

Project Coordinator (Kenya)

Short-term contract opportunity – November 2021

Transforming Procurement Systems in Kenya through enabling beneficial ownership data use

About Open Ownership

Open Ownership drives greater corporate transparency across the world by making it easy to publish and access high-quality, linked data about who owns companies. We focus on beneficial ownership transparency and are supporting nearly 40 countries across the world, helping them implement or improve their beneficial ownership registries and data.

Our multidisciplinary team works closely with technical and policy implementers, advising them on all aspects of beneficial ownership implementation. To support our donor-funded technical assistance programmes, we have developed a broad range of implementation tools and products, including the [Beneficial Ownership Data Standard](#) (BODS) and the [Open Ownership Principles for effective beneficial ownership disclosure](#) (OO Principles).

Purpose of the Contract

Open Ownership is delivering a short 9-month project in Kenya focused on providing bespoke beneficial ownership advice/technical guidance for the use of beneficial ownership data in public procurement. This project is taking place between October 2021 and June 2022.

To support the work in Kenya, we are seeking a short-term contractor, either an organisation or an independent consultant, to provide in-country project coordination support, which will include stakeholder

mapping, conducting desk research, and providing input into policy submissions. The contractor will also be expected to secure, arrange, and attend meetings with government, civil society, and other stakeholders, and provide logistical and administrative support for the planned activities and workshops.

The contractor will work closely with the Open Ownership team, who will be responsible for delivery of this project.

Scope of Work

Open Ownership aims to provide contextually driven technical support and guidance in implementing beneficial ownership transparency reforms. To meet this objective, the contractor will be required to deliver on the following:

Stakeholder mapping

Understanding the various stakeholders involved in beneficial ownership implementation as well as the users of beneficial ownership data, and their needs, is central to this. To support this objective, the contractor will be responsible for mapping relevant stakeholders in the public and private sector as well as civil society. The mapping should focus primarily on stakeholders in relation to beneficial ownership data for public procurement, but may also include stakeholders with a more general interest in beneficial ownership data across other sectors.

Policy research

The contractor is expected to collate any relevant laws, policies, and regulations relevant to the project as well as keeping abreast of any policy reform processes which may have an impact on the delivery of this project. Where required, the contractor may be requested to support in drafting policy submissions.

Logistical support

- Securing meetings and communicating with stakeholders across government, civil society, and the private sector as required for project delivery.
- Organising and providing administrative, logistical, and content support for the project events, workshops, training sessions, and other engagements.

Expected Deliverables

- Stakeholder mapping report: approximately 3-5 pages (including a table/spreadsheet of key actors)
- Secure, arrange, and keep a record of stakeholder meetings and engagements
- Collate relevant laws, policies, and regulations
- Desktop research and support in drafting policy recommendations
- Successful logistical planning, organisation, and administrative support of an online training on beneficial ownership in procurement (March 2022)
- Successful logistical planning, organisation, and administrative support for two-day in-person workshop in Nairobi (June 2022)

Contractor Profile

The contractor will need to demonstrate a reasonable level of knowledge of Kenya's laws and policies as they relate to public procurement and/or beneficial ownership and have experience in stakeholder engagement, project management, and events coordination.

As this position will require stakeholder engagement, meetings, and a workshop in Nairobi, we are seeking candidates and/or organisations who are based in Nairobi. We want to hear all voices, and particularly encourage individuals of diverse and marginalised communities to apply.

We welcome applications from contractors with:

- Exceptional communication skills in English, both written and verbal (other languages in addition are welcomed, in particular Kiswahili)
- The ability to self-organise and work autonomously in a remote organisation
- The ability to be highly organised and detail orientated
- A demonstrated history and experience with engaging with stakeholders relevant to this consultancy (a pre-existing network of local contacts is desired)
- Experience with project management and events coordination (both online and in-person events)
- Experience working to deliver or support government reform initiatives (desired)
- Experience working in the fields of corporate transparency, open data, public procurement, fiscal openness, or anti-corruption (desired)

Assignment Details

Open Ownership anticipates this opportunity involving an estimated 18-25 days of work between January and June 2022:

- A daily contractor rate of **USD 300-350** will be offered for this assignment, determined by the experience and expertise of the contractor.
- In addition, a budget will be provided for all eligible costs incurred by the contractor, such as, but not limited to: travel, accommodation, telephone, and data expenses upon prior agreement and approval by Open Ownership.

The total cost of the consultancy must not exceed **USD 7,800**, including daily fees and additional expenses incurred by the contractor.

Background

Beneficial ownership transparency is recognised as critical to Kenya's efforts to tackle corruption and reduce illicit financial flows. In high-risk sectors such as public procurement, beneficial ownership data can be used to identify red flags and conflicts of interest before the awarding of contracts. It is therefore an important preventative measure against fraud and corruption.

Open Ownership has now been commissioned by the British High Commission in Nairobi to work closely with the [Business Registration Service](#) (BRS) and the [Public](#)

[Procurement Regulatory Authority](#) (PPRA) to provide beneficial ownership advice and technical guidance. This project is due to run from October 2021 to June 2022.

Please note that the contracting party for this work will be Global Impact, the fiscal sponsor of Open Ownership. Global Impact is an American non-profit and the selected contractor will have to clear their due diligence process before the work can start.

Application Process

To apply, qualified contractors should send:

- A brief 2-page proposal on how you will successfully deliver on this contract, including a proposed itemised budget for the delivery of activities. In your proposal, please highlight your most relevant experience and skills for this contract, and indicate the location where you would be based during the assignment.
- A 2-page CV summarising relevant professional experience.

Please send the above to recruitment@openownership.org on or before the application deadline of the **10th December 2021**.