

## TERMS OF REFERENCE

### Senior Program Officer-cum-Officer in Charge, HoAI Secretariat

#### Support to Horn of Africa Initiative on Regional Integration and Economic Development

## 1. BACKGROUND

Seven Horn of Africa countries (Djibouti, Ethiopia, Kenya, Somalia, Sudan and South Sudan, with Eritrea currently inactive) are members of a country-led Horn of Africa Initiative (HoAI) on Regional Integration and Economic Development since 2019. They recognize that they are affected by a geopolitical and economic headwinds reducing concessional financing of Africa's Development.

These countries believe that, in line with Africa Union goals, faster regional integration buffers against the challenges, and promotes shared prosperity. They requested three development partners (DPs), the European Union, the African Development Bank, and the World Bank, to provide technical support and facilitate the regional dialogue among them to identify shared priorities and develop transformative regional projects to form the HoAI Priority Package adopted by their Finance Ministers in 2019. Since then, Germany, the UK and BADEA have voluntarily joined the partnership platform as Development Partners following a process highlighted in the Partnership Framework, adopted in 2022. Other DPs have shown interest in the Initiative by participating in Ministerial Meetings as observers. IGAD is a permanent observer of the Initiative. Other institutions such as Africa Borderlands Center, East African Power Pool etc are invited to join based on the technical relevance for the theme of the meetings.

The overall objective of the HoAI is to accelerate the development of the sub-region by fostering regional integration and cooperation. The HoAI Priority Package, covering critical investment and complementary policy actions, subscribe to the following four Pillars of HoAI:

1. **Improving regional infrastructure connectivity:** aimed at realising an Interconnected Horn by promoting transport, energy and digital sector connectivity.
2. **Promoting trade and economic integration,** to boost trade, growth, and jobs.
3. **Building resilience,** to improve the Region's capacity to withstand climatic and other shocks and to consolidate peace and security.
4. **Strengthening human capital development,** to boost skills and improve access to social services for the people of the Horn.

On 18 October 2019, HoA Ministers of Finance approved a Priority Package of project proposals worth USD 15.89 billion during their Meeting in the margins of the World Bank Annual Meetings in Washington DC. The Ministers also agreed on the need to build a coalition of financiers to support the the priority package for peace and prosperity in the HoA. Factoring for South Sudan, which joined the Initiative in 2022, the package envelope was increased to US\$18 billion. The current active portfolio stands at about US\$11 billion ([28th Ministerial Meeting DPs Portfolio Report](#)).

Aside from the mobilizing about two-third of the financing package under the Initiative, Ministers have endorsed various roadmaps and policy matrices to guide the Initiative. These are updated periodically. The roadmaps cover trade facilitation, borderlands and private sector engagement, as well as policy matrices in areas such and energy and digital. These are confirmed by Ministerial decisions, whose implementation needs to be monitored. All relevant documents pertaining to these are posted on the HoAI website (<https://hoainitiative.org>).

The initial annual rotation of chair among the Finance Ministers was revised in 2023 unanimously to a biennial rotation. Somalia currently chairs the Initiative with the next rotation scheduled in 2027.

The HoAI has periodic Ministerial Meetings, attended by Ministers of Finance, Executive Secretary IGAD and senior DP officials. Since inception, such meetings have been held on a quarterly basis. Recently, the Finance Ministers have resolved to meet thrice annually to allow more time for implementation review and reporting. By unanimous decision, two of these ministerial meetings co-chaired by the World Bank are held on the margins of semi-annual IMF-World Bank meetings, except when these are not in Washington DC. The other meetings (one or two per year) are typically held in a HoA or European capital, co-chaired by a DP.

At the technical level, each Minister of Finance has named a high-level official as Focal Point (FP) to oversee HoAI matters. DPs have similarly named a person responsible. These counterparts typically have other full-time responsibilities and contribute part time to the Initiative. HoA FPs are supported by a full time National Adviser who are African Development Bank consultants embedded in the respective Finance Ministries. In addition, there are technical meetings to drill deep into thematic priorities. Recognizing the need to accelerate policy actions and broaden ownership of decisions taken by HoAI, formal dialogue is now being extended to line Ministries and Ministers to promote a “whole of Government” approach. Furthermore, there is increased emphasis on systematic monitoring of Ministerial Decisions at country level, with the energy sector serving as a pilot.

The design of the HoAI calls for a Secretariat, with the assurance that sector technical expertise will be provided by DPs from their own resources or through outsourced experts. The participating countries requested support from the DPs to resource the HoAI secretariat and support with the coordination and the implementation of the HoAI and its Priority Package. A Secretariat was setup in February 2020 and has been operational ever since. Permanent offices have been setup at the Kenya Treasury since 2022. The Secretariat is being reorganized into four positions managed by a recipient-executed trust fund with IUCEA overseen by the World Bank:

- a) A Senior Program Officer – cum – Officer-In-Charge.
- b) A Senior Operations Officer – Results and Communications
- c) An Operations Officer.
- d) An Administrative Assistant to the Chair, currently based in Mogadishu.

A team of National Advisers funded by AfDB and seconded to the Ministries of Finance in capitals of Djibouti, Ethiopia, Somalia, South Sudan and Kenya assist the Focal Points and the Secretariat.

## **2. DESCRIPTION OF THE ASSIGNMENT**

### **➤ Program Objective**

The main objective is to support the activities of the HoAI to achieve enhanced regional integration and economic development among the member countries and regional organizations in the Horn of Africa.

### **➤ Job Objectives**

- To support the governments of the HoAI members, permanent observer (IGAD) and the development partners in coordinating the HoAI and implementing its priorities and decisions;
- To monitor the workflows and coordinate the functioning of the Secretariat on a day-to-day basis on behalf of the Head of Secretariat, including performing all Office Master functions.
- Planning and organizing technical and ministerial meetings as well as regional and country policy dialogue integrating all stakeholders including development partners.
- Maintain liaison with HoAI Ministers, Focal Points, National Advisers and other functionaries.

### ➤ Roles and Responsibilities

1. All functions of the Office Master and Head of Office on behalf of Head of Secretariat.
2. Preparing the periodic work program in consultation with Member Countries and Development Partners and ensure appropriate implementation and reporting on the same.
3. Delivering on the work program and supervising the Secretariat on a day-to-day basis.
4. Organize and coordinate high-level technical and ministerial meetings and events.
5. Prepare and disseminate quality and timely meeting documentation and minutes to all stakeholders.
6. Organize development partners' meetings, record-keeping and follow-up of action points.
7. Liaising with development partners and coordination and collaboration with other stakeholders.
8. Support HoAI outreach, as agreed with the Head of Secretariat and/or TF Manager.
9. Draft and publish online the HoAI Monthly Activity Report and the Annual Report.
10. Support the general coordination and implementation of the HoAI workflows.
11. Coordinate workflows with IUCEA as the fiduciary institution and provide manage any correspondences on behalf of secretariat with IUCEA and the World Bank as may be required .
12. Work as a team with HoAI National Focal Points, Advisers, and Thematic Leaders
13. Undertake missions as required for the secretariat and update the stakeholders in in following meetings and reports.
14. Any other task pertaining to HoAI, assigned by the Head of Secretariat or TF Manager.
15. Ensure appropriate assets of the Secretariat are secured, registered, tracked and well maintained.
16. Ensure all engagements with the staff/individuals under the secretariat or any support contractor is formally engaged and advise IUCEA and the TF manager on any needs for renewals, new contracts and track performance.

### ➤ Language Skills

The mandatory language proficiency requirement is English, with a high quality of oral and written communication skills. Adequate knowledge of French will be desirable.

## 3. REQUIREMENTS

- The position will be recruited openly and competitively.
- The assignment will be full time and based in Nairobi, and subject to rules and regulations applicable to contracts overseen by the HoAI fiduciary institution (IUCEA).
- The assignment is subject to such holidays and leave as may be permissible by IUCEA. These may include but not limited to National Holidays of Kenya and annual/sick leave days.
- This is a full-time assignment. The selected candidate is expected to not undertake any other responsibility in any manner.

### Qualifications:

- Master's degree in economics, Finance, Business or closely development-related field
- At least 10 years relevant post-graduate work experience. Of which minimum of 7 in the HoA region at a relatively senior level in public sector.
- Good knowledge of international aid architecture and development finance and programs.
- Proven record in providing advice and technical assistance to Ministerial/Senior Official level.
- Proven record in convening high-level events and facilitating technical workshops.
- Strong understanding of the political and economic contexts in the HoA region.
- Strong coordination and communication skills, and ability to write compelling and concise reports and press material for high-level users.

## 4. KEY PERFORMANCE INDICATORS

- a) Acceptable annual work-program for the Initiative that has been accepted by the Head of Secretariat.
- b) End of ministerial meeting report within a week after completion of each ministerial meeting (Trade or and Finance)
- c) Monthly Activity Report and the Annual Report published online.
- d) Quarterly performance report for the entire secretariat to the Head of Secretariat and World Bank team (on behalf of Development Partners)

## **5. DURATION**

- Starting period: The indicative starting date is 1<sup>st</sup> January 2027
- Duration: Initial 24 months subject to first 12 months on probation and current project financing agreement. Renewable subject to satisfactory performance and project extension.

## **6. REPORTING**

- The Senior Program Officer (Officer-In-Charge) will directly oversee the entire Secretariat activities and also provide leadership of the secretariat.
- The Senior Program Officer will report to the Head of Secretariat that is on country's rotational basis

## **N.B**

***A cover letter/application expressing interest, updated and signed CVs/Resume in English, all in PDF with three credible referees should not exceed 6 pages. Academic certificates should be attached accordingly for the qualifications of the same.***