



TERMS OF REFERENCE FOR COMMUNITY ENGAGEMENT OFFICER – DRIVE PROJECT

A. BACKGROUND

ZEP-RE (PTA Reinsurance Company) was created under the auspices of the Preferential Trade Area (the precursor to COMESA). The Company was mandated to promote insurance and reinsurance trade through the creation of capacity, training of the region's insurance personnel, provision of technical services and the re-investment of premium funds within the region. When PTA became COMESA, ZEP-RE was recognized as one of its institutions under Article 174. ZEP-RE is the French acronym for PTA Reinsurance Company which translates to “*Compagnie de Réassurance de la Zone d’Echanges Préférentiels*”, established in 1990 in Mbabane through an Agreement of Heads of State. The Company started operations in January 1993, with its headquarters in Nairobi, Kenya.

With this mandate to increase insurance and reinsurance trade, ZEP-RE has focused efforts on supporting the largest sector in the region, Agriculture. Through various initiatives in the sector, ZEP-RE is engaged as an implementing partner for the regional DRIVE project in the Horn of Africa.

De-Risking, Inclusion and Value Enhancement of pastoral economies in the Horn of Africa Project (DRIVE), a regional project currently being implemented in four countries, Djibouti, Ethiopia, Kenya, and Somalia, with the potential to scale to other regions. The Project is supported by the World Bank.

Pastoralists represent between 33 and 65 percent of the population in the Horn of Africa (HoA). Overreliance on rain-fed agricultural activities make them particularly vulnerable to climate shocks, including droughts, and they are one of the poorest communities in the region. Pastoralists tend to keep large herds as protection against anticipated drought shocks. Yet when drought hits, the animals die, lose value, or are sold at rock-bottom prices to fund immediate needs. Emergency response can be subject to leakages or arrives too late after the animals have perished. Furthermore, pastoralists are currently at the bottom of the livestock value chains and are not providing livestock of the required quality and quantity to livestock processors/exporters.

The Project Development Objectives (PDO) are to enhance pastoralists' access to financial services for drought risk mitigation, include them in the value chains, and facilitate the livestock trade in the Horn of Africa.

B. OBJECTIVE OF THE ROLE

The main goal of this assignment is to provide support for the establishment of an efficient and sustainable DRIVE project pastoralist engagement model. The consultant will also be required to work on other assignments as deemed relevant to the Project.

Duties and Responsibilities

The role will report to the Country Relationship Manager – Kenya; and the DRIVE Lead and specific tasks will include:

- a) Working closely with ZEP-RE DRIVE Country Relationship Managers, Training Manager, with close coordination with State Departments – Project implementation Unit (PIU) and in liaison with designated DRIVE desk officer and other County officials to map and develop partnership with the county-based aggregators. The county-based aggregators will be those with large number of productive pastoral groups (this includes Saccos, MFIs, NGOs, large livestock value chain actors like input suppliers or feed lots among others) based on the DRIVE operating model.
- b) Supporting the identification, and onboarding of large productive pastoral groups from the selected aggregators to participate in the DRIVE program as per the DRIVE operating model.
- c) Supporting the identified groups to identify Community Mobilisers from the productive pastoral groups to participate in the DRIVE program.
- d) Support the enhancement of Community Mobilisers performance through participation in organizing the Community Mobiliser trainings, and support of Community Mobilisers to discharge their duties after trainings.
- e) Support DRIVE project Communication agenda by participating in active impact stories writing and strategic communication of DRIVE program.
- f) Support addressing of pastoralists grievances as will be assigned from time to time
- g) Work closely with the project implementation unit to ensure the work schedules are harmonized and support the representation of ZEP-RE in the project committee meetings ensuring monthly reporting on country engagements as per project governance structure to include indicators achieved, regulatory and operational issues by areas covered
- h) Assist the CRM for the overall financial management of the Project and expenditures and ensuring that internal controls are operationalized.
- i) Ensure all financial transactions are accurately approved and adequately supported according to the Financial Management Manual and for project purposes in accordance with relevant finance directives.
- j) Ensure that financial supporting documents are completed and maintained.
- k) The support is primarily for Kenya with possible support to all the DRIVE countries as required and attend to any other duties that may be assigned.

C. SPECIFIC OUTPUTS EXPECTED FROM THE ROLE

Expected outputs include, but are not limited to:

- a) New aggregators sign MOUs (minimum of 5 aggregators per county)
- b) Large productive pastoral groups signed in (50 large groups per county)
- c) Community Mobilizers trained and successfully engaged (100 Community mobilizers per county)
- d) Strategic communication (at least 4 newsworthy stories)
- e) Grievance report
- f) Others according to the assignment.

D. QUALIFICATIONS AND EXPERIENCE

Selection Criteria

Candidates should meet the following qualifications:

- a) A Degree from a recognized university in a relevant field, such as development studies, finance related, sales related, public relations or a related discipline.
- b) High integrity, passion for problem solving, innovative and can handle challenges.

- c) Ability to handle sensitive and complex relationships with diverse stakeholders in public and private sectors.
- d) Good communication and interpersonal skills in a team-oriented environment
- e) Ability to write well and engage in strategic communication.
- f) Ability to work under pressure to meet deadlines.
- g) Proficiency in Microsoft Office with strong emphasis on Microsoft Excel.

E. ASSIGNMENT MANAGEMENT, REPORTING REQUIREMENTS AND PAYMENT

The role will closely coordinate with the DRIVE Kenya Country Relationship Manager, the DRIVE Lead and other DRIVE partners as will be required.

The role shall be based in Nairobi with frequent travel to field within the DRIVE countries.

The duration of the role will be a maximum of 12 months from the start date of the assignment and may be extended for the duration of implementation of the Project, based on the need for the role, the work evaluation and subject to the satisfactory performance of the role.

F. DATA, LOCAL SERVICES, PERSONNEL, AND FACILITIES TO BE PROVIDED

Office space and office equipment, transport cost support and field accommodation outside the duty station as required to discharge their duties will be provided.

Candidates who meet the above requirements should submit applications to the HR & Admin Manager by **e-mail** attaching a detailed CV, scanned copies of academic & professional qualifications, and three referees by Friday 19th April 2024 to: recruitment@zep-re.com