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:

Senior Environmental Safeguards Officer

Contract No: KE-ICTA-500824-CS-INDV

Date: 7th October 2025

Submission Deadline: 24th October 2025 at 1000 Hrs EAT

Client:

The Chief Executive Officer,
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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[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.

1.1 Component 1: Digital Infrastructure and Services-The aim of this component is to increase access to high-speed internet for individuals, industry, and government—the 'foundation of the foundations' of a digital economy and strengthen Kenya's role as regional digital leader—while leveraging investments from the private sector

1.2 Component 2. Digital Government and Services- This component will invest in the foundational digital services, platforms, architectures, and policies needed to transform the way the Government communicates and conducts its internal operations.

1.3 Component 3. Digital Skills and Markets- This component aims to equip young Kenyans with digital skills and strengthen their abilities to access and compete in domestic and regional markets through supporting skills development, 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.

1.4 Component 4. Project Management- This component will support project implementation, coordination, for the Project Implementation Unit (PIU) within ICTA and capacity building.

1.5 Component 5: Contingent Emergency Response Components-This component will be activated in the event of an emergency.

The GoK intends to apply a portion of the proceeds of the Credit to cover activities under sub-components 1.1 (middle-mile connectivity); 1.2 (last mile connectivity for education sector), 1.3 (last-mile connectivity for government institutions) and R1.5 (Enhancing Regional Digital Integration). The project aims to accelerate digital transformation at the regional level focusing on critical digital enablers that 'future-proof' economic growth and leveraging Kenya's leadership role in the region to facilitate the adoption and implementation of regionally harmonized frameworks for digital integration.

The nature of KDEAP activities, including middle- and last-mile fiber optic installation, establishment of ICT infrastructure in schools and government offices,

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

and related civil works, triggers several World Bank Environmental and Social Standards (ESS), notably:

- ESS1: Assessment and Management of Environmental and Social Risks and Impacts
- ESS3: Resource Efficiency and Pollution Prevention
- ESS4: Community Health and Safety
- ESS10: Stakeholder Engagement and Information Disclosure

In compliance with the Environmental and Social Commitment Plan (ESCP), ICTA seeks to engage a Senior Environmental Safeguards Officer who will be responsible to ensure effective planning, implementation, monitoring, and reporting on environmental safeguards in line with national legislation and World Bank requirements.

2. Objectives of the Assignment

The main objective of the assignment is to provide expert technical support to ICTA in ensuring that KDEAP is implemented in full compliance with Kenyan environmental laws, regulations, and the World Bank's Environmental and Social Framework (ESF), and to strengthen the capacity of the Project Implementation Unit (PIU) in environmental risk management.

3. Scope of Work and Specific Tasks

The Senior Environmental Safeguards Officer will:

a). Compliance & Risk Management

- Review project activities and ensure they meet the requirements of the Environmental and Social Management Framework (ESMF), site-specific Environmental and Social Management Plans (ESMPs), and the ESCP.
- Oversees the implementation of the project's ESCP, ensuring that environmental risks management and mitigation measures are carried out effectively.
- Ensure all necessary environmental approvals, licenses, and permits are obtained before works commence.

b). Environmental Screening & Assessment

- Conduct environmental screening of proposed subprojectsto identify potential environmental risks and impacts.
- Coordinate the preparation, review, and clearance of site-specific ESMPs and environmental risk assessments.

c). Monitoring & Reporting

- Monitor the implementation of mitigation measures in ESMPs and contractors' environmental management plans.

- Prepare quarterly environmental compliance reports for submission to ICTA and the World Bank.
- Reports Incidents and ensure that incident reporting and response activities comply with all relevant environmental, health, and safety laws and regulations and World Bank requirements.

d). Capacity Building & Training.

- Organize training for PIU staff, contractors, and other stakeholders on environmental safeguards.
- Develop training and awareness materials on environmental risk management for the project.

e). Stakeholder Engagement & Grievance Redress.

- Support the implementation of the Stakeholder Engagement Plan (SEP).
- Coordinate the handling of environment-related grievances through the project's Grievance Redress Mechanism (GRM).

f). Site Supervision.

- Conduct regular field visits to monitor the project environmental performance and verify environmental compliance.
- Document lessons learned and recommend improvements to environmental risk management practices.

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 and project needs. The Officer will be based at the ICTA offices in Nairobi, with required field travel to project sites across the country.

5. Reporting Requirements and Timeline for Deliverables

The Environmental Safeguards Officer will report to the Project Coordinator, KDEAP. Key deliverables include:

a). Inception report within one month of contract start.

b). Monthly progress reports.(including incidents if any)

c). Quarterly environmental safeguards monitoring reports.

d). Updated site-specific ESMPs as required.

e). Training materials and capacity building session reports.

f). Inputs for the project's semi-annual progress reports to the World Bank.

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 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.

Payments will be made monthly upon submission and approval of satisfactory progress reports, supported by timesheets. The officer will submit to the Project Coordinator, 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 qualification and experience requirements

i. Master's degree in Environmental Science, Environmental Engineering, Natural Resource Management, or related field.
ii. At least 8 years of relevant professional experience in environmental risk management for infrastructure or ICT-related projects.
iii. Demonstrated experience with World Bank ESF or other multilateral development bank safeguard policies.
iv. Familiarity with Kenya's environmental laws and NEMA procedures.
v. Proven ability to prepare and review ESMPs and conduct environmental monitoring and reporting.
vi. Excellent communication, training, and stakeholder engagement skills.

8. Management and Accountability of the Assignment

The overall client for the assignment is the **Chief Executive Officer (CEO)** of ICTA. The officer will work under the supervision of the KDEAP Project Coordinator and in close collaboration with the Social Safeguards Specialist, Procurement Specialist, other PIU staff and beneficiary agencies.

9. Responsibility of the Client

i. Provide relevant project documents.
ii. Facilitate access to project sites and stakeholders.
iii. Ensure timely review and feedback on deliverables.
iv. Where travelling individually on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group P rates. All individual travel shall be approved prior to the task by the Project Coordinator.

10. Responsibilities of the Consultants

i. 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.
ii. The officer is required to deliver high-quality, timely outputs as per this TOR.
iii. The officer is required to maintain confidentiality of project information.
iv. The officer is required to conduct duties in an ethical and professional manner, consistent with World Bank guidelines.

11. Confidentiality and Proprietary Rights

All 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.