

REPUBLIC OF KENYA



**MINISTRY OF LABOUR AND SOCIAL PROTECTION**  
**STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS**  
**DIRECTORATE OF SOCIAL ASSISTANCE**

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**THE KENYA SOCIAL ECONOMIC AND INCLUSION PROJECT (KSEIP) TERMS OF REFERENCE  
(TOR) FOR AN ASSOCIATE SOFTWARE DEVELOPER FOR THE  
CONSOLIDATED CASH TRANSFER PROGRAMME (CCTP)**

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**Background of the Consolidated Cash Transfer Programme (CCTP)**

The Government of Kenya (GoK) has made strides in its fight against poverty using a number of tools to achieve this. One of the tools employed by the Government is the non-contributory Cash Transfer Programmes to augment incomes of the most poor and vulnerable households within the territory of Kenya.

Since 2004, the government has steadily increased the coverage and the number of households that directly benefit through Cash Transfer Programmes. Through the State Department for Social Protection and Senior Citizen Affairs, the GoK supports three cash transfer programmes namely: Cash Transfer for Orphans and Vulnerable Children (CT-OVC), Older Persons Cash Transfer (OPCT) and Persons with Severe Disability Cash Transfer (PwSD-CT).

CT-OVC being the initial Programme was established in 2004 to meet the needs of increasing number of children falling into vulnerability as a result of poverty and HIV/AIDS. It started as a pilot program in then three Districts of Garissa, Kwale and Nairobi. At the time only 500 beneficiaries were benefitting with a monthly stipend of Kshs 500. This Programme has since grown to cover 353,000 households with a monthly stipend of Kshs 2,000 in the FY 2022/2023 in all the 47 Counties.

In 2007, the Government piloted the OPCT Programme in three larger Districts of Nyando, Thika and Busia. The objective of the program was to provide regular and predictable cash stipend to households with poor and vulnerable older persons who were 65 years and above. In 2017, the OPCT programme was made a universal Programme for older persons 70 years and above. The Programme currently disburses monthly stipends to 833,000 older persons.

The PwSD-CT was launched in 2011 with the sole aim of targeting children and adults with severe disability who require 24-hour care by the caregiver. PwSD-CT currently supports 47,000 households across the Country.

The three programmes were initially administered by two Departments; OPCT and PwSD-CT by the Directorate of Social Development (DSD), CT-OVC by the Directorate of Children Services (DCS). This fragmentation resulted in inefficiencies and duplication of effort.

In 2016 the three programmes were consolidated under the Social Assistance Unit (SAU), now the Directorate of Social Assistance (DSA). The DSA is responsible for the administration of cash stipends to over 1 million beneficiaries. This consolidation resulted in improved efficiency by allowing a harmonized approach to targeting, disbursement of funds and case management which has greatly improved the turnaround time in responding to the poor and vulnerable households. The harmonized implementation has equally resulted in reducing the cost of implementation.

As part of the consolidation strategy for the cash transfer programmes, the Ministry of Labour and Social Protection (ML&SP) in 2017 embarked on the development of a Consolidated Cash Transfer Programme Management Information System (CCTPMIS). This move was aimed at automating the operations of the Consolidated Cash Transfer Programmes. CCTPMIS is a tool designed to streamline and centralize the administration and management of multiple cash transfer programs across the country. The system is intended to efficiently handle data collection, processing, and reporting for the various cash transfer initiatives, enabling better coordination, monitoring, and evaluation of these programs. CCTPMIS has greatly enhanced efficiency in the implementation of Cash transfer Programmes in the State Department.

Management of the voluminous amounts of data emanating from the activities associated with targeting and payroll generation would be a nightmare if managed manually. CCTPMIS ensures quick and safe generation of payroll and automated sharing with contracted payment service providers (PSPs). Additionally, the system has enabled the decentralization of key modules to all the 47 Counties i.e., Reporting module and Grievance and Case Management module which has greatly reduced the turn-around time in addressing concerns emanating from beneficiaries.

Through the Kenya Social and Economic Inclusion Project (KSEIP), which became effective in March 2019, one of the KSEIP Project Delivery Objective (PDO) for this World Bank funded project is supporting the GoK to enhance institutional capacity and Social Protection (SP) delivery systems. DSA in particular is expected to ensure the rollout of an improved payment system, and the integration and implementation of the G&CM mechanism for all interventions supported by the proposed KSEIP. CCTPMIS is critical in supporting realization of these initiatives. CCTPMIS is also linked for purposes of disbursement of funds to complimentary programmes to other KSEIP Programme MISs including Nutrition Improvement through Cash and Health Education (NICHE) and Economic Inclusion Programme (EIP).

CCTPMIS has also been integrated through Application Programming Interface (API) with six PSPs for purposes of payroll sharing and reporting. Application of technology in Programme administration has greatly improved fiduciary controls and has considerably assuaged the likelihood of pilferage of public funds. In line with the recent Presidential directive to up-scale cash transfer Programme by an additional 500,000 beneficiaries, as well as to pay on a monthly basis, the Ministry is considering introducing mobile payment to enhance efficiency in the disbursement of cash and ensure that beneficiaries move the shortest distance to pay points. Leveraging on the agency network of mobile money networks operating in Kenya, this will ensure that beneficiaries collect their monthly stipend without incurring cost associated with travel as opposed to the current payment solutions with banks whose agency banking infiltration is inadequate.

DSA has been receiving technical support in terms of design and development of CCTPMIS from Development Pathways (DP) with the support of World Food Programme (WFP). The support from DP is almost coming to an end and the firm is currently in the warranty implementation phase. With the impending changes in program implementation with regards to monthly payment and onboarding of mobile money service providers, the Directorate intends to procure services of an Associate Software Developer to support the CCTPMIS to undertake this transition.

#### **Job Description- Responsibilities of the Associate Software Developer**

The **Associate Software Developer** will support Senior Software developer in development and enhancement of CCTPMIS and will participate in the analysis, design, code development, testing business software applications and project implementation. Specifically, the associate software developer will

- i.) Assist Senior Software Developer in the day-to-day development/enhancement of CCTPMIS.
- ii.) Associate Software Developer will be responsible for Provision of documentation for environments and solutions through diagrams, code comments, clear code, and readmes.
- iii.) Responsible for the storage of software solutions and documentation including software version management in GitHub or any other code hosting platform in use
- iv.) Perform thorough testing of developed software solutions by both the software development firm and the Senior Software Developer.
- v.) Undertake pre-production inspection (PPI), during production inspection (DPI), and container loading/loading supervision (LS) of developed solutions in order to mitigate errors in the final product.
- vi.) Should undertake User Acceptance Testing (UAT) of all CCTPMIS enhancements and train MIS officers.
- vii.) Troubleshooting all CCTPMIS software related issues.
- viii.) Working closely with Senior Software Developer to improve CCTPMIS functionality.

- ix.) Respond swiftly and effectively to sudden changes in reports and processes in the existing system.
- x.) Identity management i.e., tracking users who have exited the service/retired, transfers, death etc.
- xi.) Management of licenses that may be required and tracking their expiration.
- xii.) Provide training on CCTP MIS to Government officers.
- xiii.) Provide technical assistance to the CCTP MIS team for the enhancement of the system while strengthening their capacity on CCTP MIS database management, data cleanup and documentation to operate and maintain the system through continuous on the job training with an expected clear capacity building plan and report.
- xiv.) Documenting all changes made on CCTPMIS.

### **General Qualifications and Competencies**

- Bachelors Degree in Computer Science/Information Technology, Software Engineering, or any related field.
- Extensive knowledge in system/software design and architecture, development and project management with at least three (3) years of experience.
- Extensive knowledge of the software development life cycle, tools, and programming languages.
- Excellent organizational and leadership abilities of information systems and computing solutions.
- Strong communication and presentation skills.

### **KSEIP Specific Qualifications**

- Expertise in front-end technologies, including JavaScript, CSS3 and HTML5 and third-party libraries such as React Js, Angular, jQuery and LESS.
- Knowledge of server-side programming languages including .NET, Java, Ruby, and Python.
- Experience in Microservices and agile technologies implementation.
- Familiarity with DBMS technology, including SQL Server and MySQL.
- Basic design ability, Including knowledge of UI/UX and basic prototype design.
- Excellent writing and communication skills.
- Ability to visualize a proposed system and be able to build it.
- Familiarity with project management tools such as JIRA.
- Experience in Social Protection Cash Transfer MIS design, development and quality Assurance is desired.

### **Duration**

This is a full-time engagement and as such, the TA will work five days a week, 8 hours a day for a period of 4 months from the date the contract is awarded. The contract duration may be extended based on the TA's satisfactory performance. All travel related costs such as Daily Subsistence Allowances related to the purpose of the assignment will be covered by the Ministry at a rate to be determined during contract negotiation.

**Reporting**

The TA will be stationed at the DSA offices and will report to the Head of the MIS section and supervised by the Senior Software Developer.