



**REPUBLIC OF KENYA**

**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING & URBAN  
DEVELOPMENT**

**STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT**

**Second Kenya Informal Settlements Improvement Project (Kisip2)**

**Credit No: 6759-Ke**

**Project Id: P167814**

**Terms of Reference**

**CONSULTING SERVICES FOR INDIVIDUAL QUANTITY SURVEYING  
CONSULTANT**

**Reference No: KE-MOTI- 382331-CS-INDV**

**OCTOBER, 2023**

**Client:**

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## 1.0 Introduction

The Government of Kenya has received a credit from the International Development Agency (IDA) towards the cost of the Second Kenya Informal Settlements Improvement Project (KISIP2) and intends to apply part of the proceeds of the credit to procure consulting services for an **Individual Quantity Surveying Consultant** to offer technical assistance to the Project.

The overall project development objective is to improve access to basic services and tenure security of residents in participating urban informal settlements and strengthen institutional capacity for slum upgrading in Kenya. The project, while concentrating on informal settlements, complements existing and past urban operations in Kenya which address the urban infrastructure deficit and urban institutional challenges. It supports the Governments' affordable housing agenda as it seeks to complement the demand-side and supply-side operations to improve housing affordability.

The project has four components namely:

**Component 1: Integrated Settlement Upgrading.** This component supports settlement upgrading through two main interventions classified under two subcomponents:

***Subcomponent 1.1: Tenure regularization*** - coordinates regularization of tenure for people living on uncontested public lands whose process includes: Development of a local physical plan for the settlement which lays out land parcels and infrastructure like roads, drainage, walkways etc. Surveying with physical placement of beacons (pegging) to demarcate the parcels as per the plan; Preparation and issuance of letters of allotment based on the survey plan; and Issuance of titles.

***Subcomponent 1.2: Infrastructure Upgrading*** - Coordinates infrastructure investment portfolio whose menu includes: roads, bicycle paths, pedestrian walkways, street and security lighting, vending platforms, solid waste collection and settlement sorting, storm water drainage, water and sanitation systems, public parks, and green spaces. It further includes investments related to prevention of crime and violence, including but not limited to community centres.

**Component 2: Socio-Economic Inclusion Planning** - This component supports community development plans to enhance social and economic inclusion, identifies beneficiaries who fit the eligibility criteria of government programs but are excluded and connects them appropriately, supports participatory crime and violence mapping, monitors the employment of local labor, carries out community capacity building and awareness raising for various project interventions including community-based solid waste management.

**Component 3: Institutional Capacity Development for Slum Upgrading** - This component supports institutional and policy development at national and county levels; develops a capacity building plan for national and county levels to implement the Strategy and to develop understanding of slum upgrading processes; also supports technical assistance, training, workshops and learning events, experience sharing and peer-learning activities with other counties, and other capacity building activities.

**Component 4: Program Management and Coordination** - This component supports activities of the NPCT and the CPCTs related to national and county-level project management and

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coordination, including planning, surveying, engineering, fiduciary (financial management and procurement), safeguards compliance and monitoring, monitoring and evaluation (M&E), communication and community development.

### **2.0 Objective of the Assignment**

The primary objective of the assignment for Quantity Surveying Consultant is to offer technical support to the project by providing accurate and timely cost review and advice to ensure that the physical and social investments implemented under the Project are implemented efficiently, efficiently, diligently, professionally and to completion within budget.

### **3.0 Scope of Services and Specific Tasks**

#### **3.1 The scope of the services**

The consultant will assist in the preparation of infrastructure estimates and offer advisory to the project coordination team both at National and participating County Governments.

**3.2** The specific tasks include and is not limited to;

1. Assist the Project in the preparation of the bidding documents for consultancies related to preparation, designing and implementation of community development plans/Investment Plans.
2. Assist the project in undertaking feasibility study and prioritization of investments identified by participating communities and Counties.
3. Preparation and/or review of engineering cost estimates, cost of materials, labor and bills of quantities including advice on the appropriate model for implementation of the works.
4. Assist in the review of technical reports and outputs submitted by consultants carrying out preparation, designing and implementation of community development plans and provide advise as appropriate.
5. Ensure outputs and projects meet the legal and policy framework related to construction and in compliance with the existing Kenyan laws and World Bank policies.
6. Participate and provide technical advice during site inspection and stakeholders' engagement meetings.
7. Assist in the monitoring the projects, compilation and preparation of quarterly and annual progress reports .
8. Assess technical issues/ construction challenges and advise the project on innovative solutions.
9. Provide overall technical assistance to project and when necessary to the State Department of Housing and Urban development on construction implementation.
10. Perform any other Tasks that may be assigned by the Project Coordinator.

#### **4.0 Duration and Location**

The assignment will be an overall period of Seventeen (17) Months. It is intended that this Consultancy will be contracted for a period of Seventeen (17) Months from the date of commencement with a probation period of three (3) months.

The position is based in Nairobi, Kenya, at the Ministry of Lands, Public Works, Housing, and Urban Development. It may involve travels to the participating counties.

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## 5.0 Reporting requirements and Timelines for Deliverables

The Consultant will be expected to deliver the following outputs:

**Table 1: Reporting requirements**

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	A consolidated monthly progress report detailing tasks performed/achievements against targets, challenges and recommendations to address the challenges	Within 7 days after the end of the reporting month	Soft copy and a hardcopy

The Consultant will prepare a monthly report highlighting the tasks performed, challenges, and specific recommendations on key action that should be taken to steer the project to success. The Consultant shall also, where required, prepare summary of status report(s) of works execution. All reports prepared by the Consultant shall be reviewed and submitted to the National Project Coordinator.

## 6.0 Payment Schedule/Remuneration

The Consultant shall be remunerated based on a monthly rate, which will be negotiated with the successful candidate during Negotiations. Remuneration will be based on 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.

Payment shall be monthly upon submission and approval of the monthly reports. The consultant will submit to the National Project Coordinator, a monthly timesheet, with a supporting invoice, as the basis for payment for the consultancy services.

Costs incurred by the Consultant outside the assignment location will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the KISIP2 National Coordinator.

## 7.0 Minimum Qualifications and Experience Requirements

The Consultant shall possess the following minimum qualifications and experience

- i. Holder of a Bachelor's degree of Quantity Surveying or an equivalent from an institution recognized in Kenya,
- ii. A minimum often (10) years demonstrable relevant general experience in the field of Quantity surveying
- iii. At least five (5) years working in donor-funded projects and/or government agencies implementing community-led infrastructure projects
- iv. Must be registered with BORAQS and have a valid, current practising license in Kenya
- v. Excellent analytical, report writing skills, communication, interpersonal skills and ability to work in a multi-disciplinary team

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- v. Must have experience in preparing and reviewing construction estimates and other related reports
  - vi. A working knowledge of quantity surveying software (WinQs, QSCAD) and Microsoft office package (Ms Project, word, excel, power point)

### **8.0 Management and Accountability of the Assignment**

The National Project Coordinator will be the Consultant's supervisor, and shall be responsible for coordination of activities of the consultant. On a day-to-day work basis, the consultant shall work and report to the Head of Component 2.

### **9.0 Responsibility of the Client**

The client will provide working space adequately equipped and furnished, provide free of charge all available existing information including the communication strategy, data, reports and clips 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 availability, quality and suitability of this information. The information, data, reports as mentioned above will be available for the consultant's unlimited use during execution of the proposed services.

Where travelling individually on project duties, subsistence allowance shall be paid according to the Public Service Job Group P rates. All individual travel shall be approved by the National Project Coordinator prior to the task.

### **10.0 Responsibilities of the Consultant**

The Consultant shall be responsible for their own transport, accommodation, insurance, Airtime and other associated costs.

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements. All outputs will be presented using modern techniques/technology and will form part of the digital land information systems for informal settlements being generated by the Project. It is also required that the data is generated through a consultative process that guarantees authenticity and ownership.