

Milka Kiptoo

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milkakiptoo@gmail.com

Grants and Contracts Professional

- Top performing and performance-driven Grants and Contracts Professional with wide experience in implementing and coordinating donor funded programs.
 - Extensive experience in grants and financial management, award, risk profiling, contract designing, budgeting and work planning, mentorship and close out of sub awards.
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AREAS OF EXPERTISE

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| ☑ Grants Management | ☑ Financial Management |
| ☑ Capacity Building | ☑ Non Profits |
| ☑ Administration | ☑ Financial Reporting |
| ☑ Procurement planning & execution | ☑ Organizational Development and systems strengthening |
| ☑ USAID rules and regulations | ☑ Budgeting and fundraising |
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Education & Professional Qualifications:

- Currently studying for MA in project planning and management, University of Nairobi
 - Under graduate degree (Bachelor of Arts – Economics Major), Upper Second class honors, University of Nairobi, 1997 – 2001
 - Essentials of Grants Management Training, KCA University, 2011
 - InsideNGO training on USAID rules and regulations, Procurement planning and execution, Sub award management
 - Certified Public Accountancy CPA (III sec 5), Strathmore University, 1997-1999
 - 'O' Level, Kathiani High School, 1992-1995
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PROFESSIONAL EXPERIENCE

Jhpiego Corporation

Jhpiego Corporation is the lead partner for the USAID funded program APHIAplus KAMILI (Zone 4). The program works with Local Implementing Partners in OVC and HBC care while addressing the social determinants in HIV programming. The implementing partners are given grants on which they report and account for. I am currently handling an annual portfolio of about US\$ 2 Million

Grants Manager

April 2015 to date

- Work with the Project Director, Technical Advisors and the Finance and Admin Director to select grantees for award. This will include establishing selection criteria for sub-grantees and conducting pre-award assessments to determine the responsibility of prospective grantees and providing feedback to all the applicants.
- Make determinations of risk profiles of prospective grantees and recommend appropriate approaches to mitigate the risks identified, including the development of special award conditions.
- In addition to pre-award assessments, responsible for the following pre-award tasks:
 - a) Ensure sub-grantee meets selection criteria
 - b) Budget analysis and negotiations
 - c) Complete submission of award documents for approval by Contracts, Finance & Administration Director, Project Director and or Country Director.

- d) Provide technical assistance to staff and grantees on administrative policies and procedures for grants management. Technical assistance on the following topics provided in conjunction with the Finance and Admin Director:
- ✓ Grants management policies and procedures
 - ✓ Policies and procedures for procurement under sub-grants
 - ✓ Interpretation of donor regulations
 - ✓ Preparation of solicitations (RFA, RFPs)
 - ✓ Modifications
 - ✓ Grantee monitoring
- Coordinate the monthly reporting process when each grantee project submits requests for reimbursements, and reports financial status, monitoring and evaluation data and narrative progress reports.
 - Monitor Implementing Partners expenditure against budgets and provided recommendations for budget alignments
 - Work with the Procurement Manager to obtain prior approvals and waivers from clients required for administration of specific grants.
 - Conduct site visits to selected grantee organizations to directly observe project implementation, provide project management support, and USAID donor visits
 - Compile and report information as required.
 - Ensure regular audits are conducted on Local Implementing Partners and follow up on resolution of findings with organization staff.
 - Organize and maintain all project documents and files related to grant processes and individual grantee activities.
 - Maintain and update specific project and related correspondence files, tracking and status sheets, and databases for the Implementing Partners
 - Collect and maintain complete documentation of submission/transmittal of reports that are specific to grants under prime awards.
 - a) Inventory of property in grantees' custody
 - b) VAT reports of grantees
 - c) Audit reports of grantees
 - d) Other deliverables (programmatic and financial) of grantees
 - Conduct investigations to resolve contractual issues/problems/disputes arising from grants and made recommendations to the Project Director and/or Finance and Admin Director for resolution.

Grants Officer - Jhpiego Corporation

July 2011 –April 2015

- Assisted with identification of sub grantees, pre funding capacity assessments, review of all sub grantee proposal budgets and agreements to ensure compliance with donor and organizational requirements,
- mentoring sub grantees and providing technical advice and capacity development to plan, implement, monitor and report on grants awarded, following up training to build their skills,

- Continuously reviews the accounting procedures, internal controls and financial reports of each organization,
- performing of risk assessments and establishing risk mitigation plans,
- Following up on resolutions of findings from audits, on site visits and desk reviews with Implementing partner's staff and
- Ensuring timely submission of sub grantees financial reports/invoices.

Selected Achievements

- Led process of solicitation, identification, recruitment and eventual award of sub grantees by USAID from 2011 to date
 - Organizations well managed with no serious compliance issues noted either by external or internal audits
 - Development of grants tools and grants management manual to aid in grants management for the Kenya Country Office
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African Medical and Research Foundation (AMREF) is an independent non-profit, non-governmental organization (NGO) founded in 1957. AMREF's vision is Better Health for the People of Africa. *Maanisha* which is the program I was seconded to aimed at empowering individual communities and vulnerable groups to prevent HIV and AIDS and provide quality care to People Living with HIV and AIDS (PLHIV) through grants and capacity building

Grants Officer-*Maanisha* Programme Aug 2008 to July 2011

- Worked with Grants Manager and field Project Implementation Team to ensure sufficient grant demand was created and sustained, reviewed proposals/grant applications to assess compliance with relevant guidelines and carried out technical reviews. Prepared contracts for the CSOs (Civil Society Organizations) in the region and followed up on compliance, reviewed and finalized budgets with the CSOs after technical approvals for the region, provided feedback to all the applicants and handled correspondences and matters in regard to grant application.
- Provided frequent/regular updates on the grant scheme including a list of applicants who met basic criteria, rejected and fund status to Grants Manager that aided in decision making. Facilitated the preparation and follow up on timely release of the grant funds for the approved grants including quarterly disbursements. Participated in assessing financial management capacities of the potential grantees and followed up on training to build their skills. Provided technical advice and capacity development to CSOs to plan, implement, monitor and report on grants awarded, tracked progress of individual grantees in collaboration with Grants Manager and field PIT members through frequent audit site visits and compiled grants supervision reports.

Selected Achievements

- Western Region acknowledged for the best performing region in grants management
 - Successfully documented ET. Al one best practice that was presented at ICASA conference and presented an abstract during the annual AMREF ATM meeting.
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World Vision is a Christian humanitarian organization dedicated to working with children, families, and their communities worldwide to reach their full potential by tackling the causes of poverty and injustice

Program Accountant

World Vision Kenya

January 2004 to July 2008

- Monitored working advances to ensure that they were accounted for within set time frames and according to laid down procedures, prepared bi annual and annual donor reports, prepared monthly program financial reports for management feedback. Participated in Operational planning meetings, preparation and monitoring of projects and program annual budget work plans for donor funding to the tune of US\$ 900,000.

- Secretary to the program's central tender committee {CTC} at the field level , receipt of supplier invoice, verification and final payment as per approved guidelines, Custodianship of program assets, update of asset register, quarterly physical verification. Ensured maintenance of proper books of accounts and end year closing procedures. Provided leadership to support staffs in the field office

Selected Achievements

- Good ratings obtained on financial and operational audits for the projects
- Promotion of Local Community based Programmes and school PTAs from a zero level funding to support through other linkage's and World Vision Kenya office

Corn Products International is one of the world's leading ingredient solutions providers milling food and beverage sweeteners, starches and animal nutrition products.

Corn Products International (Kenya)

Accountant

2002 – Dec 2003

- Ensured maintenance of proper books of accounts for the plant, ensured safe custody of cash float and preparation of cash claims for reimbursement, Prepared supplier reconciliations, Prepared monthly financial and management reports, Monthly stock taking of raw materials, finished products and accounting for work in progress {process costing}

Selected Achievements

- Obtained necessary skills in the financial sector and working with communities

Research and publications

Milka K. Working with discordant couples: the approaches, achievements and challenges: the case of Men and Traditions against AIDS (MTAA) – Western Region (Recent abstract/poster – published for AMREF Annual Technical Meeting (ATM)-2009

Milka K. Expanding Voluntary Counseling and Testing (VCT) uptake among Youth through Engagement with Civil Society Organizations (CSOs) in Resource Limited Settings of Western Kenya

Milka K. Supporting Community Health financing & Sustainability through partnership with CSOs on agri-business & nutrition initiatives - AMREF *Maanisha* experiences

Interests:

Empowering communities, Reading books and magazines, travelling, listening to music

REFEREES

Please feel free to contact the under mentioned in regard to my competence, work ethic and performance.

Mr. Vincent Kutai, Health at Embassy of SWEDEN Programme Manager-WASH, P.O Box 30600 – 00100 Nairobi Cell phone 0720 – 345126/0736 514014 Email: vincentkutai@gmail.com	Mr. Samuel Njakai DAI Regional Grants Manager Cell phone 0722 634392 Email: snjakai@yahoo.com	Mr. Sam Wangila (PhD), Monitoring and Evaluation Specialist SNV Netherlands, Ngong Road off Ngong Lane P.O. Box 30776-00100 Nairobi, Kenya Mobile: 0714 313112 Skype: sam_wafula	Mr. Moses Chepkonga World Vision Kenya, Marich Pass senior IPA Manager, P.O Box 50816, Nairobi. Cell phone 0721 – 262914 Email: moses_chepkonga@wvk.org
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