



TERMS OF REFERENCE FOR A PROGRAMMES ADVISOR AT COUNTY ASSEMBLIES FORUM

1. Introduction

The County Assemblies Forum [CAF] is the coordinating body of the 47 County Assemblies in Kenya. CAF seeks to institutionalize the law making, representation and oversight capacities for the County Assemblies in Kenya and form linkages with other arms of government. The primary mandate of CAF is to promote networking and synergy amongst the 47 Assemblies, coordinate Intergovernmental Relations and enhance good practice in legislative development. The operations of CAF are managed by an Executive Committee comprising of 24 members. The Executive committee works in 4 sub-committees, namely, Legal, Member Services, Finance and Administration and Intergovernmental Relations. To effectively execute its mandate, CAF is supported by a secretariat which comprises of technical officers that support the day to day operations and provides technical advisory to the Executive Committee and other governing structures of CAF.

2. Objectives of the assignment

CAF requires to engage the services of an advisor with programme coordination skills, and an understanding of devolution in Kenya to support in operationalization of the recently established programmes department and in building the capacity of CAF staff to effectively support the County Assemblies in undertaking their functions.

3. Specific tasks

- Coordinate the implementation of CAF's work plan for the UN joint programme through work-planning, implementation of project activities and in monitoring, evaluation and reporting
- Spearhead the finalization of the CAF Strategic Plan 2020-2024;
- Ensuring that programme activities are being performed adequately, on schedule and in accordance with the annual work plan, the strategic plan and other relevant documents
- Spearhead the process of planning for the CAF Annual legislative Summit(s)
- Support in implementation and reporting on resolutions from the Annual Legislative Summit(s)
- Support in developing and implementing a CAF performance Management System for employees;
- Support in developing and implementing a resource mobilization strategy;
- Coordinate Intergovernmental Relations and stakeholder engagement for CAF

- Support in developing programmes and initiative to support County Assemblies in delivering their mandate
- Support in developing and implementing a monitoring and evaluation framework
- Support in capacity development and knowledge management for County Assemblies Forum
- Perform any other function as assigned by the Chief Executive Officer

4. Requirements

- A Master's degree in Public Administration, Development Studies, international development or a related discipline.
- A minimum of 10 years' experience working on a similar assignment.
- An understanding of the Constitution of Kenya and devolution.
- Proven experience working with intergovernmental relations bodies in Kenya.
- Ability to Deliver timely performance with energy and taking responsibility and accountability for quality outcomes
- Strong capacity development skills with the ability to explain complex concepts and design strategies to a range of audiences.
- Demonstrated capacity to interact with various stakeholders and facilitate linkages between organizations.
- Highly developed interpersonal skills complemented by strong written and verbal communication skills.
- Established relationships with organizations (including civil society, government, and/or private sector) and individual leaders working in various areas of devolution
- Experience working on a donor funded programmes,
- High level of interpersonal and communication skills.
- Ability to work well in a political environment.
- Excellent analytical and report writing skills
- Demonstrated leadership, supervisory and organizational skills.

5. Reporting

The consultant will report to the Chief Executive Officer, County Assemblies Forum.

6. Duration

The assignment will commence on 1st April to 31st December 2020 with a possibility of renewal subject to performance and availability of funds.

7. The recruitment process

Interested candidates should provide their CV and a signed cover letter by email to: jobs@countyassembliesforum.org by **12 noon on 27th March, 2020**. Only shortlisted candidates will be contacted.