Terms of Reference

for the position of Key Expert on Cybersecurity - Kenya

Project title: Strengthening Kenya's Cybersecurity resilience

1. Projects description

The overall objective of the project is to support Kenya to strengthen the resilience of the cybersecurity ecosystem of Kenya to ensure that citizens enjoy an open, free, secure, gender responsive and peaceful cyberspace. This will enhance Kenya's overall defense mechanisms against cyber threats thus help mitigate the risks of cyberattacks targeting public and private sector entities and increase users trust.

The specific objectives of the project are:

- The national cybersecurity regulatory and legal frameworks are improved
- The cybersecurity incidents management capacities are strengthened
- Users cybersecurity culture and capacities are increased

To reach the objective, the project is expected to achieve 3 interlinked Outcomes:

1. Adoption and implementation of a coherent, holistic, gender responsive, strategic and actionable national approach to cyber resilience is facilitated;
2. National operational capacities to adequately prevent, respond to, and recover from cyber-attacks and/or accidental failures are improved;
3. Trust of users, organisations and companies in the use of the cyberspace is enhanced (from a human rights and gender perspectives).

The project started in March 2025, with an inception phase to get an overview of the situation of the country, to identify the needs and to propose the adapted activities.

The core project team is composed of the following:

1. Project Manager
2. Expert in Cybersecurity
3. Logistic, financial and administrative Assistant

Short term experts will contribute to the project on a punctual basis, depending on needs expressed by the project partner and activities to be implemented.

2. Job description

a. General objective of the mission

The expert will be part of a technical assistance team in charge of the implementation of the project.

b. Description of the task to be assigned

Proposition of intervention strategy

Under the supervision of the Project Manager, the expert will:

- Elaboration/Proposition of a project strategy;
- Develop the project logical framework;
- Ensure that indicators of performance set in the logical framework are monitored and updated;
- Propose the formulation of the work plan and ensure that the work plan developed is consistent with the project strategy;
- Design and develop activities under the technical perspective and ensure their quality
- Provide technical assistance, training and capacity building activity
- Network with relevant stakeholders in the country and maintain a closed working relationship with local administrations.

Participation of the project implementation

- Build up a database of short term experts and contacts in the region;
- Preparation of annual narrative reports and provide final inputs for submission to the Project Manager;
- Ensure that the Project Manager is informed on any critical issue that may jeopardize the project.

Technical coordination and support to the implementation of activities to ensure the global coherence of the project

- Draft the concept note of the activities
- Technical implementation of the different project outputs defining the activities to be done and the results to achieve
- Draft the Terms of Reference related to short term expertise needs, according to the timeline set in the planning of activities table and assist the Project Manager for their recruitment
- Ensure the good coordination between the short term experts and the quality of their deliverables
- Draft, in collaboration with other experts, mission reports, the annual progress report and the final report.
- Participate in closing event, steering and technical committees.

Any other task requested by Expertise France

c. Table of deliverables

Periodic deliverables	
Deliverables	Delivery frenquency
Monthly report + timesheet	End of each month + 7 days
Minutes of strategic meetings with stakeholders, technical and steering committees meetings	End of meeting + 7 days
Mission report	End of mission + 7 days
Develop annual detailed work plan	T0 + 4 weeks
Mapping of partners working on the theme/area	T0 + 4 months
Updated schedule of activities	Every 3 months
Contribution to narrative reports for donor	T0 + 12 months x 1
Preparation and participation to CyberKenya weekly meetings	Each week
Preparation and participation to technical committees	TBC

Preparation and participation to steering committees	Once a year
Final deliverable	
Contribution to donor's final report	End of project + 1 month

T0 = date of notification of this contract

Additional deliverables may be requested and will be specified in the order forms issued according to the specific needs of the project.

Validation of the deliverables presented by the designated expert will depend on their compliance with the requirements of the European Union and Expertise France.

d. Place, Duration and details of contract delivery

Position based in Nairobi, full-time.

Type of contract: Fixed-term contract of employment with Expertise France or via a wage porting company

Period of the assignment: October 2025 for 29 months

Duration of the mission: One (1) year, renewable if performance is deemed satisfactory.

Place of performance: Nairobi, with field missions in Europe and in Africa depending on the project's needs

e. Required profile

Professional experience (50/100):

- 8 years of Experience in cyber security (cyber security and anti-cybercrime according International and European conventions, directives and regulations), with broad political and intercultural competencies in international project implementation context;
- 5 years of Experience in cybersecurity research, practice or training;
- 5 years of Experience in cybersecurity information management and sharing and information technologies;
- 5 years of Experience in working with CERT/CSIRT[1];
- 2 years of Experience in developing regulatory and public policies and implementing information security policies;
- Experience in assessment of national legislation and regulation and comparison with best practices and international rules in order to enhance it;
- Experience in enhancement of capacity building and administrative reforms in Africa would be an asset;
- Experience in technical project management with planning, implementation processes which require coordination with stakeholders and logistics.

Ability to work in a public international environment (35/100):

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[1] Computer Emergency Response Team or Computer Incident Response Team

- Good understanding of the European Commission and EU policy;
- Demonstrated ability to exchange with all institutional levels/ high-ranking dialogue partners;
- Working experience in/with the partner countries (Kenya) would be an advantage;
- Fluent in spoken and written in English, strong reporting skills in the language;
- Knowledge of French would be an asset;
- Excellent communication skills, sense of diplomacy.

Good command of the organization of international activities (15/100):

- Capacity to organise successful activities in the framework of international cooperation projects;
- Computer proficiency including perfect command of office software;
- Organizational skills and thoroughness.

Additional specific requirements:

- Ability to work in a multicultural team;
- Experience in EU funded projects is mandatory;
- Capacity to work under pressure;
- Good knowledge of Kenya is a plus.

Please send your CV and cover letter in English, under the reference « Expert Cybersecurity-Kenya » before 31.08.2025 through GEX platform.

NB: Candidates interested in this opportunity are invited to submit their application as soon as possible, with Expertise France reserving the possibility of pre-screening before that date.