COUNTRY: KENYA

PROJECT: KENYA DIGITAL ECONOMY ACCELERATION PROJECT (KDEAP)

IMPLEMENTING AGENCY: Information and Communications Technology Authority (ICTA)

PROJECT ID: P170941; Credit Numbers 7289-KE and 7290-KE

TERMS OF REFERENCE FOR:

Individual Expert - Procurement Officer

Contract No: KE-ICTA-500803-CS-INDV

Issue Date: 7th October 2025

Closing Date: 22nd October 2025 at 1000 Hrs EAT

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1. Background

The Government of the Republic of Kenya (GoK) has received financing in the amount equivalent to US$390 Million from the World Bank towards the cost of the first phase of the Kenya Digital Economy Acceleration Project (thereafter KDEAP or Project)[1] and it intends to apply part of the proceeds to payments for goods, works, non-consulting services and consulting services to be procured under this project.

The project will include the following components.

Component 1: Digital Infrastructure and Access (US$220million). This component supports the expansion of the broadband coverage and access as well as the enhancement of the enabling environment for the digital economy under five sub-components:

Sub-component 1.1: Extending the Reach of the Backbone Network (middle mile). This subcomponent aims to deepen the coverage of national broadband backbone networks by extending it to the ward level and by providing redundancy on key routes.

Sub-component 1.2: Increasing Last Mile Connectivity for Education

This subcomponent will support the expansion of last-mile internet connectivity for priority locations in the education sector, particularly in underserved rural areas.

Sub-component 1.3: Enhancing Government Connectivity

This subcomponent aims to boost internet connectivity provided to Government Ministries, Counties, Departments & Agencies in rural areas by supplying them with pre-paid bandwidth under long-term supply agreements.

Sub-component 1.4: Strengthening the Digital Enabling Environment

This subcomponent will finance technical assistance (TA) and capacity building activities to enhance the policy and regulatory environment for the digital sector in line with the evolving needs of a thriving digital economy.

Sub-component R1.5 Enhancing Regional Digital Infrastructure

This subcomponent will extend the efforts to enhance Kenya's backbone network (subcomponent 1.1) by strengthening its broadband connections with neighboring countries and increasing the number of fiber border crossings.

Component 2: Digital Government and Services (US$104million). This component supports increasing efficiency and security in government operations. The component will invest in automating and digitizing selected government services while strengthening the legal and policy frameworks and the technical architecture needed to enable a whole-of-government transition to digital services.

Sub-component 2.1: Digitizing Selected Government Services. This subcomponent will support end-to-end digitization for selected key government services.

[1] The Program Information Document for KDEAP, and other documentation, is available at: https://projects.worldbank.org/en/projects-operations/project-detail/P170941.

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Sub-component 2.2: Developing the Critical Enablers for Digital Government. This subcomponent will strengthen the technical, institutional, legal, and regulatory foundations for the whole-of-government digital transformation.

Sub-component R2.3: Enhancing Regional Data Governance. This regional subcomponent will seek to establish Kenya as a leading regional digital services provider through strengthening its data governance regime and capabilities in line with international and regional standards.

Component 3: Digital Skills and Markets (US$51million). This component supports enhancing digital skills, device affordability and e-commerce underpinning the digital economy. More specifically, this component aims to equip young Kenyans with digital skills and strengthen their abilities to access and compete in domestic and regional markets, to study mechanisms to improve access to affordable devices and through enhancing the enabling environment for e-commerce to support Kenya's role as a regional digital hub.

Sub-component 3.1: Supporting Digital Literacy. This subcomponent, with the Ministry of Education (MoE) as an implementing partner, will strengthen digital literacy and digital skills programs, including through the rollout of Phase 3 of the national Digital Literacy Programme to junior secondary schools and TVETs, and capacity building and content development for teachers in teacher training colleges to leverage digital technologies. Strengthening digital skills and fostering a culture of innovation and collaboration will be critical to preparing young Kenyans for the workforce of the future.

Sub-component 3.2: Enhancing Employment-ready Digital Skills. This subcomponent will seek to provide Kenyans with advanced digital skills in line with emerging opportunities in the creative industry and the digital economy.

Sub-component 3.3: Promoting Device Affordability. This subcomponent will complement the work on digital skills development by studying the mechanisms for putting advanced digital devices in the hands of those who need them most.

Sub-component R3.4: Positioning Kenya as a Regional Digital Hub. This regional subcomponent will seek to position Kenya as a regional hub for software development and promotion of digital content.

Component 4: Project Management (US$15million). This component will support project implementation, coordination, and capacity building.

4.1: Project Implementation Support

The project implementation unit (PIU) is anchored at the Information and Communication Technology Authority (ICTA), which is a specialized agency of the Ministry of Information, Communications and The Digital Economy (MICDE) and which draws upon expertise and staff from MICDE and other Ministries, Departments and Agencies (MDAs). The PIU is staffed with a project coordinator, procurement and financial management specialists, and environmental and social specialists. Other

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positions, for instance, technical specialists, monitoring and evaluations (M&E), gender, communications, etc. are added on a need basis. The component also covers the costs of office equipment, incremental operating costs, and audits.

R4.2: Management of Regional Activities
The PIU will also manage the regional activities under the project, as covered in sub-components R1.5, R2.3 and R3.4.

The Project Implementation Unit (PIU) is responsible for the project overall implementation, fiduciary aspects, Environment and Social Framework (ESF) compliance for the project.
The ICT Authority intends to apply a portion of the proceeds of the Credit towards recruiting project staff to support the PIU in implementation of the Kenya Digital Economy Acceleration Project (KDEAP).

2. Objectives of the Assignment

The Information Communication Technology Authority (ICTA) seeks to engage a qualified individual to serve as a Procurement Officer within the Project Implementation Unit (PIU). The Procurement Officer will support the effective and timely delivery of KDEAP by ensuring compliance with the World Bank Procurement Regulations, strengthening procurement planning, and supporting contract management.
The officer will be instrumental in managing the end-to-end procurement cycle, including preparing solicitation documents, reviewing technical specifications and Terms of Reference (TORs), facilitating transparent bidding processes, and overseeing contract execution. The Individual expert will work closely with ICTA and KDEAP beneficiary agencies to ensure the procurement of goods, works, and services is carried out efficiently and in accordance with the World Bank Procurement Regulations.
Ultimately, his work will contribute to timely and cost-effective project implementation, uphold procurement integrity, and promote value-for-money in the use of public and donor funds.

3. Scope of Services and Specific Tasks of the Assignment

The Procurement Officer will ensure that procurement operations under KDEAP are conducted in strict accordance with the World Bank Procurement Regulations, Public Procurement and Asset Disposal Act (PPADA), 2015.

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The officer will support procurement planning, facilitate competitive sourcing of goods, works and services, and provide contract and vendor management oversight, while ensuring risk mitigation and compliance with regulatory standards. The officer will also play a key role in managing documentation, payment coordination, and issue resolution to avoid implementation delays.

3.1 Scope of Services

The Procurement Officer will:

i) Strengthen institutional capacity in procurement planning, execution, and contract management.

ii) Collaborate with ICTA, PIU and other beneficiary agencies to develop and review procurement documents, including RFPs, RFQs, bidding documents, contracts, and evaluation reports.

iii) Support end-to-end procurement processes for goods, works, and consulting/non-consulting services in line with approved project work plans and procurement plans.

iv) Monitor supplier performance and contract implementation, ensuring compliance with agreed deliverables, quality standards, and timelines.

v) Facilitate and monitor payment processes in coordination with the finance team, ensuring all required documentation is complete and accurate.

vi) Provide support in addressing and resolving any procurement or contract-related disputes or discrepancies.

vii) Identify procurement risks and propose mitigation measures to ensure uninterrupted project implementation.

viii) Maintain organized procurement records and ensure audit readiness.

3.2 Specific Tasks of the Assignment

The Procurement Officer will undertake the following tasks:

i) Procurement Planning and Management

- ⇒ Assist to Prepare, review, and update procurement plans in line with the overall project work plan.
- ⇒ Collaborate with technical teams and stakeholders to define specifications, TORs, and scopes of work.

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ii) Solicitation and Bidding

- ⇒ Draft, issue, and manage procurement solicitations (RFPs, RFQs, IFBs).
- ⇒ Coordinate the bid evaluation process and prepare evaluation reports, ensuring transparency and fairness.

iii) Contract Management

- ⇒ Draft, review, and finalize contracts, ensuring they align with project and regulatory requirements.
- ⇒ Track contract implementation progress and ensure timely delivery of goods/services.

iv) Payment Facilitation and Documentation

- ⇒ Monitor contract-based payment schedules and verify completeness of required documents before payment processing.
- ⇒ Liaise with finance teams to ensure timely and compliant disbursement.

v) Compliance and Risk Management

- ⇒ Ensure compliance with the World Bank Procurement Regulations, Public Procurement and Asset Disposal Act 2015, and other applicable guidelines.
- ⇒ Identify and manage procurement risks, maintaining procurement integrity.

vi) Records and Reporting

- ⇒ Maintain up-to-date procurement records and documentation in both physical and electronic formats.
- ⇒ Prepare procurement progress reports for internal and external stakeholders.

vii) Capacity Building and Stakeholder Support

- ⇒ Provide technical procurement support and guidance to implementing agencies and stakeholders.
- ⇒ Contribute to continuous improvement initiatives for procurement processes and tools.

4. Duration and Location of Assignment

The assignment will be for a total period of thirty-six (36) calendar months, beginning with an initial contract of twelve (12) months renewable twice based on satisfactory performance, project needs, and funding availability.

The officer will be based at the ICT Authority headquarters, 12th Floor, Teleposta Towers, Nairobi, with required field travel to support project implementation and procurement oversight across the country.

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5. Reporting Requirements and Timeline for Deliverables:

The Procurement Officer will prepare a monthly report highlighting the tasks performed, challenges, and specific recommendations on key actions that should be taken to steer the project to success. All reports prepared by the Officer shall be reviewed and submitted to the Deputy Director Supply Chain and Project Coordinator.

All reports will be submitted within 7 days after the end of reporting month or period in hard and soft copies (in Microsoft Word, Excel, or Power Point, or in any other format as may be deemed appropriate by the PIU Project Coordinator. These reports will accompany the Officer's timesheet for payment.

6. Payment Schedule / Remuneration

The Procurement Officer shall be remunerated based on a consolidated monthly rate (inclusive of all tax obligations), which will be negotiated with the successful candidate during Negotiations. Remuneration will be based on competitive rates, commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated herein above.

Payment shall be monthly upon submission and approval of the monthly reports. The Officer will submit to the Senior Procurement Officer, a monthly timesheet, with a supporting invoice, as the basis for payment for the services. Costs incurred by the Officer outside the assignment location will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the KDEAP Project Coordinator.

7. Minimum Qualifications and Experience Requirements

The Procurement Officer shall possess the following minimum qualifications and experience:

i. A minimum of Bachelor's Degree in Supply Chain/Procurement Management or a related field.
ii. A minimum of four (4) years of general experience in supply chain management field.
iii. A minimum of two (2) years of specific work experience in similar assignments such as procurement of works, goods, non-consulting services and consulting services with World Bank-funded projects or similar multi-development bank or partner-funded projects. Should provide 3 references/proofs of similar performed assignment working on donor funded projects. This should be proven by service certificates/ good completion certificates supported by copies of the contract for the Client.

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iv. Be registered with valid membership and annual practicing license from recognized professional body.

8. Management and Accountability of the Assignment

The officer will report directly to Senior Procurement Officer and by extension the Project Coordinator within ICTA's Project Implementation Unit. The overall client for the assignment is the Chief Executive Officer (CEO) of ICTA. The officer is expected to collaborate with other PIU staff and beneficiary agencies, ensuring effective procurement and contract execution.

The Officer will be accountable for achieving key procurement deliverables and adhering to the World Bank Procurement Regulations, demonstrating a strong work ethic, attention to detail, and professionalism.

9. Responsibility of the Client

The Procurement Officer shall be contracted by the ICTA. The Officer must ensure that the tasks identified above are performed in a result-oriented manner with the sole objective of achieving outputs and outcomes expected from the assignment as has been described in the details above.

The client will provide free of charge all available existing information including the communication strategy, data, reports and clips and will assist the Officer in obtaining other relevant information and materials from governmental institutions and state authorities where necessary. However, it is the duty of the Officer to check availability, quality and suitability of this information. The information, data, reports as mentioned above will be available for the Officer's unlimited use during execution of the proposed services within the project.

Where travelling individually on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group N rates as currently published by the Government of Kenya's Salaries and Remuneration Commission (SRC). All individual travel shall be approved prior to the task by the Project Coordinator.

10. Responsibilities of the Procurement Officer

The officer will:

- Ensure timely execution of procurement processes in accordance with project timelines.
- Maintain compliance with all procurement policies and legal frameworks.
- Support effective contract management, payment processing, and vendor relations.
- Uphold confidentiality, professional ethics, and procurement best practices.

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- Maintain comprehensive and audit-ready records for all procurement activities.

All official travel will be approved by the Project Coordinator and reimbursed according to Government of Kenya public service rates. ICTA will provide necessary resources and access to tools required for execution of duties.

11. Confidentiality and Proprietary Rights

All procurement documents, reports, and data developed or accessed during the assignment shall remain the exclusive property of ICTA. The Officer shall not disclose any confidential information without prior written authorization. At the end of the assignment, all project materials shall be returned to ICTA, and no copies may be retained.

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