

REPUBLIC OF KENYA



COUNTY ASSEMBLIES' FORUM (CAF)

The County Assemblies Forum (CAF) is duly registered Society under Societies Act, CAP 108 Laws of Kenya. Its objects are to coordinate the 47 County Assemblies in Kenya through institutionalization of the law-making process in the Counties, representation, advancement of the oversight capacities of the County Assemblies in Kenya and creation of linkages between County Assemblies, the national government and stakeholders who include the general public, all with a view to enabling the County Assemblies to discharge their constitutional mandate effectively and efficiently.

Consultancy on Drafting Finance Policy and Procedures Manual

CAF invites the services of a consultant with extensive experience in policy drafting. The assignment aims at strengthening the financial systems and institutional procedures at the Forum.

The consultant appointed shall carry out the work in accordance with the TERMS OF REFERENCE outlined in this document and shall report their findings to the CAF Taskforce on Institutional Policies and in adherence to the program detailed in their proposals and agreed with the Taskforce.

The overall objective of this consultancy is to improve accountability in the management of public finances for delivery of services. The initiative aims to achieve this by drafting a sound and responsive policy to guide financial transparency and accountable systems at CAF, to ensure that the Forum responds adequately to the felt needs.

Tasks

Under the guidance of the CAF Taskforce on Institutional Policies, the Finance department and Legal department, the consultant shall:

1. Adhere to national procedures for development and adoption of institutional policies and procedures manuals
2. Provide drafting backstopping to the Taskforce during the process of developing the Finance Policy and Procedures Manual
3. Lead the design and facilitation of the validation meetings of the Policy
4. Incorporate input and feedback received from the Forum through its various structures.
5. Submit final draft Finance Policy and Procedures Manual for ratification by the Forum.

Deliverables

1. An inception report detailing the policy needs and proposed steps in addressing them through the draft Communication and Knowledge Management Policy.
2. Facilitate in presentations and coordination of the Taskforce workshops as per the agreed work schedule.
3. Produce a well written and comprehensive draft Institutional Finance Policy and Procedures Manual as enumerated above.
4. Produce a process and outcome report of the policy development process.

Duration

The consultation is required to work in the period between the months of June to July, 2021 as contained in the application proposal and agreed upon with the Taskforce.

Qualifications & Experience

Candidates should have the following qualifications and experience:

- Minimum bachelor's degree in Accounting and Finance or a related field.
- Demonstrate a clear understanding of the national laws, standards and practices of public finance management.
- At least 10 years' experience with 5 of them in proven research, legal and policy drafting on key areas of public finance management.
- Ability to engage with a cross section of stakeholders in the public and private sectors.
- Strong analytical, drafting and presentation skills
- Good command of both Written and Oral English and Swahili
- Demonstrate capabilities, understanding of the ToRs, and proposed methodology
- Experience working with County Assemblies will be considered as an added advantage
- Experience in reporting on training workshops and producing a summary of technical services/support provided in regards to contractual agreements during this consultancy.
- Ability to engage with gender mainstreaming issues/concerns whilst drafting
- Proven ability to work in diverse environments and meet deadlines.

Application Procedure:

Qualified candidates are requested to apply to the CEO, County Assemblies Forum latest by 3:00 PM on 11th June, 2021 in soft copy to the email address: jobs@countyassembliesforum.org or to the County Assemblies Forum Offices on Flamingo Towers 5th Floor. The application should contain:

- i). A technical proposal including brief methodology on how you will approach and conduct the assignment (Max 3 pages)
- ii). CV including past experience in similar projects and contact details of referees
- iii). Financial proposals (In KSh.) to include a breakdown of lumpsum amounts (number of anticipated working days and any other possible costs)

Incomplete application will not be considered.