

NYOTA Financial Management Specialist

State Department for Youth Affairs and
Creative Economy (SDYACE)

Terms of Reference (ToR) Short Term Consultant

Position Profile:

Duty Station: **Nairobi, Kenya**

Duration: Monthly. The level of effort could be adjusted based on the performance and the requirements for the assignment.

A. Background

The Government of Kenya, in partnership with the World Bank, is scaling up the Kenya Youth Employment and Opportunities Project (KYEOP) to all the 47 Counties. This will be done through the National Youth Opportunities Towards Advancement (NYOTA). The project development objective of NYOTA is to increase employment, earnings and promote savings for targeted youth at a national scale. There are 2.4 million youth aged 18-29 among the poorest 40 percent of Kenyans who fulfill one or more of these criteria. Such youth face exclusions and are often unable to access government sponsored jobs programs. As such, the project will cover 35 percent of this pool (840,000 youth).

The NYOTA Project is expected to impact 800,000 vulnerable youth across all 47 counties of Kenya including refugees and vulnerable host community youth in the counties of Garissa and Turkana. The project beneficiaries are youth aged 18-29 and 35 years for Persons with Disabilities (PWDs), with little or no education, who are unemployed, underemployed, or in low-tier employment with very low earnings. The project is anchored on a solid premise that better employment outcomes are realized when there are more jobs with better pay, better protection and better earnings, and more inclusive jobs for disadvantaged groups of youth.

B. Project Description

NYOTA project aims to support better employment outcomes and improved savings through integrated interventions that address the myriad of constraints that the youth face.

Component 1 of the project focuses primarily on labor supply side constraints and offers **knowledge transfer and skills development in addition to intermediation related initiatives**. The component also addresses childcare related constraints for young mothers.

Component 2 focuses on the labor demand side constraints and facilitates **youth with aptitude for entrepreneurship with development on core business skills and provides them with seed money to start or expand their businesses**. It also supports social enterprises to provide similar support to the hard-to-serve youth.

Component 3 of the project focuses on **enhancing savings opportunities** among targeted youth, and **Component 4** supports **strengthening of youth employment systems and project management**.

C. Objective and Scope of Work

1. To provide technical support to the SDYACE specifically to the Principal Secretary, SDYACE on different areas such as; financial analysis and strategy, planning, budgeting and forecasting, compliance and reporting, communication and strategic support and prepare briefs on Youth Employment and the flagship program NYOTA for the State Department and contribute to the strategic re-thinking of the Youth Employment sector as well as other areas regarding the social transformation of youth.

2. The financial management specialist (consultant) will support the implementation of NYOTA and policy areas on the youth reform program and provide just-in-time technical financial support to senior officials in SDYA on youth employment. The specific tasks for this assignment include the following:

- i. Conducting financial analysis by analyzing financial statements, interpreting data, and identifying trends to provide strategic insights.
- ii. Developing financial models to forecast financial performance and assess potential outcomes for projects or the programs to provide strategic financial advice to the management and other departments
- iii. Undertaking risk assessment through Identification, assessment, and development of strategies to mitigate financial risks.
- iv. Conducting variance analysis through Comparison of actual financial results to budgets and forecasts and preparation of briefs explaining the variances and giving recommendations to the principal secretary liaising with the relevant senior technical officials.
- v. Reviewing and preparing technical briefs and documents in relation to NYOTA and other youth programs for the principal secretary liaising with the relevant senior technical officials.
- vi. Coordinating the development and management of annual budgets, Preparation of budget estimates, justifications, and execution plans.
- vii. Monitoring the utilization of budgets by tracking spending and ensuring adherence to the approved budget and financial plans.
- viii. Ensuring regulatory compliance by making sure all financial activities comply with relevant laws, World Bank regulations, and standards and monitoring the FM Action plan from supervision missions
- ix. Preparation of periodic and regular financial reports including but not limited to monthly, quarterly, and ad-hoc reports.
- x. Coordinating auditing exercises through reviewing of financial reports, audit findings, and

support external audits.

- xi. Provide technical support to and work with World Bank missions and consultants working NYOTA, including keeping World Bank team informed of key policy and strategic developments in the youth employment sector to inform the Government and World Bank dialogue while also contributing to the same.
3. To Provide as and when required, technical support to SDYA on the implementation of NYOTA, particularly on reviewing and providing inputs to guidelines and manuals.

Support any other mutually agreed tasks, including the capacity building initiatives of the Ministry.

D. Deliverables

- i. **Budget Plans:** Detailed, approved operating and capital budgets that define resource allocation.
- ii. **Financial Statements & Reports:** Income statements, balance sheets, and cash flow statements produced on a regular (monthly/quarterly) basis.
- iii. **Variance Analysis Reports:** Analysis of actual performance against budgeted figures to identify overruns or savings, prepare funds chainanalytical notes and financial monitoring for donor reporting.
- iv. **Risk Assessment Matrix:** Identification and assessment of financial risks, including mitigation strategies, reviewing interim Financial reports [IFR]
- v. **Cost Control Logs:** Real-time tracking of expenses against the budget.
- vi. Audit preparations and Response coordinating with external and internal Auditors, preparing audit files and resolving audit queries or management letters.
- vii. Project closure: prepare financial reports and reconciliation of Assets and Expenditures, upon project completion.

E. Location and Reporting

The Financial Management Specialist (consultant) will work in close collaboration with the National Project Manager, and report directly to the Principal Secretary on a day-to-day basis and to the World Bank's team of Kevin Heraniah, Senior Social Protection Specialist and Federica Ricaldi, Senior Economist.

F. Qualifications and Selection Criteria

- a) Master's Degree in Finance, Accounts, Economics, or related sector.
- b) A Bachelor's Degree in Finance, Accounts, Economics, or related sector.
- c) Be a certified member of Certified Public Accountant
- d) Be a member of a relevant professional body.
- e) Minimum 10 years of relevant work experience with Government, NGOs and/or International Development organization with minimum 5 years of relevant experience in finance related roles.
- f) Demonstrated skills and experience in the design and implementation of competence-based, employment-focused skills development approach.

- g) Knowledge of the youth employment sector in Kenya
- h) Experience working with high level Government officials in Kenya
- i) Demonstrated ability to adapt professional knowledge and technical skills to analyze policy issues and challenges.
- j) Excellent command of the English language with demonstrated analytical and report writing skills and presentation skills.
- k) Excellent interpersonal skills, proven team orientation and ability to work effectively and collaboratively.

G. Procedure for Review of Reports and other Deliverables

The procedure for submission and reviewing reports will be as follows:

- A.1 All reports shall be submitted in hard copy with an electronic copy in English in PDF and Ms Word. The consultant shall submit 2 No. hard copies and 3 No. soft copies for every report. The recipient of reports will be the Project Management Unit.
- A.2 The standard review period for NPMU and World Bank is 10 working days.
- A.3 Draft reports, Final reports and documents should be submitted in editable MS Word and PDF versions. Final version of the reports should be submitted one week after receiving feedback on draft version.

H. Submission of Reports

The above reports shall be submitted to:

NYOTA HQ- Bruce House
3rd Floor

P.O. Box 34303-00100

Nairobi, Kenya

MoYACES will be the substantive owner of the reports and will have copyright ownership.

I. Data, Services and Facilities to be provided

The NPMU will provide all relevant non-confidential data, reports and other support as may reasonably be needed to the consultant for the expeditious performance of the assignment where such data is available.

J. Timeframe, Duration and Commencement of the Assignment

Monthly. The level of effort could be adjusted based on the performance and the requirements for the assignment.

The assignment will commence immediately after signing of the contract.

K. Remuneration and Payment Schedule

Remuneration will be based on national competitive rates for this specific specialized field of knowledge and will reflect the selected candidate's area of expertise and relevant work experience, provided he or she has satisfactorily fulfilled all requirements to become a candidate for this Consultancy.

The Consultant will be paid on a monthly basis, based on schedules agreed at the negotiation stage, and the actual calendar of payments and the specific amounts to be paid per month will be disclosed by the NPMU. Subsistence expenses will be reimbursed.

L. Selection Method

Selection of an Individual Consultant in accordance with provided consultant ToRs, Kenya laws

and World Bank's Procurement Regulations for IPF Borrowers' July 2016, updated September 2025".

M. Financial Proposal

The Consultant will propose his/her rates for these services as per attached schedule in the invitation for expression of interest. The rates in the proposal shall include all of the Consultant's costs including the applicable statutory deductions.

N. Acceptance

All rights are reserved with SDYACE either to approve or disapprove any proposal without giving any reasons whatsoever.

O. Confidentiality Statement

All data and information received during the assignment, from respondents, NYOTA Agencies and the World Bank are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to SDYACE. The content of written materials obtained or prepared in this assignment will not be disclosed to any third parties without the expressed advance written authorization of SDYACE and/or the World Bank.

P. Complete Application Documents

Applications accompanied with detailed Curriculum vitae and copies of relevant documents and testimonials should be submitted in a plain sealed envelope, clearly marked with the contract reference number and title of the consultancy in two sets with Sealed financial proposal labelled 'FINANCIAL PROPOSAL' sent or delivered to the address below: and deposited to the Tender Box at Bruce House, 3rd Floor.

The Principal Secretary,
State Department for Youth Affairs and Creative Economy
Bruce House 3rd Floor, Standard Street,
P.O. Box 34303-00100
NAIROBI, KENYA