

Terms of Reference

for the position of Administrative, financial and logistics Projects Assistant

1. Projects background and description

1.1. Strengthening Kenya's Cybersecurity resilience (KCR project)

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:

1. The national cybersecurity regulatory and legal frameworks are improved
2. The cybersecurity incidents management capacities are strengthened
3. Users cybersecurity culture and capacities are increased

The project funded by the European Union for a budget of 3M€ starts in March 2025 for a duration of 36 months.

The project team is composed of the following:

1. Project Manager
2. Key Expert in Cybersecurity
3. Project 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.

1.2. FEXTE Connectivity and digital transformation

In response to the Ministry of Information Communications and the Digital Economy's (MICDE) technical financial request for €80 million in funding, the AFD group (AFD, Proparco and Expertise France) conducted a mission to Kenya in January 2024. The needs during the mission, necessitated the design of a project, which constitutes a transposition of the 2022 – 2032 Digital Masterplan. The AFD group has been supporting MICDE through feasibility studies and technical assistance. The project combines the following components:

- **Component 1:** The extension of the country's aerial fiber optic network (OPGW/ADSS) owned by the MICDE and operated by electrical operators for the connectivity of public institutions;
- **Component 2:** Cross-cutting support for the development of the e-government strategy (digitization of public documents, delivery of sectoral digital public services, and data management);
- **Component 3:** The deployment of the network of digital hubs to deliver essential public services to citizens and businesses, train in digital skills and develop entrepreneurship.

The estimated funding need by the sectoral ministry is between 80 million and 100 million euros for the project's completion. Following the mission and numerous technical workshops, a two-phase proposal was identified. The AFD group proposed to structure a short-term service offer as phase 1, referred to as FEXTE comprising studies and technical assistance on e-governance. Expertise France is responsible

for the implementation of the e-governance technical assistance project under Component 2 of this service offer, with a total budget of €0.6 million and a duration of 23 months.

The project team is composed of the following:

1. Project Manager based in Kenya
2. Project Officer based in Paris
3. Project Assistant based in Paris
4. 20% Project Assistant based in Kenya
5. Short-term experts mobilized as required to support specific project needs.

2. Tasks description

The objective of the mission is to facilitate on a daily basis the adequate implementation of the two projects on all aspects related to financial, logistical and administrative management.

The Financial, administrative and logistics Projects Assistant's will be working on both projects. The main manager will be the KCR Project Manager.

The approximatively repartition of the workload will be:

- KCR project – 70%
- FEXTE project – 30%.

Under the responsibility of the Project Managers, the Project Assistant will be responsible for the following tasks:

2.1. Administrative management:

- Supporting the collection, verification, and archiving of supporting documents related to logistics activities, payments, contracts, and other administrative processes.
- Managing the project's administrative and secretarial tasks by supporting the team in the coordination and follow-up of missions undertaken by the team and experts.
- Following up on the administrative aspects related to experts and partners participating in project activities (timesheets, per diems, attendance sheets, etc.).
- Preparing and following up on the procedure for VAT exemption applications with the Kenyan authorities and service providers, in liaison with the Project Managers.
- Ensure day-to-day administrative support, including management of emails and correspondences, preparation of meeting documents, updating dashboards, drafting of meeting minutes, document formatting etc.
- Draft project and administrative documents, including concept notes, tender documents, invitation letters, and other official correspondence, in English
- Liaise with Kenya national authorities on administrative matters, including registration, tax exemptions, visas, and related procedures

2.2. Logistics management:

- Ensure the overall logistical organization of business travel for experts, partners, and colleagues from HQ in collaboration with the travel provider, including:
 - Booking of plane / train tickets & car rental;
 - Booking of meeting rooms, hotels & airport-hotel transfers in an international context;
 - Review and verification of itineraries received and cost optimization;

- Prepare and follow the safety authorizations to the Safety Department of Expertise France;
- Management of the administrative part of visas and all administrative formalities prior to relocations;
- Manage the advance per diem request, if necessary.
- Conduct market analysis of hotels and other service providers (e.g., printing companies) to support small-scale procurement processes;
- Provide or support the logistical organization of events (e.g. steering committee meetings, seminars, missions, training sessions, regional events, etc.), including coordination of services, catering, invitations, and related arrangements;
- Ensure follow-up and monitoring of office supplies and stock levels, and maintain an inventory of furniture, office equipment, and consumables;
- Support the staff on any other task necessary for the smooth running of the project.

2.3. Financial management:

- Ensure the payment of suppliers: verification of invoice and supporting documents, follow up with the accounting department of Expertise France, archiving the supporting documents, etc.
- Supporting the financial monitoring of the projects and preparing financial monitoring documents;
- Supervision of the cash flow and per diem distribution;
- Follow up on Expertise France procurement process and eligibility of cost for audit purpose
- Participation in the monitoring of periodic inventories;
- Preparation of the commitment files and verification of budget availability for local purchases;
- Support the management and monitoring of local bank account expenses (bank reconciliation, filing of documents, posting and entry of accounts, table of expenses, etc.)
- Support the preparation of the quarterly, semi-annual and annual statement of expenditure, including supporting documents.
- Organizing and archiving of all accounting documents and preparation of supporting documents for project audits and financial closures.

The task list is not exhaustive and may evolve according to the needs of the project.

3. Place, duration and details of contract delivery

Type of contract: Service contract via a wage porting company

Period of the assignment: ASAP

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

Fees: According to profile

Place of performance: Nairobi, exact location to be defined

4. Required profile

Education

- A four-year university degree or the equivalent in a relevant field (such as Administrative Services Management, Business Administration & Information System, Accounting, logistics, etc.)

Professional experience

- At least 4 years of successful professional experience in logistics, administrative and finance (accounts receivable, accounts payable, general ledger maintenance, etc.) management on development projects;
- Proven track record of involvement in minimum 3 assignment related to the position;
- Previous experiences in international cooperation projects funded by European Union, AFD or other donors.

Skills and qualities required

- Proficiency in use of spreadsheets, word processing and computerized accounting systems;
- Be methodical, organized and responsive;
- Have a high sense of responsibility, be proactive and autonomous;
- Ability to organize effectively, work under pressure with attention to detail, precision and accuracy.

Language skills

- The working language of the project is English, excellent report writing skills in English is an absolute requirement;
- Knowledge of French is a plus; some Expertise France software applications are in French.

Please send your CV (maximum 2 pages) and cover letter in English, as well as three references and their contacts, under the reference « Administrative, Logistics and Financial Project Assistant ».

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.