TERMS OF REFERENCE FOR THE COORDINATOR FOR WORLD BANK-FINANCED PROJECTS IMPLEMENTED BY AND THROUGH THE MINISTRY OF ENERGY AND PETROLEUM

REF NO. KE-MOE-495753-CS-INDV

I. Objective of the Consultancy.

To provide overall coordination of World Bank-financed projects implemented by and through the Ministry of Energy and Petroleum (MoEP), through monitoring and reporting on the activities of the Project Coordination Unit (PCU) comprising of the Project Implementation Teams (PITs) Heads of the Ministry of Energy and Petroleum (MoEP) and the Implementing Agencies including the Kenya Power & Lighting Company (KPLC), the Kenya Electricity Generation Company (KenGen), the Kenya Electricity Transmission Company (KETRACO), the Geothermal Development Company (GDC), the Rural Electrification and Renewable Energy Cooperation (REREC), the Energy and Petroleum Regulatory Authority (EPRA) and the PCU operating under the chairmanship of the Coordinator. The Coordinator will also be head of MOEP's World Bank Project Coordination Unit and reports to the Principal Secretary of the State Department for Energy through the Secretary for Renewable Energy and Secretary for Electrical Power Development, as applicable. The Coordinator will support all World Bank-funded projects under implementation and under preparation but not limited to the following: Kenya Off-Grid Solar Access Project (KOSAP) and all phases of Kenya's Green and Resilient Expansion of Energy (GREEN) Program.

2. Scope of the Consulting Services and Specific Responsibilities

2.1. Scope of the consulting services

The overall scope of the consultant is to coordinate World Bank-Financed Projects being implemented through the Ministry of Energy and Petroleum and the State Agencies under the State Department for Energy. The consultant will monitor and report on the activities of the PCU and all PITs under World Bank-Financed Projects.

2.2. The responsibilities of the Coordinator

Working closely with the implementing agencies' Project Implementation Teams (PITs), the coordinator will be responsible for:

- i) Coordinating the overall implementation, and providing oversight to the World Bank financed projects to ensure timely results.
- ii) The implementation of MoEP's components of the World Bank-financed projects and ensuring that the other Implementing Agencies including KPLC, KenGen, KETRACO, GDC, REREC, and EPRA implement all their respective project components;
- iii) Coordinating the training programs for MoEP, REREC, KPLC, KenGen, KETRACO, GDC, and EPRA;
- iv) Liaison with government officials of the Ministry of Energy and Petroleum, the National Treasury, the Attorney General, and the Funding Agency on matters

- relating to project implementation, monitoring and evaluation, and disbursement of funds;
- v) Lead in the preparation of annual work plans for different World Bank-financed projects.
- VI) Consolidating quarterly progress reports of the Implementing Agencies, including documentation of challenges encountered and mitigating measures being considered and ensuring that the reports are submitted to the World Bank within the timelines of the Financing Agreements of both projects;
- vii) Conducting regular meetings, every quarter, to track the progress of the Projects and recommend corrective measures;
- viii) Ensuring compliance with the cost and financing plans, environmental and social risk monitoring and mitigation actions, and the project implementation and procurement plans and schedules, and reviewing and updating these bi-annually;
- ix) Monitoring disbursements from the credits and preparing status reports;
- x) Provide direct support to the agencies on matters that need the support of MOEP such as processing of payment applications and ensuring adequate annual budgetary allocations to the Project Implementing Entities.
- xi) Preparation and implementation of communication plans to keep the Funding Agency and all other stakeholders informed about the implementation of this project, and to build and maintain effective relationships with them;
- xii) Preparing (a) TORs for Consultancy Services to carry out studies for future projects; (b) Request for Proposal Documents; (c) As a member of the Selection Committee Participate in the selection of consultants; and (d) assist in contract negotiations. Likewise, also for policy-oriented Studies;
- xiii) Overall project monitoring and evaluation;
- xiv) Monitoring performance of consultants and contractors for MoEP components by contractual obligations;
- xv) Monitoring payments to consultants and contractors to ensure timeliness;
- xvi) Undertaking any other assignments related to the World Bank-financed projects as may be directed by the Principal Secretary, State Department for Energy;
- xvii) Reviewing technical reports and studies about the World Bank-financed projects of relevance to the responsibilities of the MoEP, and preparing comments and recommendations;
- xviii) Developing and implementing relevant reporting systems to enhance the flow of relevant information to all users;
- xix) Carrying out a mid-term review of the Projects;
- xx) Leading the Ministry's Implementation Completion and Results Reports for any closing project
- xxi) Provide guidance on investment decisions;
- xxii) Monitoring and reporting utilities' performance and making proposals to the MoEP, emphasizing achievement of established targets in line with Performance indicators to be agreed with the IDA;
- xxiii) Providing technical advice to the Principal Secretary, State Department for Energy, on the cost-effectiveness of Energy Sector projects being undertaken by Energy Sector parastatals outside the World Bank-financed projects;
- xxiv) Participation in power system development activities including sourcing of donor funds needed for sustainable capacity growth consistent with Vision 2030; and

- xxv) Undertaking any other assignment as may be directed by the Principal Secretary State Department for Energy on sector projects, reforms, and related policies.

3. Duration and location of the Assignment

The duration of the assignment will be three (3) years and will be renewable subject to satisfactory performance and work programme requirements. The Consultant will generally be based in Nairobi (Kenya) at the offices of the State Department for Energy at Kawi Complex. The position may involve travels to the participating counties. The Principal Secretary shall approve all such travels in advance.

4. Reporting Requirements and Timelines of Deliverables

The Project Coordinator will be expected to deliver the following outputs:

Table I: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	Monthly Report and Monthly Timesheet: Detailed project implementation report. It serves as essential support for your service performance and subsequent invoiced payment claims.	Within 7 days after the end of the reporting month	Soft copy/hard copy
2.	Quarterly Project Implementation Reports: Detailed project implementation report demonstrating the project progress and implementation status. The overall report should also encompass the monitoring, financial, procurement, training and GIS reports	within 30 days after the end of every quarter	Soft copy/hard copy
3.	Annual Project Implementation Reports Detailed project implementation report demonstrating the project progress and implementation status. The overall report should also encompass the monitoring,	Within 45 days after the end of a financial year	Soft copy/hard copy

	financial, procurement, training and GIS reports		
4	Annual Consultants' Evaluation Report The coordinator will prepare a detailed evaluation report for all consultants working under the project. The report is critical in evaluating individual consultant's performance	Within 30 days after the end of a financial year	Soft copy/hard copy
5.	Annual Training Report: Prepare a detailed annual training report	Within 30 days after end of a financial year	Soft copy
6.	Implementation Completion and Results Reports for any closing project	3 months before the project closes	Soft copy

The Coordinator reports to the Principal Secretary of the State Department for Energy through the Secretary for Renewable Energy and Secretary for Electrical Power Development, as applicable.

5. Remuneration

The Coordinator shall be remunerated based on a monthly rate with clearly identified applicable taxes. The Coordinator will be reimbursed for approved, project-related expenses incurred outside the office. To facilitate this, a detailed statement of expense and all verifiable supporting documentation must be submitted to the Principal Secretary

6. Consultant Qualifications

- I. The Project Coordinator must be a senior engineer and registered as a professional engineer by Engineers Board of Kenya (EBK).
- II. Demonstrate knowledge and experience in technical, legal, and economic aspects of the energy sub-sector and with experience with bank-funded projects.

- III. Master's degree in engineering, energy planning/economics, business administration, or equivalent areas relevant for energy sector development
- IV. A minimum of fifteen 15 years of related experience, of which ten (10) years should be related to successfully implementing energy/infrastructure projects;
- V. Demonstrated experience in project monitoring, reporting, planning, design, implementation, and evaluation functions, including highly complex programs that are driven by a multidimensional management structure;
- VI. A demonstrated ability to work closely with multiple ministerial and senior-level stakeholders in government, the private sector, and civil society is required;
- VII. Mastery of English, both written and oral; ability to effectively communicate both internal and external;
- VIII. Excellent problem-solving skills and an ability to work within tight deadlines;
- IX. A commitment to excellence to meet high-quality standards expected internally and externally;
- X. Ability to work independently with minimal supervision.

7. Management and accountability of the assignment

The State Department for Energy in the Ministry of Energy is the Client for these services. The Consultant will report on all contractual matters to the Principal Secretary responsible for Energy.

The Principal Secretary will also be responsible for all payments to the consultant. The Consultant will report on all technical matters to the Secretary Renewable Energy or Secretary Electrical Power as applicable.

8. Obligations of the Client

The Client will provide the following support to the Consultant:

- a) Office space, office equipment (shared printer, copier, scanner, computers), stationery, internet access, and transport services for official use in delivery of the services.
- b) All available relevant documentation to the consultant, such as the Project Appraisal Document, Periodic reports, Implementation Manual, etc.
- c) Contacts of key stakeholders.
- d) Facilitate review and dissemination meetings with key stakeholders; and
- e) Facilitate liaison with other program-implementing partners.

9. Obligations of the Consultant

The Consultant shall be responsible for the provision of their own transport, accommodation, insurance, communication, and other associated costs.

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements.

10. Confidentiality, propriety rights of Client in reports and records.

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.

At the end of the Services, the Consultant 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.