



**STATE DEPARTMENT FOR AGRICULTURE  
MINISTRY OF AGRICULTURE AND LIVESTOCK DEVELOPMENT**

**TERMS OF REFERENCE (TOR)  
FOR  
SYSTEM ANALYST**

**Contract No: KE-MOALF-571589-CS-INDV**

**Client:**

State Department for Agriculture  
Ministry of Agriculture and Livestock Development  
Kilimo House, Cathedral Road  
P.O Box 30028 -00100  
Nairobi , Kenya

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## **1.0 BACKGROUND**

### **1.1 Introduction**

The Food Systems Resilience Project (FSRP) is a Government of Kenya project with co-funding from the World Bank and the National Government. The project will be implemented in 13 counties targeting to increase preparedness against food insecurity and improve the resilience of food systems in targeted project areas of Kenya. The project will be implemented over 6 years commencing September 2023 to August 2029. The FSRP will build on the strong foundation laid by National Agriculture and Rural Inclusive Growth Project (NARIGP), Kenya Climate Smart Agriculture Project (KCSAP) and Emergency Locust Response Project (ELRP). The project will broaden and deepen investments in existing interventions through a multiphase programmatic approach (MPA). The five MPA program pillars of FSRP are: (1) Responding to a deteriorating food security situation, (2) (Re-)building resilient agricultural production capacity, (3) Supporting the sustainable development of natural resources for resilient agricultural landscapes, (4) Getting to market, and (5) Promoting a greater focus on food systems resilience in Policymaking.

### **1.2 Project Development Objectives and Indicators**

The FSRP project development objective (PDO) is to increase preparedness against food insecurity and improve the resilience of food systems in targeted project areas of Kenya. In order to realize this objective, project activities will be implemented through five components namely (i) (Re-) Building Resilient Agricultural Production Capacity; (ii) Supporting the Sustainable Development of Natural Resources for Resilient Agricultural Landscapes; (iii) Regional and domestic markets for food security; (iv) Promoting a Greater Focus on Food Systems Resilience in National and Regional Policy making; (v) Contingency Emergency Response (vi) Project Coordination and Management.

Progress towards the realization of the PDO will be measured through the following five (Outcome) indicators:

- i). Percentage reduction of food insecure people in project-targeted areas
- ii). Number of farmers adopting resilience-enhancing technologies and practices: of which female (percentage); of which, climate-resilient (percentage)
- iii). Hectares of land area under integrated land management practices
- iv). Percentage increase in volume of agricultural production sold on domestic and regional markets

Number of policy products related to agriculture, natural resources management, and food systems resilience adopted with project's support.

## **2.0 Objective of the assignment**

The overall objective of the assignment is to strengthen the Agricultural Information Resource Centre (AIRC) capacity as it transforms into the Kenya Agricultural Digital Information Centre (KADIC) to analyse business and information requirements, define system specifications, improve business processes and support the design and implementation of integrated digital systems that enhance agricultural information access, service delivery, coordination and decision-making across the agricultural value chain.

The consultant will be responsible for the following key objectives:

- a) To analyse business, functional, information and technical requirements for agricultural digital systems and translate them into clear, testable and implementable system specifications.
- b) To engage users and stakeholders in documenting business processes, user needs, workflows, system requirements, and expected outcomes.
- c) To analyse existing systems, processes, data flows and integrations and identify opportunities for improvement, automation, interoperability and efficiency.
- d) To develop functional requirements, use cases, user stories, process models, data-flow descriptions, system specifications and acceptance criteria for approved digital solutions.
- e) To facilitate alignment between business requirements and technical implementation by working closely with Application Developers, Backend Developers, User Interface Developers, Database Administrators, Webmasters, Data Scientists, Learning Designers and other relevant technical teams.
- f) To support systems integration and interoperability by documenting interfaces, information flows, dependencies and business rules without assuming ownership of backend, database or user-interface implementation.
- g) To support solution testing, user acceptance testing, requirements validation and resolution of functional gaps throughout the system development lifecycle.
- h) To support change management, requirements traceability and controlled enhancement of digital systems in response to evolving agricultural sector needs.
- i) To strengthen systems analysis capacity and contribute to reliable, user-centred and sustainable digital service delivery within the Ministry.

## **3.0 SCOPE OF SERVICES AND SPECIFIC TASKS**

### **3.1 Scope of Services**

The Agricultural Information Resource Center (AIRC), a directorate under the State Department for Agriculture, Ministry of Agriculture and Livestock Development, is implementing strategic initiatives to strengthen the Ministry's digital presence and

enhance agricultural information and service delivery. These initiatives are aligned with AIRC's transition into KADIC to coordinate data and digital agriculture in providing timely, relevant, and accessible agricultural information to farmers, policymakers, researchers, private-sector actors, and other stakeholders.

Over the years, AIRC has accumulated substantial data, information and knowledge across diverse agricultural thematic areas. The Centre is progressively digitizing these resources and transforming them into digital agricultural products and services to improve access, usability and uptake. Key initiatives include the Farmer Registry and the Fertilizer Subsidy Programme, which currently support the issuance of vouchers to 7.3 million farmers nationwide.

As the Centre advances its data and digital roadmap, there is a need to strengthen its internal technical capacity in systems analysis. The engagement of the System Analyst Consultant is to analyse business and information requirements, document system specifications, assess existing processes and systems, and support the effective design, implementation, testing and improvement of agricultural digital solutions.

The System Analyst will provide technical expertise in requirements analysis, business-process analysis, systems modelling, functional specifications, user stories and use cases, requirements traceability, systems integration analysis, testing and user acceptance, process improvement and technical documentation. The Consultant will coordinate closely with Application Developers, Backend Developers, User Interface Developers, Database Administrators, Webmasters, Data Scientists, Learning Designers, Knowledge Management teams and other relevant technical stakeholders.

## **3.2 Specific tasks**

### **3.2.1 Business and Stakeholder Requirements Analysis**

- a) Engage users, business owners and relevant stakeholders to identify and document business needs, objectives, constraints and expected outcomes.
- b) Conduct stakeholder consultations, interviews, workshops and process walkthroughs to understand current and future requirements.
- c) Identify functional, non-functional, operational, reporting, information and integration requirements.
- d) Document user needs, assumptions, dependencies, business rules, constraints and priorities.
- e) Maintain clear communication between business stakeholders and technical implementation teams.

### **3.2.2 Business Process and Systems Analysis**

- a) Analyze existing business processes, workflows, systems and information flows and identify gaps, duplication, bottlenecks and opportunities for improvement.
- b) Develop process maps, workflow models, use cases, activity descriptions and other appropriate system-analysis artifacts.

- c) Assess opportunities for automation, digitalization, interoperability and process optimization.
- d) Analyze system dependencies, interfaces, information flows and operational impacts of proposed changes.
- e) Recommend practical process and system improvements aligned with approved agricultural digital strategies.

### **3.2.3 Functional and Technical Specifications**

- a) Develop clear functional and non-functional requirements for approved digital applications and systems.
- b) Prepare system requirements specifications, use cases, user stories, acceptance criteria, business rules and functional descriptions.
- c) Define requirements for data capture, processing, reporting, notifications, workflows, roles and system interactions.
- d) Support definition of system interfaces and integration requirements in collaboration with Backend Developers and other technical teams.
- e) Ensure requirements are clear, complete, consistent, testable and traceable throughout the system lifecycle.

### **3.2.4 Solution Design Support and Systems Integration Analysis**

- a) Translate approved business requirements into system-level specifications that can guide application and technical implementation.
- b) Participate in solution-design discussions and technical reviews with Application Developers, Backend Developers, User Interface Developers and Database Administrators.
- c) Analyze integration requirements among agricultural applications, databases, climate systems, geospatial platforms, supply chain applications and other digital systems.
- d) Document system dependencies, information flows, interface requirements and business rules.
- e) Identify cross-system risks, constraints and impacts and recommend appropriate actions.

### **3.2.5 Testing, Validation and User Acceptance**

- a) Develop functional test scenarios, test cases and acceptance criteria based on approved requirements.
- b) Support system testing, integration testing, regression testing and user acceptance testing.
- c) Coordinate with users and technical teams to validate that implemented functionality meets approved requirements.
- d) Document defects, requirement gaps, test results and agreed corrective actions.

### **3.2.6 Support resolution and retesting of functional issues through to acceptance.**

- a) Requirements Management, Change Control and Documentation
- b) Maintain requirements traceability from stakeholder needs through specifications, development, testing and acceptance.
- c) Document approved requirements, changes, decisions, dependencies and outstanding issues.
- d) Support change-control processes and assess the business and system impacts of proposed changes.
- e) Maintain current system documentation, process models, requirements specifications and user acceptance records.

### **3.2.7 Support preparation of user and operational documentation in collaboration with relevant technical and knowledge teams.**

- a) Work closely with Application Developers, Backend Developers, User Interface Developers, Database Administrators, Webmasters, Data Scientists, Learning Designers, Knowledge Management teams and other technical stakeholders.
- b) Facilitate communication between business stakeholders and technical teams throughout the system development lifecycle.
- c) Participate in Agile planning, requirements refinement, technical reviews, demonstrations, testing and iterative delivery.
- d) Provide technical advice on requirements, business processes, system functionality, integration, usability and operational impacts.
- e) Support post-implementation review and identification of further system improvements.

## **4.0 DURATION AND LOCATION OF THE ASSIGNMENT**

The duration of the assignment will be three (3) calendar years. The consultant shall be contracted for an initial period of twenty-four (24) calendar months from the contract commencement date. This period is subject to extension up to the project closing date, based on project needs, availability of funds, and satisfactory performance.

The position shall be based in Nairobi, Kenya, at the Agricultural Information Resource Centre Office, with travels to participating Counties where necessary.

## **5.0 REPORTING REQUIREMENTS AND TIMELINES FOR DELIVERABLES**

The System Analyst will be expected to deliver the following outputs:

**Table 1: Reporting requirements**

| <b>No.</b> | <b>Deliverables/Reports</b> | <b>Timelines after contract commencement</b> | <b>Format of Submission</b> |
|------------|-----------------------------|----------------------------------------------|-----------------------------|
|            |                             |                                              |                             |

|   |                                                                                                                                                                                                                                                                             |                                          |           |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------|
| 1 | Monthly Progress Report summarizing activities undertaken during the reporting month, level of effort, stakeholder engagements, progress against the assignment, outputs/work products developed, issues, risks, challenges and planned activities for the following month. | Monthly, throughout the contract period  | Soft copy |
| 2 | Contract completion report - summarizing all the activities undertaken by the consultant during the contract period, challenges, and recommendations as to how the challenges should be addressed.                                                                          | Within 14 days after the end of contract | Soft copy |

All reports shall be submitted in both hard and soft copies and addressed to:

Principal Secretary,  
State Department for Agriculture  
Ministry of Agriculture and Livestock Development  
Cathedral Road, Nairobi  
P. O. Box 30028-00100,  
Nairobi, Kenya.

**Attention:** National Project Coordinator

All reports prepared by the Consultant shall be reviewed and submitted to the Director, AIRC, with copies to the National Project Coordinator by the 7<sup>th</sup> day after the end of the reporting month.

## 6.0 PAYMENT SCHEDULE/REMUNERATION

The System Analyst shall be remunerated based on a monthly rate (a consolidated amount inclusive of all costs with clearly identified applicable taxes), which will be as proposed in the financial proposal and agreed upon at contract award. Remuneration will be based on national competitive rates, commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated here-in above.

Costs incurred by the Consultant outside the head office will be reimbursed upon submission of a statement of expense and verifiable supporting documentation.

Payment shall be monthly upon submission and approval of the monthly reports.

## 7.0 CONSULTANT'S QUALIFICATION AND EXPERIENCE REQUIREMENTS

- a) A minimum of a bachelor's degree in Computer Science, Information Technology, Information Systems, Software Engineering, Business Information Systems, or a related field from a university/institution recognized in Kenya.
- b) At least five (5) years' demonstrable general experience in systems analysis, business-process analysis or information systems implementation.
- c) At least three (3) years' demonstrable specific experience in requirements engineering, business-process modelling, functional specifications, systems integration analysis, system testing, user acceptance testing and requirements traceability.

## **8.0 MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT**

The Ministry of Agriculture and Livestock Development (MoALD), State Department for Agriculture is the Client for these services. The System Analyst will report directly to the Director, Data and Digital Agriculture, and will work closely with the ICT team and relevant technical teams to facilitate the effective and successful implementation of the assignment.

## **9.0 OBLIGATIONS OF THE CLIENT**

The Client will provide:

- a) Suitable furnished office space
- b) Telecommunication
- c) Transport to field assignments as and when required

The Client shall provide, free of charge, all existing information and will assist the Consultant in obtaining other relevant information and materials from governmental institutions and State authorities, where necessary. However, it is the duty of the Consultant to check the viability, quality, and suitability of this information. The information, data, and reports mentioned above will be available to the Consultant for unlimited use during the execution of the proposed services within the project.

When traveling individually on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group R rates. All individual travel shall be approved by the National Project Coordinator prior to the task.

## **10.0 OBLIGATIONS OF THE SYSTEM ANALYST**

The System Analyst shall perform and carry out the services with all due diligence, efficiency and economy in accordance with generally accepted professional standards and practices and shall observe sound management practices.

The consultant shall always act with respect to any matter relating to this Contract or to the Services and shall at all times support and safeguard the Ministry's legitimate interests in any dealings with third parties.

The System Analyst has an obligation to disclose any situation of actual or potential conflict that impacts on capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose such situations may result in the disqualification of the Consultant or the termination of his/her Contract.

#### **11.0 CONFIDENTIALITY, PROPRIETARY RIGHTS OF CLIENT IN REPORTS AND RECORDS.**

All the reports, data, information, products and services developed, collected, or obtained from the implementing agencies etc., Client, and other Institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the Services, the System Analyst shall relinquish all data, products and services, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.