

Project Title:	Technical Assistance for Kenya Small-Scale Irrigation and Value Addition Project (TA-KSIVAP)
Project symbol:	UTF/KEN/083/KEN
Recipient Country:	The Republic of Kenya
Government(s)/other counterpart(s):	Ministry of Agriculture, Livestock and Fisheries African Development Bank
Expected EOD (Starting Date):	July 2016
Expected NTE (End Date):	June 2021

Contribution to FAO's Strategic Framework: (Indicate as appropriate)

Strategic Objective (SO)/Organizational Outcome:
SO 2: Increase and improve provision of goods and

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ACRONYMS

AbSS Agribusiness Support for Smallholders Project
ACP

M&E	Monitoring and Evaluation
MAC	Market Access Companies
MoALF	Ministry of Agriculture, Livestock and Fisheries
MOV	Means of Verification
MSMAEs	Micro, Small and Medium Agricultural Enterprises
MTs	Master Trainers
MTP	Medium Term Plan
MTR	Mid-Term Review
NEMA	National Environmental Management Authority
NPC	National Project Coordinator
OIG	Office of the Inspector-General (FAO)
ORQR	Quality Assurance and Results Department (AfDB)
PANTHER	Participation; Accountability; Non-discrimination; Transparency; Human Dignity; Empowerment; and the Rule of Law
PCU	Project Coordination Unit
PCR	Project Completion Report
PIR	Project Implementation Review
PM	Project Management
PMU	Project Management Unit
POs	Producer Organizations
PPR	Project Progress Report
PS	Principal Secretary
PSC	Project Steering Committee
PTP	Project Training Plan
SE	Supervising Entity
SFE	Subregional Office for Eastern Africa
SFEMD	Multidisciplinary Team of the Subregional Office for Eastern Africa
SHDP	Small-Scale Horticulture Development Project
SO	Strategic Objective
TA	Technical Assistance
TBD	To be Determined
TCI	Investment Centre Division (FAO)
TCP	Technical Cooperation Programme
TCS	South-South Cooperation and Resource Mobilization Division (FAO)
ToRs	Terms of Reference
TOTs	Training of Trainers
TSS	Technical Support Services
UN	United Nations
UNDAF	United Nations Development A

SECTION 1 - RELEVANCE

1.1 GENERAL CONTEXT

1.1.1 Rationale

Agriculture is fundamental to Kenya's overall economic growth. About 80 percent of the population of Kenya lives in the rural areas deriving their livelihood largely from agriculture. Kenya's agriculture is largely rain-fed and often the quantity and reliability of rainfall has not been adequate to sustain crop production, leading to pervasive food insecurity in the country. Estimates indicate that about 50 percent of the Kenyan people lack year round access to adequate food and the incidence and prevalence of food insecurity is more severe in the Arid and Semi-Arid Lands (ASALs). There is, therefore, a need to increase productivity of agriculture as well as the availability and accessibility of diversified food items to improve dietary intake. In order to have secured food production, there is a need to develop irrigation with sustainable management of the water resources, improve rural infrastructure to support increased productivity, value addition through processing, commercialization and improved markets.

The Government of Kenya, in line with Kenya Vision 2030 (Medium Term Plan [MTP] 2013-2017)¹ Economic Pillar, has launched a strategy for increasing agricultural production in an environmentally sustainable manner to achieve food security and rural prosperity. The Kenya Small-Scale Irrigation and Agricultural Value Addition Project (

services. For agriculture, the national level remains responsible for policy development, planning and financing, while counties are responsible for direct service provision and monitoring. The county agriculture offices in many cases would benefit from improving their project management and implementation skills and technical capacities to provide adequate support and extension services. Institutional weaknesses, both at national but certainly at county level need to be addressed ensure KSIVAP objectives are met and sustained beyond project duration. In addition, in the project target counties there is a need to strengthen the capacities of private small-scale business development service providers to provide tailored technical assistance and support to the smallholders targeted by the KSIVAP activities. Improved irrigation, market and road infrastructure by KSIVAP and entrepreneurial skill development and capacity building activities will boost rural households and vulnerable groups' (out-of-school youth, female headed households) income and further strengthen inclusiveness. Experience has shown that strong and well- organized Producer Organizations (POs) are key in facilitating market linkages and inclusive business models, such as contract farming, for smallholder farmers. However, governance issues and weak capacity to manage

through a grant from the Global Agriculture and Food Security Program (GAFSP), for which AfDB is the Supervising Entity (SE) for the Investment activities (USD 22.8 million) and FAO is the SE for the Technical Assistance activities (USD 1.2 million - five percent).

The Board of Directors has approved financing of the KSIVAP by AfDB, and the investment project including the GAFSP funding is effective as per the KSIVAP project work plan. The TA project is expected to take off after the 2nd Quarter of 2016 as per the investment project work plan.

1.1.2 Alignment and Strategic Fit

The Republic of Kenya is strongly committed to reducing hunger and malnutrition. The Food and Nutrition Security Policy (FNSP, 2011) provides an overarching framework that aims to add value, build synergies and assist with the implementation of national and sectoral policies and strategies to effectively address issues of food insecurity and malnutrition in Kenya. The FSNP recognizes that economic performance has a direct bearing on people's food security and nutrition status; although it is acknowledged that improved economic status alone is not sufficient to ensure nutrition security.

The Kenya Vision 2030 Second MTP (2013-2017) Economic Pillar: "Moving the Economy

1.1.5 Knowledge Sharing and Lessons Learned

1.1.5.1 Lessons learned from projects implemented by FAO in Kenya

FAO has obtained valuable knowledge and expertise in improving high-value crop production through irrigation development and value chain development, as well as delivering capacity development support through the implementation of various projects.

During the International Fund for Agricultural Development (IFAD) funded Rural Knowledge Network Project (2007-2010) relevant lessons were learned on providing business training to small and medium entrepreneurs and on facilitating business-to-business learning and services provision in support of establishing AgriTrade based on the approach of Market Access Companies (MAC).

From 2007 to 2011, with the support of the European Union, FAO pilot tested the inclusive business model approach in sixteen countries (Kenya included) across Africa, the Caribbean and Pacific. The approach contributed to improving business relationships between groups of organized smallholders and their direct buyers by prioritizing interventions that focused on core competences, collective marketing and procurement, low cost value addition, reduction of transactions costs, and business-to-business coordination. Relevant lessons learned were the identification of critical success factors required for improving supplier-buyer business relationships under different contexts and market structures. These critical success factors that affect buyer decisions and satisfaction with products and services were identified as price, quantity, and quality, and delivery reliability, conformance to specifications, packaging, safety, and perishability.

The Agribusiness Support for Smallholders Project (AbSS) (2010-2013) - GCP/KEN/070/GER,

service providers. Another relevant project is the Kenya Agricultural Productivity and Agribusiness Project (KAPAP) executed by the MoALF with funding from the World Bank (2010-2015). KAPAP has an overall objective to increase agricultural productivity and the incomes of participating smallholder farmers in 19 counties among which are: Makueni, Meru, Nyandarua, Nyeri, and Tana River (targeted in KSIVAP). Important lesson learned from the KAPAP on enhancing market access for smallholder is the importance to build sustainability through creation of strong links between market participants, capacity building of viable producer groups, and measures to improve the enabling environment to transform farming from subsistence to commercial business entities.

1.1.5.3 Lessons learned from other FAO TA project executed by national institutions and or funded by the

Activity 1.2 Provide training, guidance and support in developing managerial and organizational capacity at national and county level to strengthen their operations and mandates in order to implement KSIVAP activities successfully.

KSIVAP national and county coordination units will be trained, guided and supported in workshops and seminars to successfully undertake their roles. Training support will be in areas of project management such as M&E, recording, documenting and communicating. This will improve transparency, sharing of information, documenting of lessons learned and contribute to strengthened coordination with other interventions. Training and guidance will also be provided on mainstreaming cross cutting themes and concerns including gender, youth, risk preparedness, the environment and climate change.

The KSIVAP has planned to conduct at its onset, a start-up workshop, with the aim of sensitizing and training PCU staff, implementing partners and project beneficiaries on the project objectives and scope and review the Results Based Logical Framework. The TA-KSIVAP will participate actively in this workshop and carefully plan and coordinate systematic capacity development activities to enhance complementarity and synergies with KSIVAP.

Activity 1.3 Provide organizational advice, guidance and support to KSIVAP PCU and County Coordination Units (CCUs) to coordinate and implement project activities.

Technical advice and guidance will be provided during implementation to support the PCU and CCUs in carrying out their roles effectively and efficiently. Supervision and assessment of capacity development outcomes will be undertaken. Depending on assessed performance, development of additional managerial and organizational capacities such as strengthening networking and partnerships will be recommended.

Output 2: Capacity of County government technical staff and local private extension service providers to facilitate increased agricultural productivity, incomes and food security enhanced.

Activity 2.1 Conduct a capacity assessment to identify the technical capacity gaps at county level to successfully implement KSIVAP CD activities.

The TA will propose the approaches for conducting the assessment to the CCU and conduct the TA CD assessment at the start-off baseline survey. The outcome of this exercise will inform the TA CD activities which will be further detailed in the work plan for the first half of the project, identify gaps in knowledge and properly target project beneficiaries.

Activity 2.2 Support regeneration of training curricula and materials for developing the skills and capacities at county level based on the outcome of the capacity assessment.

The TA project team will work with the KSIVAP PCU and KALRO to develop a training compendium, making use of existing toolkits, to support the quality and outreach of the extension services. The project will identify the project

Activity 2.3 Technical staff provided with competencies required to promote increased agricultural productivity, improved household nutrition, agribusiness and market development.

The TA-KSIVAP will support short- term technical, business and managerial training of both public (subject matter specialists at county level) and private sector frontline service providers using the Training of Trainer's (ToT) model to complement KSIVAP training courses/workshops. The proposed trainings to be supported/undertaken by the TA KSIVAP include: GAPS in crop and livestock production, irrigation agronomy, entrepreneurial skills development, business plan development, producer associations' formation and governance, contract farming, post-harvest handling and quality management, branding and marketing, food and nutrition, and value chain financing. The TA project will also provide training and support to the County technical staff to develop their skills to support effective extension provision through the FFS methodology. Qualified master trainers from participating counties will be used to support the dissemination of the FFS methodology.

Activity 2.4 Support KSIVAP in organizing appropriate study tours/exposure visits.

for the application of already acquired ones including strengthening networking and partnerships of beneficiaries.

SECTION 2 FEASIBILITY

2.1 RISK MANAGEMENT

The KSIVAP was categorized by the Quality Assurance and Results Department (ORQR) of the AfDB as Category 2 projects which are likely to have detrimental and site-specific environmental and social impacts that can be minimized by the application of mitigation measures included in an Environmental and Social Impact Assessment (ESIA), conducted by the project and approved by ORQR.

2.1.1 Significant risks facing the project

During the implementation of the project, there will be always a low risk that, as result of political, institutional or environmental changes, the scope and/or size of KSIVAP activities will have to be adjusted, which consequently will have an impact on the TA project activities which are to support capacity building and training and nutrition subcomponents of the KSIVAP.

An expected medium risk is that the implementing staff of KSIVAP, who has received capacity development support from the TA project, will not be able to implement all scheduled KSIVAP activities because of early transfers, changes in planned KSIVAP implementation, etc.

There is a low risk that the beneficiaries of TA support are actually not the right persons responsible for implementing the respective activities of KSIVAP but have been selected for more political or other reasons for TA support.

2.1.2 Environmental and social risks

The KSIVAP's overall objective of environmental and social monitoring is to ensure that mitigation measures are implemented and are effective considering climate change and enable response to new and developing issues of concern during implementation, hence ensuring compliance with environmental provisions and standards of the AfDB and the Government of Kenya. Climate change with erratic patterns of rainfall and an increase of drought in the target areas was identified as an issue of concern in the environmental and social risk assessment. Awareness and training including agricultural techniques specifically adapted to the area's climatic variability will be provided to build and sustain social resilience for the farmers and their communities as a mitigation measure. Based on the FAO's social and environmental screening and categorization process, the proposed TA project is low risk and therefore no further Environmental and Social Analysis is needed.

2.1.3 Risk management strategy

2.2 IMPLEMENTATION AND MANAGEMENT ARRANGEMENTS

At the request of the Government of Kenya, FAO will implement the TA activities, in close consultation and coordination with the KSIVAP PCU which has been set up in the Ministry of Agriculture, Livestock and Fisheries, and with the CCUs. The activities will be

Project Task Force. The Investment Centre Division (TCI), as part of the Project Task Force, will provide support to the implementation of the project. In addition, TCI, as the FAO GAFSP focal point, will act as a liaison between the project and the GAFSP Steering Committee and will provide support to ensure all requirements are fulfilled.

FAO will recruit a national Team Leader/Agribusiness expert/to lead this TA project (Terms of Reference [ToRs] of the Team Leader and other staff are presented in Annex 2). The Team Leader, who will have day-to-day responsibility for coordinating and managing project activities and will work in close consultation with the KSIVAP PCU, will coordinate the consultants to be recruited by FAO and ensure the timely provision of the TA activities. When providing TA support at county level, the project will make use of the existing FAO technical expertise, FFS expert, Nutrition expert, irrigation, Agribusiness, M&E, working with other FAO implemented field projects. The content of the FAO-supervised technical assistance component will be worked out in close coordination with the AfDB – supervised investment components of KSIVAP. An organogram of TA-KSIVAP in relation to the main project KSIVAP is presented in Annex 1.

The Project Team Leader will work for 60 months as the TA project starts in Quarter 3 of 2016, until Quarter 2 of 2021 and other consultants will work 12 months on average during the duration of the project. The TA and KSIVAP will have a functional relationship where the TA team leader and the KSIVAP PCU will work in close coordination to ensure synchronization of activities and to guarantee successful achievement of project objectives.

2.2.2 Strategy/Methodology

The public sector units targeted by the TA project receive the highest priority for support and capacity building . The project's first step will be to conduct a capacity need assessment of managerial and technical government staff responsible for implementing KSIVAP at national and county level. Based on the results, and in close coordination with the PCU of KSIVAP, the project will develop a detailed capacity development programme covering both the project management aspects as well as technical aspects. Capacity development activities will be supported by existing in-country, subregional, regional and headquarters expertise. FAO technical publications and other relevant materials will be used. The project will build on experience from other FAO supported field projects and will look for synergies with other initiatives in the counties.

The TA-project will cover five years of the project, the first three of them intensively. It is envisaged that, by project year 2021, the

2.2.4 Government Inputs

During the start-up, the FAO Representation in Kenya will provide assistance in hiring

2.4 COMMUNICATION

The KSIVAP has planned to conduct at its onset, a start-up workshop, with the aim of sensitizing and training PCU staff, implementing partners and project beneficiaries on the project objectives and scope and review the Results Based Logical Framework. The TA project will take advantage of this and other major meetings to effectively provide information on all aspects of the project.

The TA-KSIVAP will carefully document all its TA support activities, scheduling regular briefing meetings with the PCU for project progress information sharing. Lessons learned, knowledge gathered and good practices promoted will be documented in understandable languages and accessible formats for wider dissemination. TA-KSIVAP will ensure that the project will be visible in the form of project logo on banners during workshops and training activities, in flyers, brochures, FAO newsletters and Web site, etc.

2.5 PROVISION FOR EVALUATION

Provisions have been made to evaluate the implementation of TA-KSIVAP which would, *inter alia*, highlight lessons learned and make recommendations regarding the sustainability of project results and any future interventions.

SECTION 3 - SUSTAINABILITY OF RESULTS

Technical and managerial capacity developed by TA-KSIVAP of government staff will have a longstanding positive effect in Government institutions well beyond the life of KSIVAP assuming that a good percentage of the staff trained will remain in the public administration.

Developing the capacity to train others within the counties ToT will sustain the project activities and foster the acquired knowhow for future training and dissemination. The agribusiness and market development trainings, building of commercially viable business partnerships and support to develop business plans will strengthen particularly the POs and the MSMAEs to mobilize resources for upscaling investment.

The capacity developed will reinforce the institutional support system needed by smallholders and agro-entrepreneurs in the KSIVAP sites and the services provided by government will help ensure the commercial viability of business models linking producers and buyers, thus contributing directly to economic sustainability and longer-term benefits of the technical assistance provided.

3.1 ENVIRONMENTAL SUSTAINABILITY

The positive impacts of the KSIVAP implementation were found to outweigh the negative impacts. To ensure that mitigation measures are implemented and are effective taking into consideration climate change which was identified as an issue of concern in the targeted areas, TA-KSIVAP will support KSIVAP in environmental and social concerns' monitoring and

mitigation during implementation through ensuring compliance with environmental provisions and standards of the Government of Kenya. During its capacity development activities the project will pay special attention to issues related to sustainable management of natural resources including, for example, the promotion of sustainable soil and water management practices to improve efficiency in the use of soil and water resources in the KSIVAP sites and the protection of the upper catchment areas.

3.2 GENDER EQUALITY

The project will actively support the management of KSIVAP in ensuring that the needs and priorities of both men and women particularly are taken in consideration when deciding on value chains and value addition/processing activities and capacity building supported by KSIVAP to allow and facilitate equal participation and benefits for both men and women including youth. The TA-KSIVAP will conduct a gender-sensitive stakeholder analysis during the needs assessments taking into consideration KSIVAP's target of having at least 58 percent of the beneficiaries being women and youth. Results of the gender-sensitive stakeholder analysis could be of help in the implementation of the multistakeholder and consultative approaches being promoted through KSIVAP.

3.3 INDIGENOUS PEOPLES²

One of the criteria used during the selection of the KSIVAP sites was to select sites where the project would not cause any disturbance or negative impact on indigenous people. KSIVAP realizes that the rural population in Kenya is diverse and that sometimes problems between crop producers and livestock keepers do occur. Therefore, KSIVAP provides support both to crop and to livestock farmers. It is unlikely that the project will cause any negative impact on indigenous people.

Human Dignity; Empowerment; and the Rule of Law (PANTHER) principles by KSIVAP in addressing the right to adequate food during all its activities. It will also contribute to the creation of additional employment in agriculture, agroprocessing and agribusiness in the targeted KSIVAP sites thus improving livelihoods, access to food and better nutrition. The project will promote decent rural employment in line with the right to Decent Work for rural people, in accordance with the Decent Work Agenda endorsed by the UN World Summit of 2005 and by the UN Economic and Social Council (ECOSOC).

The project will assist KSIVAP in following a people-centered approach, sensitive to the dignity of all human beings, the varying needs of different segments within a community, and the importance of ensuring that women, men, girls and boys can equally access and benefit from assistance provided by KSIVAP.

3.5 CAPACITY DEVELOPMENT

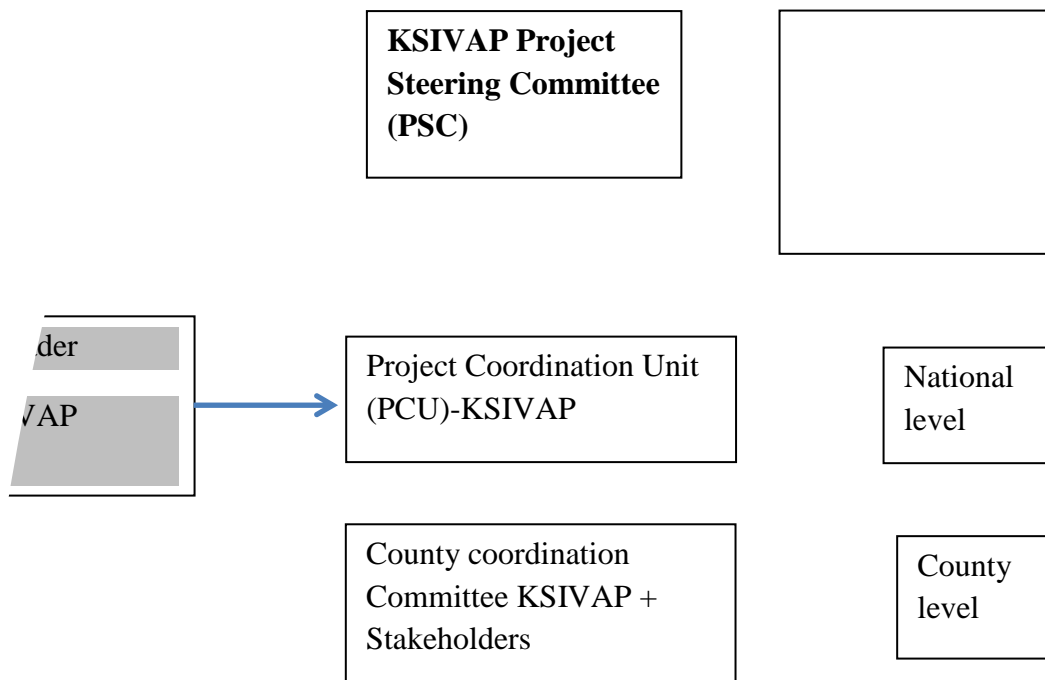
KSIVAP is a project implemented by MoALF to which the FAO will provide capacity development support on food and nutrition security, and strengthening agribusiness development and market linkages. The extension service providers will be facilitated to strengthen community based institutions (Farmer Associations, Irrigation Water Users Associations and Women Groups) that will maintain the infrastructure as well as manage marketing of their farm produce. Training will be on postharvest management, marketing and agribusiness management, integrating nutrition-sensitive interventions, environmental management, irrigation and GAPs to accelerate, agricultural productivity, commercialization and competitiveness and increased food and nutrition security. Capacity development is expected to infuse sustainability into the project activities so that benefits are sustained long after the project period. In addition, capacity development in agribusiness and market linkages will contribute to increased market access and trade and offer opportunities for increased income thereby contributing to the improvement of the ultimate beneficiaries' livelihood and expansion of their activities. .94 483.43 Tm[(s)-160(we)6(l49c1 -3(uni)-2(t)-21 5i<00510pn)-9(e)4, of

ANNEXES

Annex 1

Assistance (TA)-Kenya Small-Scale Irrigation and Value Chain relation to KSIVAP

Internal relation → , relation to KSIVAP →
External relation →



Terms of References (ToR) for Personnel

National Team Leader

Under overall technical supervision of the Lead Technical Officer

Programme Coordinator

Monitoring and Evaluation (M&E) Specialist

Under the general supervision of the FAO Representative in Kenya and the programme coordinator, the direct supervision of the TA-KSIVAP Team Leader, and in close collaboration with the Head of Sector, Project Monitoring Unit, the M&E Officer will perform the following duties:

design monitoring and reporting tools, support implementation of KSIVAP M&E system and ensuring that indicators are monitored and reported;

develop the capacity of government staff and partners on M&E through trainings and guide all staff involved in monitoring on the utilization of monitoring tools and processes to ensure quality control of M&E activities, both at management and operational levels;

organize and implement and/or support baseline and outcome monitoring/panel surveys as required; and ensure that evaluations are carried out as planned and recommendations implemented;

analyse monitoring data and produce reports that show progress in achievement of outputs and outcomes, reasons for not achieving results and recommendations for improvement and lead the process of dissemination and suggest avenues and modalities for implementation of findings and recommendations;

plan and establish frameworks for regular monitoring of project activities which includes ensuring process monitoring is undertaken with representative coverage and follow-up mechanisms for implementing monitoring recommendations;

liaise with TA-KSIVAP team, communications officer and head of technical units to document good practices, success stories and lessons learned for organizational learning and improvement;

perform any other duties as1(tea)6(m,)-201(c)4(ommiT1 0 0 1 380.71 421.5] TJo 421.5] TJ287 Tmin)(a

Nutrition Expert

Under the general supervision of the FAO Representative in Kenya and the Deputy FAO Representative in Kenya, the direct supervision of the TA-KSIVAP Team leader and in close collaboration with the Head of Sector, Food Security Analysis, Gender, Policy and Nutrition, the Nutrition Officer will perform the following duties:

work closely with the KSIVAP Nutrition officer to promote nutrition security in the eleven counties;

support the overall implementations of FAO's Nutrition Strategy; in particular provide technical/policy advice in nutrition sensitive agriculture;

provide technical support and backstopping in implementation of nutrition sensitive activities of the project (including nutrition integration in field schools and other farmer groups);

support capacity development of KSIVAP staff and partners on nutrition sensitive interventions and food-based approaches through trainings and guide all staff through knowledge sharing activities and by the development of learning materials;

support the government in M&E of nutrition activities and in documentation of the nutrition sensitive activities and impact.

Qualifications:

Advanced university degree in nutrition, agriculture or a related field; Seven years of relevant experience working in integrating nutrition objectives into food and agricultural policies and programmes. Working knowledge of English. Possess computer/word processing skills.

Duration: 15 months.

Duty Station: Nairobi, Kenya (with regular trips to the project counties).

Farmer Field School Expert

Under the general supervision of the FAO Representative in Kenya and the Deputy FAO Representative in Kenya, the direct supervision of the TA-KSIVAP Team leader and in close collaboration with the Head of Sector, Livestock, the Farmer Field School Specialist will perform the following duties:

- support field assessments to determine approach to field schools;
- harmonize procedures and quality of implementation for field schools;
- develop a strategy, curriculum and practical framework for field schools implementation and coordinate Field Schools (FS) activities amongst implementers;
- formulate and develop FS training materials and support training of facilitators among government staff and other partners on Field Schools;
- give recommendations for the selection of Master Trainers (MTs) and organize training of the same;
- formulate, collate and distribute information relevant to Field Schools to partners and other interested parties;
- carry out M&E missions for FS as required.

Irrigation Expert

Under the general supervision of the FAO Representative in Kenya and the Deputy FAO Representative in Kenya, the direct supervision of the TA-KSIVAP Team leader and in close collaboration with the Head of Sector, Crops, the Irrigation Officer will perform the following duties:

work closely with the KSIVAP Irrigation Engineers and make necessary arrangements for the successful project implementation in a timely manner particularly in design and construction works in accordance to the best enpsonst..0243i4()-359(to)-361(the)-357(a)4(nd se)

Operations Assistant - TA-KSIVAP

Under general supervision of the Head of the Project Management Unit (PMU), the direct supervision of the TA-KSIVAP National Team Leader and in full collaboration with all relevant FAO staff, the staff member will:

Key responsibilities:

ensuring the timely delivery of all project related operational inputs;
maintaining excel records of planned project expenditure and commitments.

Key activities:

immediately after project operationalization, plan with the National Team Leader the services to be provided under MS 507 and MS 502, taking account of timing, linkages and consider the appropriateness of each manual section;
support the project Team Leader to develop procurement requests, track all procurement requests and follow up where necessary in order to ensure timely delivery to the field;
maintain a register of all assets procured by the project and ensure proper hand over of assets. Provide this information to Cooperate Services Unit (CSU) for entry into the official FAO assets register;
insert all project commitments into excel allotment forms and appraise the project team leader and sector heads on delivery on a monthly basis;
maintain an up to date register of all project contracts and LoAs;
review the adequacy of the Financial Reports submitted from service providers and (in collaboration with the PMU and CSU) request additional information where appropriate;
submit financial and narrative reports (from service providers) to CSU for payment once cleared by the team leader and sector head;
perform other related duties upon instructions from the team leader or sector head.

Qualification:

Secondary school graduate, preferably with a university degree in Business Administration or a related field. Two years of progressively responsible experience in operational support to projects. Ability to work quickly and accurately and to maintain good working relationships. Ability to effectively use standard office software, such as MS Office (Windows, Word, Outlook, Excel, Exchange, Access). Working knowledge of English,

Duration: 18 months.

Duty Station: Nairobi, Kenya.

Administrative Support Staff

Under the direct supervision of the TA-KSIVAP Team Leader and in close collaboration with the Assistant FAO Representative (Administration) and the FAO administration's personnel, the Administrative Assistant will provide administrative support functions to facilitate the implementation of project activities.

Specific Tasks:

provide day-to-day administrative support to project staff, including personnel matters, attendance and travel arrangements and equipment;

retrieve, enter, select and analyse data from a wide variety of sources;

prepare routine correspondence of administrative nature; draft correspondence to verify data, answer queries, and obtain additional information on transactions and financial matters, as required;

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Capacity Assessment Team

A Capacity Assessment Team (CAT), comprising of six subject matter specialists, (Irrigation, Nutrition, Agribusiness and Market Development, Crops, FFS, M&E), will be responsible for fulfilling the ToRs of Capacity assessment. The CAT will be responsible for the overall design and conduct of the assessment in consultation with and under the technical and administrative management of the team leader KSIVAP.

Responsibilities:

- characterize and profile the KSIVAP public sector institutional units (PCU, County Coordination Units [CCU], County Government Staff);
- clarify and assess the scope of services provision related to project management and smallholder farmers such as M&E, irrigation agronomy, nutrition and food based approaches, agribusiness management and market linkages, agricultural value chains, extension services, etc.;
- identify opportunities to further improve effectiveness and efficiency in provision of smallholder support services;
- appraise specific capacity building needs for the programmed training topics;
- develop recommendations on the scope of capacity building support that might be provided by the Project through programmed training and other capacity building activities;
- identify and prioritize the training courses identified in the programmed training (five above), and for each training course identified:
 - provide a brief description of the curricula (may include, *inter alia*: training course layout and design, entry skill competency of target participants, learning approach to be used, overall behavioural objectives, possible evaluation tools; etc.);
 - prepare ToR for the conduct the training course;
 - identify local training service providers capable of providing the training course;
- consolidate the identified Public Sector Partner programmed training courses into a Project Training Plan (PTP) taking into account wherever possible other non-state actors to encourage training synergies and more importantly facilitates partnership formation, through mixed training groups;
- report on recommendations on what the project might do as concerns capacity building priorities to strengthen effectiveness and efficiency; services provision capacity; and indicative targets for programmed training – numbers, locations, and topics.

Duration: Twelve months.

Duty station: Nairobi, Kenya (with travel to target counties).

			activities		
Output 1					
KSIVAP's PCU and CCU Unit members' knowledge and skills to successfully oversee and coordinate the implementation of KSIVAP enhanced	Number of capacity gap assessments conducted at national and county levels	0			
	Number of PCU and CCU members trained on managerial skills	0			
	Number of supervisory and technical backstopping missions to monitor compliance to KSIVAP organizational requirements				

Output 3
Support to the KSIVAP

Work Plan

	2016	2017	2018	2019	2020	2021
Output						

Project Budget

	Output title	
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