



MSEA
MICRO AND SMALL ENTERPRISES
AUTHORITY

EXPRESSIONS OF INTEREST FOR RECRUITMENT OF INDIVIDUAL CONSULTANT

The Kenya Jobs and Economic Transformation (KJET) Project is a World Bank funded project whose objective is to increase private sector investments, access to markets and sustainable finance to create and improve jobs. The project targets to create and improve productivity of select MSME clusters based on priority value chains envisioned under the Bottom-up Economic Transformation Agenda (BETA).

The Micro and Small Enterprises Authority is seeking to recruit an eligible individual Consultant who will be part of the Project Implementation Team (PIT) responsible for implementing Component 2 KJET project. Interested individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

S/NO	INDIVIDUAL CONSULTANT	NO OF POSTS	REF NO.
1.	Technical lead	1	KE-MSEA-472830-CS-INDV

Further information can be obtained through kjetproc@msea.go.ke or at the address below during office hours 0900 to 1700 hours.

Complete Expressions of interest in plain sealed envelope clearly marked with reference number together with detailed curriculum Vitae, academic and professional certificates must be deposited in the tender box located on the mezzanine floor, Utalii House, along Utalii Lane to the address below by **Monday 17th April, 2026** at 1100 hours addressed to:

Chief Executive Officer

Micro and Small Enterprises Authority

Utalii House, Mezzanine Floor

P.O. Box 48823-00100,

Nairobi, Kenya



THE MICRO AND SMALL ENTERPRISES AUTHORITY

KENYA JOBS AND ECONOMIC TRANSFORMATION PROJECT (KJET)

ENHANCING MSME CLUSTER COMPETITIVENESS TECHNICAL SUPPORT

TERMS OF REFERENCE

KE-MSEA-472830-CS-INDV

RECRUITMENT OF A TECHNICAL LEAD – INDIVIDUAL CONSULTANT

MARCH 2026

1. INTRODUCTION

The Government's Bottom-up Economic Transformation Agenda has placed significant focus on the MSME sector by prioritizing financial inclusion for MSMEs, value chain approach to MSME products as well as sustainable job creation through the sector. In this endeavor, the Government is channeling its efforts to addressing the challenges related to low levels of firm growth, weak productivity, and eroding competitiveness in Kenya reflect various market failures, notably regulatory barriers to entry and growth and diversification of productive firms, lack of market access, and low firm capabilities.

The Kenya Jobs and Economic Transformation (KJET) Project is a World Bank funded project that aims to complement and strengthen these efforts via a whole-of-government approach to coordinate efforts across the multiple government bodies that collaborate to drive the private sector and MSME cluster agenda in Kenya.

KJET interventions are also leveraging the World Bank's diagnostics and analytics in areas of competitive clusters and jobs and economic transformation in addition to the Government of Kenya relevant key policy documents. These interventions are designed to meet the project's development objective by enhancing the market access and productivity of MSMEs as intermediate outcomes.

MSEA's Project Implementation Team (PIT) will be responsible for implementation of Component 2 of the KJET Project on Enhancing MSME Cluster Competitiveness. This component will target market failures that constrain linkages between MSMEs and downstream buyers and MSME firm capabilities. It will support capacity-building on MSME-centric cluster development as well as business development services and co-investment in machinery and equipment for organized local clusters of MSMEs. These activities will enhance the market access, linkages, and capabilities of MSMEs, in turn contributing to higher revenue, productivity, and job generation.

These Terms of Reference are for the recruitment of a Technical Lead for the Enhancing MSME Cluster Competitiveness Technical Support Team.

2. OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to provide for the day-to-day management of the activities of the MSEA component 2 on building the capacities of MSME Clusters. He/she provides both the administrative and technical support including overall supervision of the technical team under the Authority.

3. SCOPE OF WORK

Specifically, his/her responsibilities will be to:

- a) Oversee the day-to-day management of the MSEA component 2 project activities;
- b) Supervise technical and support staff within the PIT;
- c) Coordination of Component 2 project staff training and development activities;
- d) Review Component 2 project reports and ensure compliance with The World Bank and Government reporting requirements;
- e) Report on all Component 2 activities to the MSEA CEO, MSEA Board, PIU and The World Bank;
- f) Review and consolidate annual work plans and budgets and forward to the CEO;
- g) Ensure that project management and operational guidelines are adhered to;
- h) Review and update all operational tools and inputs in line with the operational manual and provides support in the preparation and updating of annual work plans;
- i) Oversee preparation of regular progress reports;
- j) Perform any other function as may be directed by the CEO.

4. DELIVERABLES

- The Technical Lead is expected to perform the above-mentioned tasks on an ongoing basis during the term of his/her assignment, to the satisfaction of the CEO and within the guidelines set out herein.

5. PROFILE OF THE TECHNICAL LEAD

Qualifications, Skills and Experience:

- Bachelor's degree in Project Management, Business Administration, Economics, Entrepreneurship, Development Studies, Agribusiness, or a related field from a recognized institution. A Master's degree in a relevant field will be an added advantage.
- Relevant professional qualifications or certifications in project management, monitoring and evaluation, or business development will be an added advantage.
- At least five (5) years of relevant experience in managing large-scale development projects, enterprise development programmes, value chain interventions, or entrepreneurship support initiatives.
- Demonstrated experience in the technical and operational management of projects or programme components, including planning, implementation, coordination, supervision, and reporting.
- Proven experience in the management of World Bank-funded projects/programmes or other donor-funded initiatives, with a good understanding of compliance, reporting, fiduciary, and results-based implementation requirements.
- Demonstrated experience in stakeholder engagement and coordination, particularly with government institutions, county governments, private sector actors, development partners, MSMEs, financial institutions, and business membership organizations.
- Strong experience in MSME development, entrepreneurship promotion, business development services, value chain development, or market linkage programmes.
- Demonstrated ability to develop and implement strategies that enhance programme visibility, resource mobilization, partnerships, and institutional positioning for sustainable impact.
- Proven experience in proposal writing, concept development, and preparation of technical reports for local and international partners or donors.
- Demonstrated experience in leading teams, managing processes, and delivering quality outputs within tight timelines and under minimal supervision.
- Strong analytical, coordination, report-writing, and computer application skills, including proficiency in standard office and project management tools.
- Excellent communication, interpersonal, leadership, and problem-solving skills, with the ability to work effectively in multidisciplinary teams and complex stakeholder environments.
- Ability to manage multiple priorities while maintaining high standards of performance and accountability.

6. REPORTING MECHANISM

The Technical Lead enters into a contract with the Micro and Small Enterprises Authority (MSEA) and report to the CEO.

7. DURATION OF CONTRACT

The Contract is for an initial period of 2 (two)-years, with possibility for extension for additional year(s) based on performance and requirement.

8. INDICATIVE PAYMENT TERMS

This is a monthly-based contract where the Technical Lead shall be paid an agreed gross consolidated monthly pay rate.