



REPUBLIC OF KENYA

**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND 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

for

**CONSULTING SERVICES FOR AN INDIVIDUAL POLICY AND STRATEGY
CONSULTANT.**

Reference No: KE-MOTI- 385137-CS- INDV

OCTOBER, 2023

Client:

Principal Secretary
State Department for Housing and Urban Development
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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 an **Individual Policy and Strategy Consultant** to offer technical assistance to the Project policy and institutional related aspects including supporting the implementation of the recently formulated National Slum Upgrading and Prevention Strategy, institutional strengthening for slum upgrading and formulation of county specific slum upgrading and prevention strategies.

The overall project development objective is to improve access to basic services and land tenure security of residents in participating urban informal settlements and strengthen institutional capacity for slum upgrading in Kenya.

This 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 the following four components:

Component 1: Integrated Settlement Upgrading

This component supports settlement upgrading through two main interventions classified under two sub-components:

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 wayleaves for infrastructure like roads, drainage, walkways; surveying with physical placement of beacons to demarcate the parcels as per the plan; preparation and issuance of letters of allotment based on the survey plan; and Issuance of titles.

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

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 undertakes a set of activities designed to strengthen the capacity of counties and national government institutions carry out slum upgrading and

prevention such as: assisting national government institutions and counties review existing slum upgrading policies and strategies (e.g. the 2005-2020 National Slum Upgrading and Prevention Strategy); supporting the development of county-specific slum upgrading and prevention policy and strategies; developing and carrying out activities to build capacities of national and county teams mandated to implement such policies and strategies including technical assistance, training, workshops and learning events, experience sharing and peer-learning activities among others; developing financing mechanisms for slum upgrading at County level and; developing strategies to plan for urban growth; enhancing fiduciary and contract management across counties.

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 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 main objective of this assignment is to provide technical support to the policy and institutional work related to KISIP2 that include the implementation of the recently developed National Slum Upgrading and Prevention Strategy, guiding the formulation and operationalization of county-specific slum upgrading and prevention strategies, and supporting overall institutional capacity for slum upgrading both at the National and County level in Kenya.

3.0 Scope of Services and specific Tasks.

- 3.1** The scope of the services includes offering technical support and advisory to the project coordination team at the National and participating County Governments.
- 3.2** The specific tasks include and is not limited to;
 - a. Support the implementation of the recently developed National Slum Upgrading and Prevention Strategy
 - b. Support the formulation of County Specific Slum Upgrading and Prevention Strategies across Kenya's counties by undertaking a detailed analysis of the National Slum Upgrading and Prevention Policy (Sessional paper No. 2 of 2016), the National Slum Upgrading and Prevention Strategy 2023, and other relevant national policies and instruments relevant to slums/informal settlements, human settlements and urban development, in as far as they relate to county-specific issues touching on slum upgrading and prevention and providing counties with targeted support to facilitate the formulation of strategies ;
 - c. Provide technical guidance and support as relates to the content and structure of county specific slum upgrading and prevention strategies including drafting of guidelines covering all the agreed thematic areas that informs the content of the county specific strategies and ensuring they are adapted to local practical realities in each county.

- d. Support the client with the supervision of the Consultants contracted to prepare County-specific Slum Upgrading and Prevention Strategies.
- e. Engage key national, county, Informal settlement communities' and non-state actors and enlist their contribution and active participation in the formulation of county-specific slum upgrading and prevention strategies.
- f. Review and ensure quality of all outputs including the county specific slum upgrading strategies, guidelines, toolkits and regulations developed by KISIP 2 consultants across counties
- g. Guide and support the operationalization of the county-specific strategies developed by the consultants, by overseeing the drafting of relevant guidelines, procedures and toolkits and any other relevant instruments to operationalize the county strategies, ensure presentation of the same to relevant stakeholders for consideration and validation;
- h. In liaison with other stakeholders, coordinate the inclusion of the developed strategies into the county's' CIDPs.
- i. Supervise the design and execution of stakeholder meetings/workshops at various stages of strategy formulation by KISIP 2 consultants;
- j. Supervise the dissemination workshops with relevant stakeholders to sensitize the public on the strategies developed by KISP2 consultants in the respective counties;
- k. Together with the NPCT, monitor and maintain an inventory of county-specific strategies, guidelines and toolkits developed by KISIP 2 consultants during the project implementation period;
- l. Liaise with the Client, individual counties, COG and other key stakeholders to ensure seamless coordination between this assignment and other KISIP 2 interventions currently underway in the respective counties.
- m. Support the development and execution of the project Capacity building plans and identification of specific areas of technical assistance to the counties
- n. Support county and national level capacity building activities meant to strengthen institutional capacity to implement the developed strategies and other related slum upgrading activities including capacity assessments and trainings.
- o. Perform any other Tasks assigned by the client.

4.0 Duration of the assignment.

The assignment will be a for a period of **17 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.

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 agreed 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) on related project activities. All reports prepared by the Consultant shall be reviewed and submitted to the National Project Coordinator for approval.

6.0 Payment Schedule/Remuneration

The Consultant shall be remunerated based on a monthly rate, which will be agreed upon with the successful candidate during negotiations. 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 hereinabove.

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. Payment shall be monthly upon submission and approval of the monthly reports, timesheet and invoice. Costs incurred by the Consultant outside the head office will be reimbursed upon submission of a statement of expense and verifiable supporting documentation.

7.0 Minimum Qualifications and Experience Requirements;

The Consultant shall possess the following qualification:

- i. A Holder of a Master's Degree in Urban Planning, Political Science, Public Policy, or an equivalent from a university recognised in Kenya.
- ii. A minimum of fifteen (15) years demonstrable relevant general experience in the field of drafting urban policy/strategy formulation in the urban development sector
- iii. A minimum of ten (10) years in leadership position in donor-funded projects and/or government agencies implementing similar projects in informal settlements.
- iv. Must be registered and holding current annual practicing license from a relevant professional body recognized in Kenya.

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 3 (Institutional Capacity development for slum Upgrading)

9.0 Responsibilities of the Client

The client will provide working space adequately equipped and furnished, all available existing information including data and reports 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 for project purposes.

Where travelling individually on project duties, per diem 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. 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 all the data is generated through a consultative process that guarantees authenticity and ownership.