THE REPUBLIC OF KENYA



MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING, URBAN DEVELOPMENT AND PUBLIC WORKS

State Department of Housing and Urban Development

Second Kenya Informal Settlements Improvement Project (KISIP 2)

Project Operations Manual

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List of Abbreviations

AFD	Agence Française de Development
CARA	County Allocation of Revenue Act
CBK	Central Bank of Kenya
CIDP	County Integrated Development Plans
CPCT	County Project Coordination Team
CPTED	Crime Prevention Through Environmental Design
DA	Direct Account
DORA	Division of Revenue Act
DP	Development Partners – The external funding agencies participating in the KISIP (AFD, the World Bank)
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
ESIA	Environmental and Social Impact Assessment
ESMF	Environment and Social Management Framework
GIS	Geographical Information System
GoK	Government of Kenya
GRC	Grievance Redress Committee
GRM	Grievance Redress Mechanism
IAD	The Internal Audit Department (IAD)
IFMIS	Integrated Financial Management Information System
IFR	Interim Financial Reporting
KENAO	Kenya National Audit Office
KISIP	Kenya Informal Settlements Improvement Project
KUSP	Kenya Urban Support Program
KYEOP	Kenya Youth Employment Opportunities Program
MOLPP	Ministry of Lands and Physical Planning
MTIHUD	Ministry of Transport, Infrastructure, Housing and Urban Development
NGO	Non-Governmental Organization
NLC	National Land Commission

NPCT	National Project Coordination Team
O&M	Operations and Maintenance
OAG	Office of the Auditor General
OVCs	Orphans and Vulnerable Children
PA	Participation Agreement
PC	Project Coordinator
PPSD	Project Procurement Strategy for Development
PS	Principal Secretary
PSC	Project Steering Committee
RAPs	Resettlement Action Plans
REOI	Requests for Expression of Interest
RPF	Resettlement Policy Framework
SDHUD	State Department for Housing and Urban development
SEC	Settlement Executive Committee
SEF	Stakeholder Engagement Framework
SIA	Social Impact Assessment
SMP	Social Management Plan
SPA	Special Purpose Accounts
SPD	Standard Procurement Documents
SWM	Solid Waste Management
TA	Technical Assistance
ToR	Terms of Reference
VMGF	Vulnerable and Marginalized Groups Framework

FOREWORD

Kenya has experienced rapid urbanization in the last 50 years. This growth is expected to continue with the urban population projected to hit the 50 percent mark by the year 2050. Urbanisation if well structured and managed can translate to economic growth and poverty eradication. Otherwise, urbanisation may pose governance, infrastructure, housing, environmental and resource challenges that can hamper the expected development and urbanization dividends. In Kenya, just like in many global South Nations, urbanization has been characterized by poverty and stark inequalities with over 60% of the urban population living in informal settlements that lack basic infrastructure and services. As a result, the COVID-19 pandemic is likely to have a disproportionate negative impact on the poor and vulnerable who reside in the informal settlements.

Acknowledging the need to directly tackle the problem of poor living conditions in slums, the government started working on a national slum-upgrading program in 2005 - the Kenya Slum Upgrading Program (KENSUP). This included participatory planning and development, strengthening of tenure security for residents, and provision of housing and infrastructure services. In 2011, through the support of the World Bank, the government further rolled out the Kenya Informal Settlement Improvement Project (KISIP 1) to complement KENSUP. KISIP 1 built on KENSUP experiences, scaling up its most-successful interventions and lessons learnt. The Key focus for KISIP 1 was on tenure regularization, infrastructure investments, urban and land institutions capacity building and planning for urban growth. Although KISIP 1 has made tremendous progress in improving living conditions in Kenya's informal settlements, more remains to be done.

Towards this end, the Government of Kenya has requested support from the World Bank and other development partners to facilitate systematic scale up of informal settlements and slum upgrading by financing a second phase of KISIP hereby referred to as KISIP2. This second phase will scale up the work of KISIP 1 to reach more settlements and populations. KISIP 2 will also support the national and county governments to develop long-term slum upgrading strategies, aimed at improving living conditions in most informal settlements in Kenya by 2025. It will also support activities to strengthen the Ministry and Counties' slum upgrading departments, which will lead to developing and implementing slum upgrading strategies and policies. Further, KISIP 2 will incorporate cash for work activities to provide employment opportunities to residents of informal settlements who rely on daily wages for their sustenance.

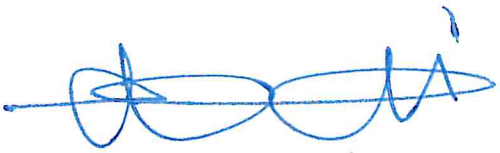
KISIP2 will not only support the achievement of the Kenya government urban development agenda, but also international goals. The activities in KISIP2 will directly contribute to the government's affordable housing agenda, one of the "Big 4" priorities under the current administration. Cross-country experience shows that strengthening security of tenure and investing in infrastructure in informal settlements induces significant private investment in housing and businesses. Further, the proposed KISIP2 will contribute to the goals of Kenya Vision 2030, whose goal for urban areas is to achieve "a well housed population living in environmentally secure urban environment". This will be achieved by ensuring installation of basic infrastructure and provision of services that include – settlement access roads, high mast security lighting, water and sanitation facilities, storm water drainage, footpaths and others in the informal settlements and slums in the country.

Additionally, the project will propel Kenya towards achieving international declarations, key among them, the Sustainable Development Goals (SDGs) and specifically Goal 11 on "Making cities and human settlements inclusive, safe, resilient and sustainable" and the New Urban Agenda (NUA) which is a

blueprint providing guidelines for sustainable urbanization – marked by the development of inclusive, safe, resilient and sustainable cities and human settlements.

The Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works, is committed to providing all the necessary support to both the National KISIP 2 and County teams to enable them play their expected roles in implementing the project as set out in this manual and other relevant participation agreements.

We would like to thank the World Bank and the Agence Française de Development for supporting us in the development of KISIP 2. We hope that our joint performance on this Project will encourage other development partners to join this phase of the project in ways deemed fit by them so as to make a bigger impact in the lives of slums and informal settlements' dwellers.



Charles M. Hinga, CBS

PRINCIPAL SECRETARY

MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING,

URBAN DEVELOPMENT AND PUBLIC WORKS

STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

1.0 Introduction

1.1. Purpose

The purpose of this Project Operations Manual (POM) is to provide project implementation and management procedures to ensure effective execution of the Kenya Informal Settlements Improvement Project 2 (KISIP2). Further, the manual operationalizes KISIP2 Project Appraisal Document[1] (PAD) and Financing Agreement.

This manual has been developed by the KISIP2 National Project Coordinating Team (NPCT) with input from Counties and other relevant stakeholders to be adopted by all those participating in the project including:

- Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works
- Ministry of Lands and Physical Planning,
- All participating Counties and,
- Independent Consultants and Contractors appointed for specific assignments.

The POM provides information and details on the institutional roles and structure for project management and implementation especially in respect to: selection of participating counties and settlements, procurement and financial management procedures; environmental and social safeguards frameworks; contract management; monitoring and evaluation, communication and; reporting procedures.

The POM is a living document, which will be amended and updated from time to time, to reflect changing circumstances and experiences gained during the implementation of the project.

Any questions or concerns related to the POM or KISIP2 project implementation should be directed to KISIP2 National Project Coordinator at kisipinfo@gmail.com: *Or P.O Box 30119 – 00100, Ardhi House,* Nairobi, Kenya.

2.0 Project Background, Objectives and Components

2.1 Background

The Kenya Informal Settlement Improvement Project 2 (KISIP2) is an Investment Project Financing (IPF) project valued at US$ 165 million with US$ 150 million credit provided by the International Development Association (IDA). The Government of Kenya (GoK) will contribute counterpart funding of an equivalent of US$15 million in form of staff time and other costs. Additional funding is expected from other development partners especially the Agence Française de Development. The project will be implemented between the years 2020 to 2026.

The project will build on current and past World Bank urban operations in Kenya, which address urban infrastructure deficit and urban institutional challenges that include among others:

- The completed **Kenya Municipal Program (KMP)** that sought to address urban institutional challenges such as municipal capacity, finance and reforms as well as support investments to improve urban infrastructure and service delivery.

[1] Project Appraisal Document (PAD), World Bank, October, 2019

- The completed **Kenya Municipal Program (KMP)** that sought to address urban institutional challenges such as municipal capacity, finance and reforms as well as support investments to improve urban infrastructure and service delivery.
- The on-going **Nairobi Metropolitan Services Project (NAMSIP),** which seeks to build the capacity of the Nairobi Metropolitan institutions in addition to financing improvements in service delivery in the Nairobi Metropolitan.
- The recently completed **Kenya Informal and Settlement Improvement Project 1 (KISIP1)** that sought to improve living conditions in informal settlements through investments in infrastructure, strengthening security of land tenure, building the capacity of urban and land institutions and planning for urban growth.
- The on-**going Kenya Urban Support Program (KUSP),** that aims to strengthen urban institutions and help create systems for the delivery of improved infrastructure and services across the selected towns and municipalities.

KISIP2 will scale up the activities of KISIP1 to reach new informal/slum settlements while also completing pending upgrading efforts under KISIP1. Specifically, the project will finance counties through the national government to improve living conditions in informal settlements by: infrastructure investments, enhancing security of land tenure, building the capacity of urban and land institutions and planning for urban growth. Additional aspects not in KISIP1 will include socio-economic inclusion that will involve linking informal settlements residents to other government and partner-led projects benefits.

Further, the project will support the implementation of the Kenya Government Slum Upgrading and Prevention Policy and its initiatives to stop the proliferation of new informal/slum settlements by building the capacity of institutions (Counties and National government agencies) mandated with slum upgrading to carry out their responsibilities. It will also support the Government's housing agenda, through security of land tenure and investment in infrastructure services that are likely to induce significant private investment in housing.

KISIP2 will be domiciled at the **State Department for Housing and Urban Development in the Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works**. The Project will be implemented through participating County Governments and in close partnership with the Ministry of Lands and Physical Planning.

The primary **project beneficiaries** will be the residents of the participating informal settlements, national and county government agencies. Residents of informal settlements will benefit by having access to improved basic infrastructure services including roads, water and sanitation, storm water drainage and waste management, security/street lighting and strengthened security of tenure. Further, residents will benefit from social and economic inclusion by linking vulnerable groups to existing opportunities including the cash for work activities. National and County government agencies will benefit through the institutional development activities aimed at strengthening capacity at the national and county levels to implement slum upgrading interventions.

2.2 Project Development Objective (PDO)

The 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"*[2].

The achievements of the PDO will be measured principally by the following indicators:

- Population in informal settlements with enhanced land tenure security (broken down by gender - percentage of women/men, youth and persons with disabilities)
- Population in informal settlements with access to enhanced infrastructure and services (roads, drainage, pedestrian walkways, water connection etc.)
- Number of beneficiaries linked to socio-economic opportunities (broken down by gender-percentage of women/men, youth, people with disabilities).
- Number of National and County slum upgrading and prevention policies and strategies reviewed or formulated and adopted for implementation.

2.3 Project Components

The project objective will be achieved through four interventions/components[3] namely:

a) ***Component 1:*** Integrated settlement upgrading, which has two subcomponents namely,
   - *Sub-Component 1.1: Land Tenure Regularization*
   - *Sub-Component 1.2: Infrastructure Upgrading*

b) ***Component 2:*** Socio-economic inclusion planning

c) ***Component 3:*** Institutional capacity development for slum upgrading

d) ***Component 4:*** Program management and coordination

Component 1: Integrated settlement upgrading, which includes a combination of land tenure regularization and investments in infrastructure services. This component will be implemented under two subcomponents:

i. ***Subcomponent 1.1: Land tenure regularization*** *(US$30 million)* to be achieved through the: (i) Preparation of Local Physical and Land Use Development Plans (LPLUDP), (ii) Land Surveying, (iii) Preparation of Leases or Titles.

ii. ***Subcomponent 1.2: Infrastructure upgrading*** *(IDA US$ 90 million; anticipated AFD US$ 40 million).* This will include investments in services and infrastructure construction that include: roads, bicycle paths, pedestrian walkways, street and security lighting, vending platforms, solid waste collection and sorting, storm water drainage, water and sanitation systems, public parks and

[2] Project Appraisal Document, World Bank, October, 2019

[3] Detailed descriptions of each component are provided in part 5.0.

green spaces, investments related to prevention of crime and violence, including but not limited to community centers.

Component 2: Socio-economic inclusion planning (estimated IDA US$10 million). This component will constitute carrying out socio-economic surveys to: identify community needs including COVID-19 mitigations measures and developing community led plans to address such needs; identification and prioritization of vulnerable populations in the community-led plans and linking them to existing World Bank and GoK safety net programs; raising awareness on utilization of green zones and public spaces; exploring community level Solid Waste Management (SWM) mechanisms aimed at raising awareness on a settlement level solid waste management including refuse collection, sorting and disposal as well as potential for income generation; Crime and Violence prevention through participatory crime and violence mapping to identify hotspots, investments in infrastructure to make these hotspots safer and investments in facilities such as community centers where projects for youth skills and conflict resolution can be undertaken. The activities of this component will be implemented in settlements that are undergoing any KISIP intervention. However because this is a new intervention, priority for piloting will be given to those settlements undergoing infrastructure before scaling up to other settlements.

Component 3: Institutional capacity development for slum upgrading (estimated IDA US$15 million). This will include undertaking 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 (estimated IDA US$5 million), which will entail carrying out activities to support project management and coordination activities of both national and county governments implementing agencies (i.e the National Project Coordination Team (NPCT) and the County Project Coordination Teams (CPCTs)) including fiduciary (financial management and procurement), environmental and social safeguards compliance, monitoring and evaluation, communication and community development.

Table 1: Summary of Project Costs by Component

Costs by Component		**Total Cost in USD Million**	
		World Bank	**% Financing**
1.	Integrated settlement upgrading	120	80
	a) Infrastructure upgrading	90	
	b) Tenure regularization	30	
2	Socio-economic inclusion planning	10	6.67
3	Institutional capacity development for slum upgrading	15	10
4	Program management and coordination	5	3.33
Total		**150**	**100**

3.0 Project Implementation and Institutional Arrangements

3.1 Project Implementation Guiding Principles

KISIP2 will be implemented through institutional arrangements at both the national and county levels. Figure 1 below shows the implementing agencies and the reporting organogram structure of KISIP2. The division of responsibilities between the national and county governments is based on the 2010 constitutional provisions, which confers the higher authority to formulate national policies on the national government, while the implementation of the policy as well as of core urban planning and development functions are devolved to the sub-national level. Table 2 below provides a breakdown of the lead implementing agency at each level of government, by activity and with the associated legal and policy underpinnings.

A key objective of the project will be to ensure that the national and county government conduct their affairs in consultation and with coordination as stipulated in the Constitution and the Intergovernmental Relations Act 2012. Further, the successful implementation of KISIP 2 requires firm compliance and support to the national, county, and settlement structures and systems for implementation such as NPCT, CPCTs and SECs. Institutional and implementation arrangements for KISIP2 are designed on the basis of the need to:

- Engender close collaboration between the institutions responsible for project implementation;
- Facilitate devolved delivery of the Project as a basis for promoting ownership and accountability;
- Promote mainstreaming of the KISIP2 within the current GoK and county structures and programmes;
- Provide a link between KISIP 2 and development partners; and
- Promote national and county leadership in slum upgrading as a basis for ensuring sustainability of slum upgrading in the country.

Figure 1: KISIP 2 Implementing Agencies

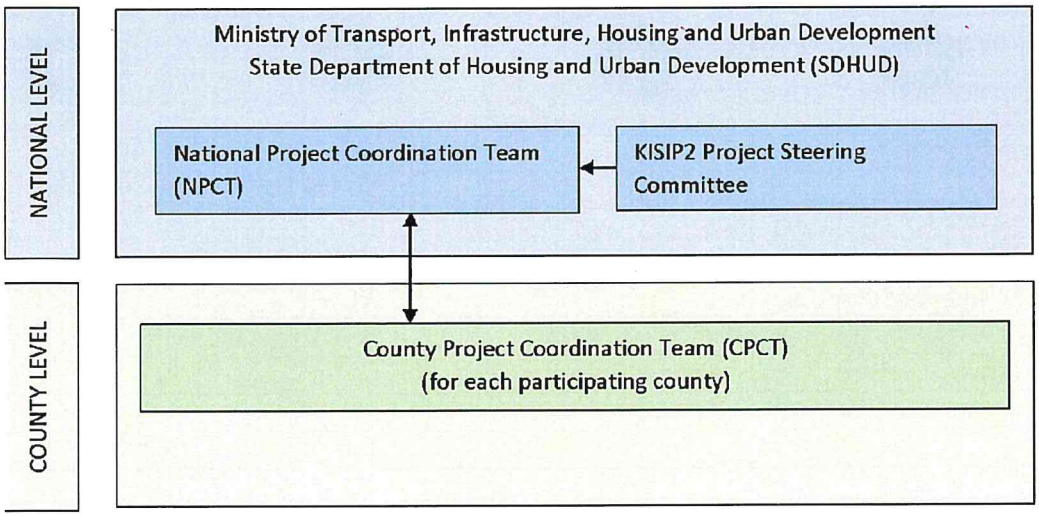


Table 2: Division of Responsibilities Between the National and County Government Agencies

Component	Activity	Lead Implementer	Implementation Partners	Legal and policy underpinnings for assigning responsibilities
Component 1: Integrated Settlement Upgrading	**1.1. Land Tenure Regularization**			
	Planning (including preparation of Social Management Plans (SMP), RAP and ESIA where applicable)	• County/National		– The Constitution of Kenya 2010 – Physical and Land Use Act, 2019 – Constitution – County Government Act 2012 – County Public Participation Guidelines
			• Community	
			• NLC	– The Constitution of Kenya 2010 – National Land Commission Act, 2012
	Surveying	• National/ County		– The Constitution of Kenya 2010 – Survey Act Cap 299
			• County	
			• Community	– The Constitution of Kenya 2010 – County Government Act 2012 – County Public Participation Guidelines
			• MLPP	– Land Act 2012 – Land Registration Act
	Preparation of Lease or Title	• National - MLPP		– Land Act and Land registration act 2012
		• NLC		– The Constitution of Kenya 2010 – National Land Commission Act, 2012
			• County	– Land Act 2012 and Land Registration Act Cap 300 – Constitution – National Land Commission Act, 2012
			• Community	– The Constitution of Kenya 2010 – County Government Act 2012 – National Land Commission Act, 2012 – County Public Participation Guidelines
			• MLPP	– Land Act and Land Registration Act 2012
	Implementation of Social Management Plans, Resettlement Action Plans, and ESIA where applicable	• County		– World Bank Policy – EMCA
			• National	– Treasury Circular on Guideline for the Management of Intergovernmental Fiscal Transfers in Kenya – EMCA
			• World Bank	– World Bank Policy – Environmental Management and Coordination Act, 2015
			• Community	– County Public Participation Guidelines

				– County Government Act 2012
	1.2. **Infrastructure Upgrading**			
	Detailed Eng. Designs and Bidding Documents (including ESIA, RAP preparation) (5 % of Infrastructure Cost to be retained at National)	• National		– The Constitution of Kenya 2010 – Treasury Circular on Guideline for the Management of Intergovernmental Fiscal Transfers in Kenya
			• County	– The Constitution of Kenya 2010
			• World Bank	– World Bank Policy
			• Community	– County Public Participation Guidelines – County Government Act 2012
	Procurement of Works	• County		– The Constitution of Kenya 2010 – Treasury Circular on Guideline for the management of Intergovernmental Fiscal Transfers in Kenya
			• National	– The Constitution of Kenya 2010
			• World Bank	– World Bank Policy
	Contract Management	• County		– The Constitution of Kenya 2010 – Treasury Circular on Guideline for the management of Intergovernmental Fiscal Transfers in Kenya
			• National • Engineer	
			• World Bank	– World Bank Policies
			• Community	– County Public Participation Guidelines – County Government Act 2012
	Implementing RAPs and ESIAs	County	• National World Bank	– Environmental Management and Coordination Act (EMCA), 2015
	Technical Assistance and Quality assurance (10 % of Infrastructure Cost to be retained at National)	• National	County	– Treasury Circular on Guideline for the Management of Intergovernmental Fiscal Transfers in Kenya
Component 2:	Linking Vulnerable	• National		– The Constitution of Kenya 2010
		• County		

Socio-Economic Inclusion	population to social safety Nets		• Community	– County Public Participation Guidelines – County Government Act 2012
	Linking at risk youth to job opportunities	• National		– The Constitution of Kenya 2010 – The Constitution of Kenya 2010 –
		• County		
			• Community	– The Constitution of Kenya 2010 – County Public Participation Guidelines – County Government Act 2012
				– The Constitution of Kenya 2010 –
	Crime and Violence Prevention	• National		– The Constitution of Kenya 2010
		• County		– The Constitution of Kenya 2010
			• Community	– County Public Participation Guidelines – County Government Act 2012
	Studies on the socio-economic needs of the population	• National		– The Constitution of Kenya 2010
			• County	– Constitution
			• Community	- County Public Participation Guidelines - County Government Act 2012
Component 3: Institutional Capacity Development	Assist in preparing Slum Upgrading Strategy	• National		– The Constitution of Kenya 2010 – National Slum Upgrading and Prevention Policy
			• County	
			• World Bank	– World Bank Policy
			• Community	– County Public Participation Guidelines – County Government Act 2012
	Capacity Building	• National	•	– The Constitution of Kenya 2010 – Treasury Circular on Guideline for the management of Intergovernmental Fiscal Transfers in Kenya
			• County	–
			• World Bank	– World Bank Policies and Guidelines
			• Community	– County Public Participation Guidelines – County Government Act 2012
Component 4: Program Management and Coordination	**Program Management**			
	Social and Environmental Safeguards	• County		– EMCA 2015
			• National	– EMCA 2015
			• World Bank	– World Bank Policy
			• Community	– County Public Participation Guidelines – County Government Act 2012
	Monitoring and	• National		– Treasury Circular on Guideline for the management of

	Evaluation			Intergovernmental Fiscal Transfers in Kenya
			• County	–
			• World Bank	– World Bank Policies and Guidelines
			• Community	– County Public Participation Guidelines
	Communication and Documentation	• National		– Treasury Circular on Guideline for the management of Intergovernmental Fiscal Transfers in Kenya
			• County	–
			• World Bank	– World Bank Policies and Guidelines
			• Community	– County Public Participation Guidelines
	Community Engagement	• County		– The Constitution of Kenya 2010
			• Community	– County Public Participation Guidelines – County Government Act 2012
			• National	
	Procurement	• National		– Public Procurement and Disposal Act, 2015
		• County		
		• World Bank		– World Bank Policies and Guidelines
	Financial Management	• National		– Public Financial Management Act 2012
		• World Bank		– World Bank Policies and Guidelines
		• County		– County Government Public Finance Management Act 2013

3.2 Roles and Responsibilities of National Government Implementing Agencies

- The Recipient of the grant and loan for KISIP2 is State Department for Housing and Urban Development (SDHUD) under **the Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works (MoTIHUD).**
- The National Treasury and the MoTIHUD will be responsible for the negotiations and signing of the credit/financing agreements and any amendments to the Projects legal agreements on behalf of the Government of Kenya
- The **State Department for Housing and Urban Development** has the overall Project implementation responsibility. The agency will however work closely with the participating Counties, Ministry of Lands and Physical Planning, Council of Governors (CoG), and the National Land Commission (NLC) where Project activities are directly linked to their respective mandates.
- The **State Department for Housing and Urban Development and the National Treasury** will be responsible for ensuring that project resources are budgeted for and released as needed. The Office of the Auditor General will be responsible for auditing of project accounts at both national and county levels.

- The **KISIP2 National Project Coordinator**, whose position shall not be below that of a head of department in the Ministry, is the officer in charge of the National Project Coordinating Team (NPCT) and of the overall coordination of project activities. The KISIP Coordinator will be responsible for all official communications to the Development Partners on technical matters.

- The **Project Steering Committee (PSC)** chaired by the Principal Secretary (PS) of Housing and Urban Development, and co-chaired by the Chair of the Sub-committee on Lands, Urban Development, Planning, Infrastructure & Energy of Council of Governors (COG) will provide overall strategic policy guidance and project supervision. The PSC will comprise of PS SDHUD, PS Treasury, PS Lands and Physical Planning, CoG Chair of the Sub-committee on Lands, Urban Development, Planning, Infrastructure & Energy, with the KISIP2 Project Coordinator acting as the Secretary to the committee. The Steering Committee will meet at least twice a year and will be responsible for overall strategic guidance. The PS SDHUD will initiate convening of the PSC meetings. The PSC shall, in consultation with the Bank, (a) provide its written confirmation to the National Treasury and the Bank of the overall Annual Workplans and Budgets (further discussed below); (b) provide written confirmation that the selected informal urban settlements and proposed Participating Counties meet the Eligibility Criteria and/or County Readiness Criteria.

- The **National Project Coordination Team (NPCT)** will be in charge of Project design, overall Project coordination (including liaising with senior Government officials and the Development Partners' team), financial management, procurement, monitoring and evaluation (M&E), reporting, capacity building and communications activities.

- The NPCT will also be responsible for the following:

  a) Coordinating the implementation of KISIP2 and ensuring that project implementation activities and reports are on schedule and in compliance with the financing agreement.

  b) Providing technical assistance to counties to perform in accordance with the Bank policies and guidelines as well as leading the coordination, capacity building and backstopping of all county project interventions.

  c) Consolidating the planning and budgeting of funds by counties and triggering disbursement of funds to the eligible county governments once conditions have been met.

  d) Coordinating and consolidating the interim financial reports and quarterly progress reports, based on inputs from the counties.

  e) Liaising closely with the Council of Governors (CoG) in order to ensure effective coordination and communications with county governments.

  f) Review work plans from Counties

  g) Review whether settlements and counties have met the required criteria to become eligible for KISIP2 financing

- **Composition of NPCT.** The NPCT will be led by the National Project Coordinator, and will be composed of a Financial Management Specialist, a Procurement Specialist, a Monitoring and Evaluation Specialist, technical specialists in planning, surveying, engineering, and community development, Communication Specialist, Social Safeguards Specialists, and Environmental Safeguards Specialists. The NPCT will report to the PS in charge of housing and will from time to time draw the attention of the PS in charge of Housing to emerging policy issues for decision at a

higher level.

- **National Component Heads**. Each of the four Components of the Project will consist of a team headed by a Component Head who will report to the KISIP2 Coordinator and work in collaboration with KISIP2 staff at national and participating counties. The Component teams will consist of specialists in each particular component.
- In order to guarantee the allocation of sufficient staff time for the Project, KISIP2 activities will be included in the annual performance contracts for the KISIP2 staff from the State Department of Housing and Urban Development starting from 1 July 2020. The participating counties will also be required to include KISIP2 activities in their Annual Work Plans and align their budgets accordingly.
- The NPCT will meet every two weeks, chaired by the National Project Coordinator to:

    a) Review progress and plan KISIP2 activities

    b) Review and approve budgets and procurement plans

    c) Discuss ToRs and tender issues for consultancies, services, goods and works

    d) Update selection lists for counties and settlements

    e) In accordance with the selection criteria, review and approve requests received from counties for funding of activities under KISIP2 ensuring that they are also compliant with annual work and procurement plans, consistent with current progress, and fundable from available funds in the KISIP2 bank accounts.

    f) Review Progress reports from Counties

    g) Review financial and project audit reports, and monitor progress implementation.

    h) Discuss staff welfare and performances.

- Project Components meetings will be held on a weekly basis to review each component's progress.

- **Consultants.** In addition to in-house staff, KISIP2 will recruit individual consultants with general Project management skills (e.g. procurement, financial management, M&E, gender and environmental mainstreaming, slum upgrading, mapping, surveying, engineering and planning etc.) to support the KISIP2 Team in their work on need basis. The consultants shall report to the relevant KISIP2 Head of Component or when appropriate to the National Coordinator.
- Independent consulting engineering firms will be recruited to carry out feasibility studies, design, and supervision of works, and will work in consultation with respective KISIP Component Heads and County Governments.
- Project Technical Support Team at Council of Governors (COG) – The project will support the establishment of a project technical support team at the (CoG office to support County project implementation. The exact expertise composition of the team will be discussed and determined during project implementation and as per need and may include specialists in: urban planning, public finance management, procurement and Monitoring &Evaluation). Activities of the team will be financed under the project management component.

3.3 Roles and Responsibilities of Participating Counties

- All the participating Counties will have the primary responsibility of implementing the project activities within their jurisdiction.
- Each participating County will establish a **County Project Coordination Team (CPCT),** which will have the day-to-day responsibility for implementing and supervising the agreed activities at the settlement and county levels.
- The CPCT will comprise of a County Project Coordinator, a Financial Management Specialist, a Procurement Specialist, a Monitoring and Evaluation Specialist, technical specialists in planning, surveying, engineering, Social Safeguards/Community Development Specialists, and Environmental Safeguards Specialists and City/Municipal Manager or their representatives where applicable (whose areas of jurisdiction have settlements benefiting from KISIP2 interventions). The CPCT should consist of full-time focal persons from the relevant departments.
- The CPCT will report to the CEC in charge of Land, urban and housing or the equivalent and will be responsible for:

    a) The day-to-day coordination of the county-level project activities.

    b) Working closely with relevant offices of the county to implement county-level activities supported by the project.

    c) Preparation of procurement plans, procurement and implementation of infrastructure works with technical assistance and quality assurance provided by the NPCT.

    d) Implementation of the environmental and social safeguards instruments including Social Management Plans (SMP) and RAP where applicable).

    e) Monitoring & Evaluation, reporting and disseminating information about the project (including preparation of annual work plans, contract awards, physical and financial progress of works contracts, and so on) at the county level.

    f) Mainstreaming all KISIP2 activities into the County programming and budgeting systems and for the briefing of the County Executive.

    g) Regularly consulting and coordinating with the NPCT in project implementation.

- To ensure efficiency in project implementation, counties that participated in KISIP1 will be encouraged to retain the County Project Coordinators and staff that participated in the project as part of KISIP2 core implementation team.
- Under KISIP 2 counties will have substantially increased responsibilities and are likely to need technical assistance and advice to perform in accordance with the Bank policies and guidelines, which will be provided by NPCT.
- The transition period prior to commencement of KISIP2 will be used to build the capacity of the counties in Procurement, Contract Management, Financial Management, Environmental and Social Safeguards, and induction into slum upgrading approaches and lessons learnt in KISIP1.
- The **County Technical Assistance Pools (CTAP) or individual consultants t**hat will consist of Consultants to be based at KISIP2 head office will deliver hands-on and tailored support to participating counties. Each team or individual consultants (shared between a number of Counties) will include experts with approximately the following skills:

a) **Engineer(s),** who will be experienced in urban/infrastructure engineering, will provide front line support to the counties on the design, supervision and monitoring of the KISIP2 infrastructure investment projects (Subcomponent 1.2). An Engineer will not be assigned to oversee more than three counties and/or ten concurrent infrastructure contracts.

b) **Urban Development Expert/ Physical Planner** who will assist the Counties with planning at settlement level and support the municipalities with the reconciliation between planning at national, municipality/county and community levels (Subcomponent 1.1).

c) **Institutional Development Expert** who will provide support to strengthen the participating counties to effectively perform their roles in KISIP2 particularly in areas of community mobilization, land management and new methods for enhancement of tenure security in Slum Upgrading initiatives.

d) **Land Survey Expert,** who will provide advisory services and support in strengthening land surveying and digital topographical mapping capacities. He/she will provide advice in the best practices in land administration and development of GIS based land information management required for the implementations of KISIP in line with National Land Information Management Systems (NLIMS). The Land Survey Expert should also advise Counties on strengthening capacity and development of GIS based informal settlement databases.

- The CTAPs or individual consultants will also provide support on financial management, procurement, communication, environmental and social safeguards and Monitoring and Evaluation and any other field as need may arise from time to time in all the participating counties.
- **City and Municipal Boards** (where they exist) will be crucial partners in project implementation and will be represented in CPCT by the City/Municipal Manager or their representatives. Their specific roles and responsibilities will be progressively determined during project implementation. Their participation will be supported through the county project implementation structures.

- **The World Bank** will provide implementation support, monitor compliance with financial management, procurement, environmental and social safeguards.

4.0 County Eligibility and Participation Criteria

Participation in KISIP2 is voluntary and open to any of the 47 counties that meet the county readiness criteria and the settlement eligibility criteria detailed in sections 4.1 & 4.2 below and annex 2.

To arrive at the participating settlements and counties, all counties are invited to submit lists of informal settlements based on a matrix that include information such as status of tenure regularization, land tenure (public/ private or community), legal encumbrances if any among others; and to state for each settlement the intervention required. The lists provided by the counties are then subjected to the under listed settlement eligibility criteria.

4.1 Overall Settlement Selection Criteria

- Located on public land or land that is regularized through a GoK program (including KISIP). Infrastructure activities to be on land where the regularization process is already complete until survey stage.
- No court case or other legal encumbrances on part or all of the land on which the settlement sits
- Community readiness ensuring that the voice of women is clearly noted (e.g. a community meeting, signing of a community participation agreement)
- Population density no less than 30 people/ha
- Settlement sits on a maximum 30ha
- Settlement lies within a 10km radius of the nearest city, municipality or town
- Structures are: (i) temporary or semi-permanent; (ii) single-storey; (iii) distance between structures not more than 50m
- Settlement morphology allows for adoptive planning with minimal displacement. Physical upgrading of the settlement should not entail large-scale displacement (and, thereby, relocation) of residents

Additional criteria for infrastructure upgrading

- Evidence of regularization up to surveying stage through an approved Local Physical and Land Use Development Plan (LPLUDP) and approved survey plan
- Evidence of settlement readiness for infrastructure upgrading, such as availability of detailed designs, bidding documents, ESIAS, and RAPs.
- Proximity to trunk infrastructure (cost of connecting to trunk is not more than 15% of total infrastructure cost; settlement should be no greater than 0.6km away from trunk)
- Infrastructure has been designed and will be built and operated in a way that anticipates, prepares for and adapts to changing climate conditions
- County has provided an O&M plan to maintain the infrastructure to be upgraded
- (where applicable) KISIP1 infrastructure is well maintained

Using the above criteria, submitted settlements are organized under 2 categories. Category 1 in readiness for tenure regularization and Category 2, settlements in readiness for infrastructure improvement. Category 2 is further divided into (a) settlements that have detailed designs, bidding documents, RAPs and ESIAs ready; and (b) settlements that need detailed designs, bidding documents, RAPs and ESIAs to be prepared. See Annex 1 for a list of all participating informal settlements.

The 44 counties in Table 3 below have expressed interest in the project by submitting a list of settlements to be considered. The exact number of counties and settlements to be selected for actual investments however will be dependent on available resources and counties commitment to counterpart funding and other set conditions.

Table 3: List of Counties with Submitted Settlements

1	Baringo	13	Kirinyaga	25	Muranga	37	Tharaka Nithi
2	Bomet	14	Kisii	26	Nairobi	38	Trans Nzoia
3	Bungoma	15	Kisumu	27	Nakuru	39	Uasin Gishu
4	Busia	16	Kitui	28	Nandi	40	Wajir
5	Elgeyo Marakwet	17	Lamu	29	Narok	41	West Pokot
6	Embu	18	Machakos	30	Nyamira	42	Isiolo
7	Garissa	19	Makueni	31	Nyandarua	43	Turkana
8	Homa Bay	20	Mandera	32	Nyeri	44	Kakamega
9	Kajiado	21	Marsabit	33	Samburu	45	Vihiga
10	Kericho	22	Meru	34	Siaya	46	Laikipia
11	Kiambu	23	Migori	35	Taita Taveta	47	Kwale
12	Kilifi	24	Mombasa	36	Tana River		

Out of the above 47 counties, 22 counties qualify for security of tenure (85 settlements) and 23 counties for provision of infrastructure (91 settlements). Given the limited capacity of NPCT to supervise a large number of consultancies/contracts in all counties at once, implementation of KISIP2 will be phased as is feasible. Among the 23 counties that qualify for infrastructure, six of them (Nairobi, Mombasa, Nakuru, Kisumu, Kakamega and Kilifi) have a total of 29 settlements with ready detailed designs prepared under KISIP1. The first phase of KISIP2 infrastructure investments will therefore give priority to these 29 settlements. The second phase of infrastructure upgrading will cover 62 settlements spread across several counties. For tenure regularization, the first and second phases will include 40 and 45 settlements respectively. Phase 1 settlements for tenure regularization have already provided sufficient information to allow commencement of implementation while those in phase require additional information. The 91 settlements undergoing infrastructure upgrading are also eligible for socio-economic inclusion planning. All the 47 counties qualify for institutional capacity development for slum upgrading.

County Participation Agreement. Counties eligible to benefit from KISIP2 interventions will enter into a Participation Agreement with the National Government (MoTIHUD) consistent with the County Participation Agreement. Annex 3 contains the County Participation Agreement, which stipulates the conditions of the project. The MoTIHUD is responsible for enforcing the agreement across counties.

4.2 County Selection Criteria

Counties with eligible settlements must also meet certain criteria to access funds as discussed below;

- Appoint relevant staff to support implementation and form the County Project Coordination Team (CPCT).
- Eligible to participate[4] in Kenya Urban Support Program (KUSP) after Year 1 of KUSP (not relevant for Nairobi and Mombasa).
- Register Commitment to:
    i. Cover the costs of RAP implementation
    ii. Cover costs of environmental mitigation measures
    iii. Meet budgetary requirements for O&M
    iv. Develop slum-upgrading strategy and include it in the County Integrated Development Plan (CIDP) by the next review of the CIDP.
    v. Resettle residents in environmentally fragile/hazardous areas
    vi. Designate Special Planning Areas as needed
- Submit a signed Participation Agreement (PA) by the specified cut-off date. The Agreement will have incorporated all the above commitments.

[4] Counties will need to pass the criteria for eligibility for Year 2 of KUSP

5.0 Project Components

The activities in KISIP2 are grouped under four components as follows;

a) **Component 1:** Integrated settlement upgrading (tenure regularization and infrastructure upgrading).

b) **Component 2:** Socio-economic inclusion planning.

c) **Component 3:** Institutional capacity development for slum upgrading.

d) **Component 4:** Program management and coordination.

5.1 Component1: Integrated Settlement Upgrading (IDA US$120 million; anticipated US$40 million from AFD for infrastructure works)

This component consists of two sub-components: land tenure regularization and infrastructure upgrading.

5.1.1 Sub-component 1.1: Land Tenure Regularization (IDA US$30 million)

This component will directly support the set of activities required to regularize tenure in uncontested public land. These activities are:

*i. **Informal settlement identification and verification.***

- This sub-activity screens all settlements that have been proposed by counties to ensure they meet the project criteria.
- Counties will submit a list of proposed informal settlements that qualify for tenure regularization based on the criteria provided by the KISIP NPCT.
- The submitted list of settlements should be accompanied by information on: the size of the settlement, the population, documentation on settlement tenure status, distance of the settlement from the main urban centre, distance from the closest trunk infrastructure and any evidence of previous tenure regularization efforts.
- The KISIP NPCT will carry out screening and verification to ensure that the submitted settlements meet the project criteria (refer to sections 4.1 and 4.2 for the detailed criteria).
- The screening and verification process will be done through desk reviews and site visits by both the KISIP NPCT team and respective county PCT teams.
- The activities and steps to be undertaken during the screening and verification process are:

1. Carry out land searches at the Department of Lands to ascertain or obtain:
    a) Parcel Number
    b) Map to be used from SPRO.
2. Obtain evidence on legal encumbrances/court cases informed by the land search and information from the Land Registry.
3. Obtain evidence on the status of LPDPs and Survey Plans from Counties including Cadastral Maps, Google Maps/Satellite Imagery and Photos of the proposed settlements. The verification team will confirm when the LPDPs were prepared and approved.
4. Estimate the distance of the settlement from the nearest urban centre/ town through driving and use of GIS. The distance of the settlement should be at least 10Km Radius from the nearest urban Centre. The name of the nearest centre should be recorded in the verification documents.
5. Social and environmental screening of the settlements to verify:
    a. Location of settlement in relation to rivers, way leaves, power lines, terrain, riparian, road reserve, history of flooding etc.
    b. Community readiness, any past and/or on-going projects and organisations working in the settlements.

6. Obtain settlements coordinates and acreage from the counties. Each settlement will get a point for Geo-referencing.
7. Obtain settlement population data from:
    a. Kenya National Bureau of Statistics (KNBS) and County Integrated Development Plans (CIDPs).
    b. G.I.S data from the County

- The resulting list of eligible settlements will be shared with the counties for their final concurrence.
- The list will also be submitted to the World Bank for informational purposes.
- Should the list of eligible settlements by county be more than financing available under the project, the NPCT will determine further selection criteria.
- Once a county is confirmed to have settlements eligible for tenure regularization, they will indicate their readiness by doing the following steps:
    1. A written commitment to execute Social Management Plan or cover the costs for RAP implementation where applicable.
    2. Written commitment to provide budgetary requirement for O&M. Counties that participated in KISIP 1 will need to demonstrate on-going investments in O&M, failure to which they will not qualify for KISIP2 investments.
    3. Written commitment to develop slum upgrading strategy and inclusion to CIDP.
    4. Written commitment to resettle residents in environmentally fragile/hazardous areas.
    5. Written commitment to handle arising disputes and complaints from the settlements.
    6. Demonstrated good performance in KUSP and KDSP based on each project's evaluation criteria (not relevant for Nairobi and Mombasa).
    7. Written communication to declare areas with special challenges as Special Planning Areas (SPA).
- The commitments in steps 1- 4 above will be proven through budget allocations in the financial year just before the projects kicks off or within the first financial year of project implementation whichever is practical for specific counties.
- Counties that will not have budgeted resources towards the same after the first year of project implementation will not receive subsequent disbursements until they do so.
- Failure to provide evidence of county readiness will disqualify the county from participation in tenure regularization of their settlements under KISIP2.
- Counties that qualify ("participating counties") will sign a Participation Agreement with the SDHUD.
- As funds for tenure regularization will not flow to counties, the NT does not need to sign these participation agreements (see Annex 3 for details on the Participation Agreements).

ii. Community mobilization.

This sub activity prepares the community for the project and will be supported under the project management component.

- Once a settlement is confirmed as eligible and county readiness confirmed, community mobilization will start.
- The KISIP2 CPCT, through the person in charge of community mobilization and with support from the KISIP2 NPCT members in charge of community engagement, will undertake the following steps:
    1. **Initiate a first meeting with the community.** The meeting is intended to create awareness about the intended tenure regularization process, clarify any questions from the community

about the process, ensure the community is familiar with adoptive planning, and gauge the community's willingness to participate in the process using adoptive planning.

2. **Support the community to establish the settlement-level institutions.** The community will elect members for the Settlement Executive Committee (SEC) that is the representative of the whole community. The community will also establish a Grievance Redress Committee (GRC) to assist with conflict resolution during the project implementation. The process of establishing GRC and SEC is detailed in section 6.4.2.1. The community should independently form the SEC and GRC committees without any interference from the County or any other entity.

iii. ***Preparation and approval of Part Development Plans (PDP) and/or Local Physical and Land Use Development Plans (LPLUDP), including determination of settlement (enclosures) boundaries and list of beneficiaries.***

This sub activity entails the preparation of a detailed Local Physical and Land Use Development Plan (LPLUDP) and Part Development Plan (PDP) to guide land allocation and future infrastructure investments.

The KISIP2 NPCT with support from the CPCT will:

- Recruit the consultant/consultancy firm, which will undertake the regularization process. The LPDP or PDP will be prepared through consultancies. The NPCT will recruit a Planning and Survey Consultancy firm who will work with the SEC and overall community to develop the LPDP or PDP in each of the participating settlements. A single consultancy can include several settlements in one or several counties.

The KISIP2 CPCT will:

- Introduce the consultants to the County, SEC, GRC and community through a community meeting and ensure that the consultants are aware they need to work together with the community and counties.
- Together with respective counties, ensure all relevant stakeholders are informed, mobilized and involved in the project.
- Supervise the census and a socio-economic survey being undertaken by the consultant and community) to identify settlement and resident characteristics and the number of people in the settlement) to ensure accurate data is obtained.
- Ensure this data from this census and socio-economic survey is shared with component 2 as it provides the foundation for the socio-economic inclusion activities under component 2.
- Identify and verify beneficiaries based on eligibility criteria determined by the community with support from counties.
- Offer technical support to the consultants in carrying out planning and survey activities (the mapping of the existing land parcels and structures in the settlement and in recording the size and owners of each parcel) in collaboration with the community and county government.
- Provide the consultants with the necessary information for them to conduct detailed mapping of existing parcels and structures in the informal settlements.
- Support the consultant in carrying out a visioning exercise with the community to identify and prioritize community infrastructure needs and set aside land for infrastructure.
- Ensure the community's concurrence with the resulting LPDP/PDP and its approval and use by the respective County Government. Consultants will also play a critical role in preparation and submission of key outputs including plans, RAPs among others.
- Ensure the resettlement process of residents found in environmentally sensitive or hazardous zones. Resettlement could be within the same settlements or alternative suitable land to be

provided by the county government. Please see Section 6.4.5 for detailed process of resettlement.

- Ensure forwarding of Community adopted List of Beneficiaries by the CEC(M) in charge of Lands to the Ministry of Lands and Physical Planning for processing of titles.
- In this sub-activity, the SEC and GRC will verify and resolve any disputes and grievances resulting from this exercise. Please see Section 6.4.2.1 in the Safeguards Section on these processes.

iv. ***Preparation of detailed topographical survey for engineering designs.***

The outputs under this section will link the consultancies in detailed engineering design and bidding documents (1.2) and planning and survey (1.2). Tasks under this section will include:

- Carry out detailed digital topographical mapping of roads, streets, manholes, walkways, utility poles, surface and sub-surface infrastructure to provide geo-referenced engineering data
- Establish accurate vertical and horizontal control to define location
- Provide contours at an agreed vertical interval
- Establish bench marks and provide spot heights
- Provide accurate longitudinal and cross sectional data of the selected roads or walkways
- Provide accurate data for top and invert levels of existing infrastructure i.e. storm water drains, sewer lines etc.
- Provide accurate position of existing trunk infrastructures including trunk sewer, roads, main water lines etc.
- Produce geo-referenced digital maps of the engineering survey data in both CAD and Arc GIS in different thematic layers.
- Prepare and digitally overlay the engineering survey maps onto the prepared LPLUDP

v. ***Surveying of Individual Plots and Preparation of Registry Index Maps (RIMs)***

Once the mapping is done and a PLDP is completed, the KISIP2 NPCT, with support from the CPCT, will supervise the Consultant who will:

- Undertake the survey of individual plots and prepare a survey map
- Prepare the Registry Index Maps.
- Carry out a verification exercise with the community to ensure that each land parcel matches size and ownership details.

vi. ***Preparation, Registration, and Issuance of Letters of Allotment and Titles to Individuals or Groups.***

Once the community and County have agreed on the final list of beneficiaries, the final documents for registration (RIMs, LPLUDP, survey plans etc) shall be submitted to the Ministry of Lands and Physical Planning through KISIP NPCT for preparation, registration and issuance of ownership documents.

- The National Land Commission (NLC) and Ministry of Lands and Physical Planning will prepare, register and issue letters of allotment.
- The Lands Department at the MLPP will cause the preparation and registration of titles to the beneficiaries.
- The NPCT with support from CPCT and National Land Commission will verify the list of beneficiaries and submit to the Ministry of Lands and Physical Planning.
- The NPCT with support from the CPCT will liaise with the NLC for the issuance of letters of allotment to the community where applicable.

- Where there is displacement of residents during the planning and surveying process, no land ownership documents will be issued before alternative land is identified for the affected persons. Please see Section 6.4.5 for detailed process of resettlement.
- Where alternative claims to land ownership are identified during the planning and surveying process, the Consultant and/or CPCT will report this finding to the KISIP NPCT who will initiate the process, guided by law, of determining the legitimate land ownership.
- The Counties will be responsible for implementation of Social Management Plan (SMP) or RAP where applicable. Tenure regularization will not be completed without implementation of Social Management Plan (SMP) or RAP where applicable.
- In extreme cases where there are affected persons – counties will finance RAPs with subsequent financial budgets if they are not budgeted for in the initial years/financial year when RAPs are generated.

Under this subcomponent, the KISIP NPCT will keep records of settlement data and titles issued through the GIS database developed under KISIP1.

Table 4:Summary of Implementing Agencies and Roles

Task	National Level	County Level	Other Entities
Planning or preparation of PDPs or LPDP and/including preparation of Social Management Plan(SMP)	- NPCT to recruit consultancy firm to undertake planning and surveying - Review resultant outputs- Basemaps, Socio economic survey, Plans and SMP	- CPCT to introduce and support consultants carry out planning exercise (by providing info and building relations with the community) - County Assembly to approve Plans	- SEC carry out Community mobilization and representation
Surveying of Individual Plots and Preparation of Registry Index Maps (RIMs)	- NPCT to recruit consultancy firm to undertake planning and surveying. - Review resultant outputs- Survey plans - Ministry of Lands and Physical Planning and National Land Commission to facilitate approval of survey & amendment of Registry Index Maps and /deed plans, land searches, prepare, register, issue	- CPCT to support survey consultants - Verify land ownership together with the community and consultants	- Communities and SEC to assist in verification of boundaries

	letters of allotment (where applicable) and titles.		
Preparation and Implementation of Social Management Plan/ Resettlement Action Plans(where applicable), ESIA	- NPCT to monitor County Compliance with safeguards	- County to facilitate residents and provide alternative land where needed - County to ensure all road reserves and public purpose plots are kept free of encroachments	- WB to monitor compliance with social and Environmental safeguards

Sub-Component Outputs

- List of approved and participating counties and settlements
- Formation of SECs and GRCs
- Socio-economic Surveys and Reports
- Settlement Local Physical and Land Use Development Plans/Part Development Plans
- Approved RAP and /or SMP reports where applicable
- Survey Plans and Registry Index Maps (RIMs)
- Tenure Documents (List of Beneficiaries, Letters of Allotment, Leases and Titles)
- Land Information System (LIS) on GIS platform of the Informal Settlements and their attributes
- Cadastral Survey Maps with clear wayleaves
- Detailed topographical survey for Engineering Designs

5.1.2 Subcomponent 1.2: Infrastructure Upgrading (IDA US$90 million; anticipated US$40 million from AFD)

This subcomponent will directly support the set of activities required to provide infrastructure upgrading in settlements[5]. Key principles for implementation are that the investment shall be implemented in collaboration with the people who will benefit from the improved services; that the settlement shall be the owner of the project and; that labor intensive methods and locally sourced building material should be used to the extent possible to help mitigate the socio-economic impacts of COVID-19 through employment creation. All these issues will enhance the ownership of the project by the residents in the settlement and will improve the sustainability of KISIP2 investments while enhancing economic opportunities and community resilience. To ensure significant impacts by prioritizing and reaching a large urban population, at least 60% of the funds under this sub-component will be allocated to settlements in the six major urban areas in Kenya: Nairobi, Mombasa, Kisumu, Nakuru, Kiambu and Eldoret. The remaining (40%) will be shared among all the other secondary urban areas.

[5] **Infrastructure Investment Menu:** Investments eligible for financing under KISIP2 include: roads, bicycle paths, pedestrian walkways, street and security lighting, vending platforms, solid waste management including collection and settlement level sorting, storm water drainage, water and sanitation, public parks and green spaces. The menu will also include investments related to prevention of crime and violence, including but not limited to community social centers within the selected informal settlements

The activities under this component are:

1. Selection and Prioritization of Settlements for Infrastructure Investments

This sub activity screens all settlements that have been proposed by counties for infrastructure upgrading to ensure they meet the project criteria.

- Counties submit a list of informal settlements that they propose qualify for infrastructure upgrading based on criteria provided by the KISIP NPCT.
- The submitted list of settlements should be accompanied by information on: the size of the settlement, the population, documentation on settlement tenure status, distance of the settlement from the main urban centre, distance from the closest trunk infrastructure and evidence of completed tenure regularization efforts.
- The KISIP NPCT will carry out screening and verification to ensure that the submitted settlements meet the project criteria (refer to sections 4.1 and 4.2 for the detailed criteria). The screening and verification process will include compilation of base maps with cadastral overlay for the informal settlements, land searches at the Department of Lands, site visits by both the national KISIP team and respective county teams.
- The screening and verification will be done through the following steps:
    1. Conduct screening for environmental and social risks and impacts
    2. Carry out land searches at the Department of Lands to ascertain or obtain parcel number and any relevant Maps.
    3. Obtain evidence on legal encumbrances/court cases informed by the land search and information from the Land Registry.
    4. Obtain evidence on the status of LPDPs and Survey Plans from Counties including Cadastral Maps, Google Maps/Satellite Imagery and Photos of the proposed settlements. The verification team will confirm when the LPDPs were prepared and approved if available.
    5. Estimate the distance of the settlement from the nearest urban centre/ town through driving and use of GIS. The distance of the settlement should be at most 10Km Radius from the nearest urban Centre. The name of the nearest centre should be recorded in the verification documents.
    6. Conduct screening for social and environmental risks and impacts e.g:
        a) Location of settlement in relation to rivers, way leaves, power lines, terrain, riparian, road reserve, history of flooding etc.
        b) Community readiness, any past and/or on-going projects and organisations working in the settlements.
    7. Obtain settlements coordinates and acreage from the counties. Each settlement will get a point for Geo-referencing.
    8. Obtain settlement population data from:
        a) Kenya National Bureau of Statistics (KNBS) and County Integrated Development Plans (CIDPs).
        b) G.I.S data from the County
    9. Ascertain settlement morphology through:
        a) Taking photos to describe type of structure and construction materials
        b) Observing and measuring distances between structures
        c) Using Google Maps to obtain average distance between structures
    10. Information on other World Bank projects in the county and their implementation structures.
    11. Obtain evidence on settlements readiness for infrastructure upgrading that includes:

a) Evidence on the completion of tenure regularization process up to amendment of RIMs/ issuance of Title
b) Detailed infrastructure designs
c) Bidding documents
d) ESIAs and RAPs

12. Ascertain the distance from the relevant trunk infrastructure (power lines, Trunk Sewer, Mains Water Supply System, Roads) to the proposed infrastructure intervention.

- The resulting list of eligible settlements will be shared with the counties for their final concurrence. The list will also be submitted to the World Bank for informational purposes.
- Should the list of eligible settlements by county be more than financing available under the project, the NPCT will determine further selection criteria in consultation with the county.
- Once a county is confirmed to have settlements eligible for infrastructure upgrading, they will indicate their readiness by doing the following steps:
  1. Submit a written commitment to cover the costs for RAP implementation and any additional costs of social and environmental safeguards mitigation to the NPCT.
  2. Provide tangible commitment or proof of budgetary allocation to carry out O&M. Counties that participated in KISIP 1 will need to demonstrate on-going investments in O&M, failure to which they will not qualify for KISIP2 investments.
  3. Demonstrated good performance in KUSP and KDSP based on each project's evaluation criteria (not relevant for Nairobi and Mombasa).
- Failure to provide evidence of county readiness will disqualify the county from participation in infrastructure upgrading of their settlements under KISIP2.
- Counties that qualify ("participating counties") will sign a participation agreement with the SDHUD.
- As funds for infrastructure upgrading will flow to counties, the NT will also need to sign these participation agreements (see Annex 3 on Participation Agreements for more details).
- The submitted list of settlements should be accompanied by information on: the size of the settlement, the population, documentation on settlement tenure status, distance of the settlement from the main urban centre, distance from the closest trunk infrastructure and any evidence of previous tenure regularization efforts.

2. Community mobilization

This sub activity prepares the community for the project.

- Once a settlement is confirmed as eligible and county readiness confirmed, community mobilization will start.
- The KISIP2 CPCT, through the person in charge of community mobilization and with support from the KISIP2 NPCT members in charge of community engagement, will undertake the following steps:
  a. **Initiate a first meeting with the community**. The meeting is intended to create awareness about the intended infrastructure upgrading process, clarify any questions from the community about the process, ensure the community is familiar with all aspects of the project, and gauge the community's willingness to participate in the process.
  b. **Support the community to establish the settlement-level institutions**. The community will elect members for the Settlement Executive Committee (SEC) that is the representative of the whole community. The community will also establish a Grievance Redress Committee (GRC) to assist with conflict resolution during the course of the project implementation. The process of establishing GRC and SEC is

detailed in section 6.4.2.1. The community should independently form the SEC and GRC committees without any interference from the County or any other entity. Where the settlement has already participated in KISIP1 or KISIP2 tenure regularization processes, there may be no need to set up the community institutions, as they may already exist.

- Community mobilization related activities both at the national and county levels will be financed and supported under the project management component.

3. Consultancies for Preparation of Detailed Engineering Designs and Bidding Documents (including ESIA preparation)

While settlement level infrastructure improvements are county functions, consultancies for preparation of feasibility studies, detailed engineering designs, bidding documents (including ESIA preparation) and site supervision for infrastructure projects which have been prioritized in accordance with the process described above will be procured and coordinated by the NPCT. Based on the lessons learnt from KISIP 1, it is considered more appropriate to combine consultancies for feasibilities studies, design and site supervision phases as a single contract package with single responsibility basis. The consultant who designs will also support the project during implementation as the Engineer's representative. This approach is expected to reduce the time and effort consumed for design review by a separate works supervision consultant, revision of design, increase of the plan sizes and further minimize the variations at the implementation stage with minimum design changes. A single consultancy can include several settlements in one or several counties.

The World Bank has discontinued the use of the Multi-Lateral Banks (MDB) harmonized edition of FIDIC form of contract in favour of the FIDIC Red Book 2nd edition 2017 as the only authorized form of contract. This form of contract will be used for all works under KISIP2.

About 10% of the budget in this component will be retained at the national level to cover for the consultancy costs.

The NPCT, with support from the respective county CPCT, will recruit the consultant who will undertake the preparation of the detailed engineering designs and bidding documents. The consultant will be procured for a cluster of counties depending on the scope of works. In recruitment of the consultant, the NPCT will;

- Develop consolidated procurement plan and budget for the infrastructure consultancies and communicate the same to the participating counties.
- Prepare the bidding documents including expressions of interest, terms of reference for the assignment and the request for proposals. The consultancy contracts will be in two stages, namely stage 1 (feasibility studies, design and tendering) and stage 2 (site supervision and other post tender activities). Stage 2 will become effective after certified satisfactory performance of stage 1.
- Secure concurrence of the World Bank before issuance of the documents to the consultants for bidding.
- Invite expression of interest (where applicable) and issue the requests for proposals to qualified consulting firms in accordance with the procurement plan and appropriate procedure.
- Facilitate consultants during the bidding process including organising pre-bid visits and contacts with counties.
- Receive and evaluate the consultant's expressions of interest and proposals. The participating counties will be represented by a qualified representative from procurement and infrastructure departments during the evaluation of the bids. The two stage (technical and financial) evaluation criteria shall be clearly spelt in the request for proposals sent out to the consultants.

- Award the stage 1 and stage 2 contracts simultaneously to the highest combined technical and financial evaluated consultant.
- Prepare stage 1 and stage 2 contract documents for execution. The two contracts will be signed simultaneously between the Principal Secretary and the consultant's authorised signatory.
- Facilitate the consultants through introduction to the participating counties. The NPCT shall organise the kick-off meeting between the consultant and the participating counties. Counties shall be availed copies of the signed contracts prior to the Kick-off meeting.
- Introduce the consultants to the SEC, GRC and community through a community meeting and ensure that the consultants are aware they need to work hand-in-hand with the community.
- Lead the preparation of a socio-economic survey with the consultant and community to identify settlement and resident characteristics and the number of people in the settlement.
- Support the consultant who will be responsible for scoping the works for detailed designs, preparing the ESIAs, and bidding documents
- Oversee the consultant's work and deliverables, monitor costs, quality and timely submission of the deliverables, and ensuring that all aspects of the TORs have been completed.
- Communicate infrastructure cost estimates to the respective counties for downstream works resource planning and budgeting. Ensure that the specification for the works, bidding documents and forms of contract are standardized across settlements in order to minimize and allow for comparison of costs while at the same time retaining flexibility for adoptive design.
- Develop and adopt a common contract administration manual for use on KISIP2 contracts across all participating counties.

The NPCT will have a desk officer (an engineer) for each county/cluster of counties to act as the link person between the consultant, the CPCT and the NPCT. The consultant and the designated link person will work closely during the feasibility study and design phase to facilitate early identification of challenges and advance communication of resource requirements and cost estimates for budgeting at county level.

During execution of the consultancies, the NPCT will;

- Receive and act on reports on the status of the consultant's deliverables from the counties
- Receive and process consultant's invoices and any request for variation. The NPCT shall be required to seek opinion of the participating county or recommendations on consultant's invoices from counties before making final decision. In case of differing opinion, the decision of NPCT shall prevail.
- Receive monthly, quarterly and annual progress reports from counties and consolidate such reports for overall project monitoring and submission to the Government, World Bank and other oversight bodies. The NPCT shall prepare and issue to the participating counties templates for the reports.
- Certify (or otherwise) satisfactory performance of stage 1 contract and formally signify effectiveness of stage 2 contracts.

The CPCT will:

- Provide technical assistance to the SEC in setting settlement level infrastructure priorities.
- Coordinate with the SEC for the initial screening and scoping of the works to be undertaken in the settlements within the county and preparation of the terms of reference for consultancies applicable to the county.
- Prepare county level annual work plans, procurement plans and budget.

- Provide the NPCT with the information required for consolidated procurement planning and budgeting.
- Participate in consultant's pre-bid visits organised by the NPCT.
- Participate in the evaluation of expressions of interest and proposals
- Participate in the kick-off meeting organised by the NPCT as well as meetings called to introduce the consultant to the SEC and GRC.
- Assist the consultant during the stage 1 contract by facilitating county and settlement level contacts.
- Prepare monthly, quarterly and annual reports for submission to the NPCT and county oversight bodies.
- Sign-off all county relevant deliverables by the consultant and make recommendations on the consultant's request for payment or variation to the NPCT.
- Implement the environmental and social safeguards instruments, and be responsible for monitoring, reporting and disseminating information about the Project (including contract awards, physical and financial progress of works contracts, and so on).

Funds for works will flow from the Treasury Designated Account directly to the county Special Purpose Account.

The table 5.1below illustrate the assignment of task and responsibility between the NPCT and CPCT.

Table 5: Assignment of Roles Between NPCT and CPCT in Feasibility Studies, Design and Site Supervision

Task	National Level	County Level	Other Entities
Development of procurement plan for consultancies	- NPCT working jointly with CPCT	- Provide information to NPCT	-
Budgeting for consultancies	- NPCT working jointly with CPCT	- Provide information to NPCT	
Development of TORs	- NPCT working jointly with CPCT	- Provide information to NPCT	- SEC Facilitate verification visits
Obtaining WB No Objection	- NPCT sole responsibility	- Provide information when required	
Invitation of RoEI and RfP	- NPCT working jointly with CPCT	- Facilitate site visit by consultants	
Evaluation of EoI and Proposals	- NPCT Constitution of evaluation committees, Jointly with CPCT	- Participate in evaluation	
Award of Consultancy	- Sole responsibility to be executed by the PS		
Facilitation of consultants	- Letter of introduction to counties	- Access to information, sites, receipt of deliverables and technical comments	- SEC facilitate consultants entry and access to site

Acceptance of deliverables	- Certification of satisfactory of stage 1 and 2(supervision)	- Receipt, evaluation and recommendation to NPCT for acceptance	-
Processing of Consultants invoices, requests for variation, contract closure	- Approval and payment, evaluation of variation and recommendation to PS	- Evaluation and recommendation to NPCT; provision of information.	- WB to review requests for variation of consultancies
Community Engagements and Grievance Redress	– Formulate and package project information and disseminate directly to the community and, or through SEC – Receive and resolve complaints and grievances from Counties	– Formulate and package project information and disseminate directly to the community or through SEC – Receive and resolve or escalate complaints and grievances from GRCs	– SEC facilitate community engagements and information disclosure – GRCs facilitate complaints uptake, resolution and escalation as necessary
Reporting	- Consolidation and submission of monthly, quarterly, half year and annual reports on consultancies to the WB and NG oversight bodies - Periodic consolidation of grievance logs from County level and submission to WB and NG oversight bodies	- Preparation of periodic reports on consultant assigned to county and submission to NCPT for consolidation. - Periodic consolidation of grievance logs from GRCs and submission to national level	- WB review reports - GRCs periodically consolidates and submits grievance logs to County level

4. Infrastructure Works Procurement and Implementation

Upon completion of the design and preparation of bidding documents, the NPCT will hand over the documents to the respective county for procurement of the contractor to undertake the works. All procurement will be carried out in accordance with the World Bank's Procurement Regulations for Investment Project Financing (IPF) Borrowers dated July 2016 and revised in November 2017 and August 2018. The project will also be subject to the World Bank's Anti-Corruption Guidelines, dated July 1, 2016. Please refer to Section 6.2 in this Manual for details on procurement procedures.

The NPCT will:

- Prepare consolidated annual work plans and budget for infrastructure works.
- Offer technical support in the evaluation of contractor's bids
- Facilitate clearance of contract awards and requests for variation by the World Bank.

- Provide technical assistance and quality assurance to the works. Every month during site meetings, NPCT officers responsible for implementation of infrastructure will attend such meetings to review the status of works implementation.
- Receive and consolidate monthly, quarterly and annual progress reports from counties.
- Compilation of the consolidated project implementation completion report.

In exceptional circumstances, the NPCT may at the request of a county appoint a person to be the Engineer. The person so appointed by the NPCT shall be a professional engineer having suitable qualifications, experience and competence acceptable to the Bank to act as the Engineer under the Contract. As a minimum, the Engineer shall have a degree in the relevant engineering discipline and be registered with the Engineers Registration Board of Kenya and of good standing with the Institution of Engineers of Kenya.

The said Engineer will perform the duties delegated to him by the Employer County in accordance with the contract. The Engineer's duties and authorities shall be those defined in the works contract. The Engineer will prepare monthly, quarterly and annual progress reports for submission to the CPCT and NPCT.

The NPCT will in collaboration with the county, appoint a supervising Consultant as the Engineer's Representative (ER). The Engineer will delegate in writing such powers as are necessary for effective supervision of the works to the Consultant. The Engineer's Representative and/or the natural person acting on his behalf shall have qualifications as those of the Engineer specified above. The ER, with support from their County counterparts, will be responsible for:

i. Providing oversight of construction and contract administration.
ii. Ensuring that works are done to specifications and scope.
iii. Implementation of the ESMP, issuance of instructions to the contractor,
iv. Receiving applications from the contractor,
v. Receipt and evaluation of the contractor's application for payment, variation and/or claims and submit recommendation to Engineer for Determination,
vi. Preparation of monthly, quarterly and annual reports for submission to the NCPT and CPCT for consolidation.
vii. Receipt and evaluation of the works Final Statements and recommend to the Engineer processing of contract closure.

The CPCT will have overall responsibility for implementation of the works. Prior to commencement of works implementation, the CPCT will implement the RAPs and to ensure that ESMPs are adhered to. Please see the Safeguards section (6.4) for further guidance of the Environmental and Social responsibilities of the county.

The CPCT will be responsible for the following activities.

- Submission of requests for technical assistance to the NPCT.
- Finalization of the bidding document including insertion of county logo and relevant tender information such as pre-bid visits and submission dates. The final bidding document shall be submitted to the NPCT for clearance before invitation of bids.
- Invitation of bids, coordination of pre-bid visits and clarification to bidders
- Receipt and evaluation of bids
- Award of contract. The CPCT shall submit the evaluation report and recommendation of award to the NCPT who shall arrange for clearance by the World Bank.
- Introducing the contractor to the SEC
- Hand-over of site to the contractor.

- Receipt and processing of the contractor's application for payment
- Receipt and evaluation of requests for works variation from the contractors and submission of the evaluated request to NCPT for consideration and clearance from the World Bank.
- Preparation of monthly, quarterly and annual reports submission to the NCPT for consolidation. The NCPT will provide counties with the project reporting template.
- Preparation of the works final accounts and contract closures
- Preparation of the county level implementation completion report and submission to the NCPT for consolidation and compilation of the project implementation completion report.

The County will set up the following structure to implement the works:

- Chief Officer in charge of Housing as the Employer.
- The Chief Officer in charge of the relevant infrastructure component in the County as the Employer's Representative. The County will be at liberty to appoint any other competent person for this role.
- A person nominated by the County to be the Engineers' or Project Managers' role. This person shall be a professional engineer having suitable qualifications, experience and competence acceptable to the Bank to act as the Engineer under the Contract. As a minimum, the Engineer shall have a degree in the relevant engineering discipline and be registered with the Engineers Registration Board of Kenya and of good standing with the Institution of Engineers of Kenya. The Engineer will perform the duties delegated to him by the Employer in accordance with the contract.

The supervising consultant (engaged by the NPCT) as the Engineer's Representative (ER). The Engineer will delegate in writing such powers as are necessary for effective supervision of the works to the consultant. The Engineer's Representative and/or the natural person acting on his behalf shall have qualifications as those of the Engineer specified above. The Engineer may appoint and second to the consultant assistant engineers and inspectors to assist in the supervision of works and to allow for skills transfer. The seconded staff shall report and be answerable to the consultant.

The assignment of roles and responsibilities between the various actors during work implementation is illustrated in table 6 below.

Table 6: Assignment of Roles and Responsibilities Between NPCT and CPCT During Works Implementation

Task	National Level	County Level	Other Entities
Development of procurement plan for works	- NPCT - Submission of consolidated plan to WB	- Prepare plan for settlements in county	
Budgeting for works	- Submission of consolidated plan to WB	- Prepare plan for settlements in county	
Bidding Documents	- Hand-over the draft to county	- Prepare final document with county emblem	
Obtaining WB No Objection	- Review bidding documents and Submit to WB	- Submit bidding documents to NPCT for review and action	- WB to provide a No Objection
Invitation bids	- Monitoring and assistance	- Invite bids, clarification and pre-bid	- SEC cooperation
Evaluation of	- Provide technical advice	- Appointment of the	- SEC

Bids	where necessary	Evaluation committees	cooperation
Award of Contract	- Monitoring and request for NO from WB	- Sign of contract upon NO, receive securities	
Site Supervision	- Activate stage 2 of consultancy, payment of consultant fees, monitor implementation and enforcement of enforcement of RAP and ESMP.	- Handover of site, appointment of the Engineer, delegation of powers to consultant, secondment of staff	- Monitoring through SEC
Community Engagements and Grievance Redress	- Support Counties with Establishment of SECs and GRC, resolve escalated issues from counties and communities	- Introduce Contractors to SECs, resolve any issues from GRC and escalate issues to NPCT where necessary	- SEC monitor works and ensure, GRC to resolve disputes and escalate where necessary
Progress management	- Attendance to management meetings	- Coordination of meetings, progress report	- Monitoring through SEC
Processing of Contractor's invoices, requests for variation, contract closure	- Monitoring, review of request for variation and request NO from WB	- Processing and approval, early warning to NCPT	
Reporting	- Consolidation and submission of monthly, quarterly, half yearly and annual reports on works to the WB and NG oversight bodies	- Preparation of monthly and quarterly reports and submission to the oversight bodies and NCPT	- WB review of reports

5. Handing Over of Infrastructure, and Operation and Maintenance

The NPCT in collaboration with Counties will prepare a standard procedure for hand-over of infrastructure constructed under KISIP2 to the Counties and communities. The procedure will be applied for all assets acquired under KISIP2 including those procured by counties using KISIP2 funds.

The protocol will cover such areas as;

- Final inspection and condition survey
- Discharge of consultants and contractors
- Statement of liabilities if any
- Statement of further investments required to enhance performance of the asset.
- Asset register detailing the name, value and functionality of the asset being handed over.
- Transfer of record drawings, design reports and operation manuals
- Transfer of title deeds, copyrights and guarantees and operation manuals
- Parties to the transfer protocol

- Place of transfer

The formal transfer will be undertaken not more than six months after the defects notification period or discharge of the contractor (or supplier), whichever comes earlier. The transfer will be initiated by the NPCT.

6. Reporting

Counties are expected to use the county websites as well as social media to (i) engage with citizens and (ii) to report on the progress of investments under the KISIP2. In addition to the monthly and quarterly reports, twice a year, at the end of the second quarter and at the end of the financial year, the county that has received the KISIP 2 funding shall report to NPCT on the use of the funds. This will include reporting on progress of the various projects in the settlements, problems encountered (if any) together with suggestions on how to resolve these, and an outlook on the activities for the next 6 months and the estimated completion dates of the various projects. A template for the relatively short report is provided in Annex 4 & Annex 5, and includes both a physical progress report and a financial overview showing the status for each project undertaken. The reports[6] (half year and annual) will be prepared by the CPCT and sent to NPCT via the CEC responsible for urban issues. The NPCT will use these reports to make a consolidated report for the World Bank.

Counties are expected to present the funds utilisation reports to NCPT within one month (31st January and 31st July) after the end of the reporting period. NCPT is expected to present the consolidated report to the World Bank by end of February and end of August latest. The consolidated reports will also be posted on the KISIP designated webpage. Counties are expected to post their reports on their websites.6

7. Risk Management

The NPCT and CPCT to develop and share with the Bank a project risk management framework with the objective of ensuring that uncertainties do not deflect the endeavour from the PDO and achievement of the project indicators. The risk management framework will focus on risks to project objectives, Quality, schedule, costs, implementing organization and the World Bank. The NPCT and CPCT will identify, analyze, prepare response plans, monitor and control risks with high probability of occurrence and significant impact on any of the five listed parameters. Communication will be used as a key tool for minimizing risk. A communication strategy will therefore be incorporated in the project implementation structure. Please see Section 6.5 on Communications for further guidance.

Table 7: Summary of Implementation Arrangement

Task	National Level	County Level	Other Entities
Preparation of Detailed Eng. Designs and Bidding	- Verify the proposed settlements - Preparation of ToRs	- Identify settlements for upgrading - Take part in selection of consultants - Guide residents during the	- WB Review and Grant No Objection **Community**

[6] The objective of the progress reports is two-fold. Firstly, it serves as a tool of self-reflection, for the county to take stock whether progress is on track. Secondly, it provides few key indicators for project management at the national level, to monitor progress and to see where there are bottlenecks. The reporting deadline for counties to submit their reports to KISIP2 NPCT is one month after the end of each semester. KISIP2 NPCT then has one month to prepare a consolidated report for submission to the World Bank (to be presented before end of February and end of August, respectively). The two reports have a narrative on physical progress as well as a section with financial information (i.e. expenditures vs budget). For the two reports it is suggested to start with compiling that two tables in the annexes of the report and then prepare the text, which is then based on the information in those annexes.

Documents (including ESIA preparation)	- Prepare RFPs - Procurement of consultants - Preparation of consultancy contracts - Contract administration - Verification of proposed infrastructures - Review of bidding documents - Transfer of completed detailed designs and bidding documents to the counties	prioritization of infrastructure - Take part in the review and approval of the infrastructure designs - Avail approved selected settlements survey plans - Ensure the selected settlements have minimal encroachment on the way leaves Budget for implementation of RAPs and EMPs.	- Identification and prioritization of infrastructure - Participate in community level consultations during design preparation stage - Assist in identification and verification of PAPs
Procurement of Works	- Prepare bidding documents - Take part in the pre-bid meetings - Take part in the procurement of contractors - Take part in the monthly progress meetings - Take part in progress review missions.	- Prepare work plan & budgets - Prepare procurement plan for the proposed works - Advertise the works as per world bank procurement guidelines - Conduct pre-bid meeting(s) - Handle all bidder clarifications - Selection of contractors - Preparation of evaluation report as per World Bank evaluation guidelines - Issue notification of intent to award contracts - Prepare works contracts - Sign work contracts - Implement RAPs and ensure social safeguards standards are adhered to during the period of works implementation - Participate in contract administration	**WB** - Review and approve the procurement plan - Review and No Objection of evaluation reports for selection of contractors - Take part in progress review missions
Works Contract Management	- Monitoring and evaluation of project implementation - Review monthly	- Review quality, progress and cost against contract - Review and approve payment request based on recommendation of the	**WB** - Capacity building

	progress reports submitted by the Engineer and forward to WB - Timely disbursement of funds to the counties - Assist counties in addressing disputes arising during works implementation - Capacity build through consultant	Engineer - Review and approve contractors' claims and variations based on recommendations of the Engineer - Review and approve progress reports submitted by the Engineer - Address any contractual dispute in the works contract arising during the implementation of works	
Technical Assistance and supervision of construction works	- Preparation of ToRs - Prepare RFPs - Selection of consultants - Preparation of consultancy contracts - Contract administration - Review and submit consultant's monthly progress reports to WB	- Take part in the selection of supervision consultant - Receive and review progress reports submitted by the Engineer and flag any impending risks - Work with the ER to ensure contractor adheres to the specification and ESMP	**WB** - Review and Grant No Objection

5.2 Component 2: Socio-economic Inclusion Planning (IDA US$10 million)

This component will support the creation of community development plans to enhance social and economic inclusion given the effects of COVID-19. Developed together with communities, these plans will seek to identify community socio-economic needs both past and those caused by the pandemic and how best the needs can be met. All settlements under KISIP 2 will be eligible for activities under this component. However, as this is a new intervention priority for piloting will be given to settlements undergoing infrastructure upgrading before scaling up to other settlements. Infrastructure investments provide ready opportunities to incorporate socio-economic inclusion especially using labour intensive activities that can easily create employment opportunities. The census and socio-economic surveys conducted during planning and/or preparation of designs under component 1 will provide the foundation for the community development plans.

Component 2 will link communities to already existing socio-economic opportunities and projects financed by the World Bank, National and County governments and other development partners. Under World Bank financed projects this component will specifically collaborate with Transforming Health Systems (P152394) and COVID-19 Emergency Response Project (P173820), and KADP (P150611) to provide technical and institutional support for short term COVID-19 measures identified in the community development plans. Another key project central to this component is the Financing

Locally-Led Climate Action Program (P173065)[7]. This component will leverage the participatory methods being developed under the program to assess climate and disaster risk and facilitate partnerships between communities and local authorities to address risk.

Key activities under this component could include:

i. ***Mapping of social protection projects:*** The NPCT will provide guidelines for mapping out social protection projects to counties, which will carry out detailed mapping of social protection projects in their respective county settlements with input from communities. Focus will be placed on projects targeting youth, Orphans and Vulnerable Children (OVCs), people living with disabilities, elderly and women. The mapping will establish actors, their roles, geographical coverage and the eligibility criteria for each program. The aim of the mapping is to link vulnerable populations to existing government and non-state actors' safety nets programs.

ii. ***Socio-economic inclusion surveys:*** The NPCT will develop the socio-economic survey tools. Counties will conduct the socio-economic surveys with input from the communities who will provide the socio-economic data. Based on eligibility criteria identified during the mapping of social protection projects, such criteria will be incorporated into the census/enumeration questionnaire. Questions to determine eligibility criteria would therefore be different per settlement and largely determined by existing social protection programs in each settlement. Because component 2 is only implemented in settlements undergoing infrastructure upgrading and differences in eligibility criteria for various SP programs, standalone enumerations for this activity will be conducted.

iii. ***Identification of potential beneficiaries and linking them to existing programs*:** Based on results of surveys from activity 2, counties will prepare a database of potential beneficiaries of safety net projects that are excluded from such projects for variety of reasons. The SECs will assist counties in the identification of beneficiaries within their areas. The counties will present the database to the NPCT who will hand it over to the government and other relevant safety net projects for action.

iv. ***Identification and implementation of socio-economic enhancement initiatives*:** This activity would select NGOs with a track record in socio-economic interventions targeting elderly, OVCs, disabled, and at-risk youth to help in the implementation of socio-economic plans. The NPCT will prepare guidelines to be used in the preparation of socio-economic surveys and selection of NGOs. Select NGOs could facilitate the drawing up of socio-economic plans, implement identified socio-economic activities, and pilot any innovative community economic activities. Counties will be responsible for selecting and contracting NGOs.

v. ***Youth mobilization campaigns*:** The NPCT will provide the 'call for youth' schedules to counties who will organize the youth campaigns. These campaigns will be through online, electronic media and road shows, and will be to disseminate information regarding programs targeting young people. The primary focus of these campaigns will be targeted informal settlements. The design of these campaigns will be based on existing youth programs and in collaboration with youth development officers.

[7] The Financing Locally-Led Climate Action Program, currently under preparation, aims to strengthen local resilience in a participatory manner, by building capacity of county governments to plan, coordinate, implement, and monitor resilience investments in partnership with communities.

vi. ***Linking youth to the Kenya Youth Employment Opportunities Program (KYEOP)***: Counties will identify and prepare a list of young people who (a) qualify for training and work experience in the formal and informal sector; and (b) require start up financing, managerial and entrepreneurial skills, business-start up grants, business development services, and exposure and networks for starting and growing a business. Counties will present the lists to NPCT who will link them to KYEOP and other projects such as the GoK-financed Youth Enterprise Development Fund.

vii. ***Linking contractors to KYEOP training institutes and trained youth***: this activity would link young people trained in various skills at KYEOP training institutes to component 1 and 2 contractors. To establish a mutually beneficial relationship, it will also link contractors to KYEOP training institutes. The NPCT will provide a list of KYEOP training institutes to contractors. All counties where there are infrastructure investments will insert a provision for collaboration between contractors and trained youth in all bidding documents and apportion a percentage mark to be awarded during bid evaluation. Counties will also facilitate engagement meetings between trained youth, training institutes and contractors. Among others, these institutes train young people on building and construction, service industries, ICT, metal work, mechanics, plumbing, machine operations etc.

viii. ***Identification and contracting of community-based organizations***: Under this activity, counties will identify small-scale infrastructure works and contract these to CBOs. The NPCT will provide guidelines for engagement of CBOs and County government that will comprise of factors such as membership, previous experience in upgrading, and inclusion of vulnerable populations in their labour force. Counties together with SECs will monitor works by the CBOs.

ix. ***Incentivising contractors to hire local unskilled labour***: Under this activity, counties will apportion percentage points to award contractors who commit to hire a certain percentage of their labour force from local unskilled labour to be included in the bidding documents. Counties will also prepare a database of unskilled labour in the settlements where infrastructure works will be done which they will make available to hired contractors.

x. ***Upgrading youth centres***: Counties will identify and upgrade youth centres in targeted settlements. The NPCT will provide guidelines on the selection of youth centres for upgrade. Where applicable, youth centres will be equipped to facilitate and support on-going youth socio-economic activities. As much as is feasible these centres will solely be operated by the youth.

xi. ***Upgrading of day care centres***: Counties will identify and upgrade appropriate centres located on public land. These centres will be upgraded and equipped with early learning and childhood development facilities. The NPCT will provide the guidelines on the selection of day care centre sites.

xii. ***Identification and implementation of Crime Prevention Through Environmental Design (CPTED) activities***: that include (a) participatory crime and violence mapping to identify hotspots; and (b) investment in infrastructure to make hotspots safer. The NPCT will prepare a toolkit for CPTED investment in counties and prepare a list of eligible CPTED investments. The Counties will map out crime hotspots, construct public infrastructure, identify and upgrade

community centres. The SEC and overall community will assist in the mapping of hotspots and selecting potential investments.

xiii. ***Conducting community capacity building initiatives*:** Using SECs, GRCs and CBOs/CSOs at settlement level, counties will undertake or facilitate community education campaigns on planning literacy, county-community engagement and solid waste management. Counties will also facilitate structured feedback engagement meetings between MCAs and communities. The NPCT will prepare a community capacity building guideline to be used by counties.

xiv. ***Cash for Work Activities:*** Given that a key impact of COVID-19 on residents of informal settlements is job losses as they engage in informal work, KISIP 2 will ensure that infrastructure works continue to build the jobs available in the informal settlements. Infrastructure investments are expected to produce short-term employment for both skilled and unskilled workers. This will include labour intensive works such as excavation works, masonry works in drains, walkways and footpaths, preparation of foundation and placement of precast concrete/ cobble stones for footpaths and walk ways. Operations and maintenance functions of complete infrastructure will also be tailored to incorporate jobs for informal settlement residents especially in the maintenance of drainage networks and solid waste management.

Division of responsibilities

This component will be implemented at national and county levels with clear division of responsibilities as indicated in Table 8. County social development, community development officers and youth development officers are the primary drivers of component 2 activities. Select NGOs, and CBOs would also be contracted to implement some activities.

Table 8: Summary of Division of Responsibilities Between National and County Governments

Activity	National level	County level	Other Entities
Mapping of social protection projects	Provide guidelines for mapping out social protection projects	Detailed mapping of social protection projects in KISIP settlements	Communities assist in the mapping of projects
Socio-economic surveys	Prepare socio-economic survey tool	Conduct socio-economic surveys	Communities provide socio-economic data
Identification of potential beneficiaries and linking them to existing programs	Handover the potential beneficiaries list to government and other safety net projects Facilitate that potential beneficiaries are enlisted on those projects	Prepare a database of potential beneficiaries of safety net projects	SEC assist in the identification of beneficiaries
Identification and implementation of socio-economic enhancement initiatives	Prepare guidelines to be used in socio-economic planning	Select and contract NGOs to draw up and implement socio-economic plans.	

Youth mobilization campaigns	Provide 'call for youth' schedules to counties	Organize youth campaigns	
Linking youth to KYEOP	Hand over list of young people eligible for training to KYEOP	Prepare a list of young people eligible for training under KYEOP	
Linking contractors to KYEOP training institutes and trained youth	Provide a list of KYEOP training institutes to contractors	Insert a provision for collaboration between contractors and KYEOP institutes and trained youth in all bidding documents Facilitate engagement meetings between trained youth, training institutes and contractors	
Identification and contracting of CBOs	Provide guidelines for engagement of CBOs and county governments	Identify and contract CBOs Supervise works by CBOs	CBOs provide contracted services
Incentivising contractors to hire local unskilled labor		Prepare a database of unskilled labor in KISIP settlements Hand over the unskilled labour database to contractors Facilitate recruitment expos Insert a provision for hiring unskilled local labor in all bidding documents	Communities provide labour
Upgrading of youth centers	Provide guidelines on the selection of youth center sites	Identify and upgrade youth centers Counties to coordinate the upgraded youth centers which will be run by the youth themselves	The youth to operate centres Youth and Gender Department to support youth activities
Upgrading of day care centers	Provide guidelines on the selection of day care center sites	Identify and upgrade day care centers Counties to run the identified day care centers assisted by relevant Community Based Organizations	Community Based Organizations to run day care centres where possible
Identification and implementation of CPTED activities	Prepare toolkit for CPTED investments in counties Prepare list of eligible	Map out crime hotspots and construct public infrastructure Identify and upgrade	Communities assist in the mapping of hotspots

	CPTED investments	community centers	
Conducting community capacity building initiatives	Prepare a community capacity building guideline	Conduct planning literacy campaigns Conduct SWM campaigns Facilitate MCA-community meetings	

Procurement of Services

The following consultancies are envisaged under this component:

a) Mapping of social protection projects,
b) Carrying out socio-economic surveys,
c) Development of Database of potential beneficiaries of safety nets programs,
d) Hiring of communication firm to organize youth campaigns,
e) Contracting of NGOs to draw up and implement socio-economic plans,
f) Preparation of database of unskilled labor per settlement,
g) Designing of toolkit for CPTED investments,
h) Preparation of guidelines for community capacity building.
i) Youth outreach campaigns and Sustainable youth empowerment

Procurement of Works

The following works contracts are envisaged:

a) CBOs to construct small-scale infrastructure works,
b) Upgrading of youth centers,
c) Upgrading of day care centers,
d) Upgrading of community centers.

Expected Component Outputs

The following outputs are expected under this Component:

a) Map of social protection projects (including eligibility criteria),
b) Socio-economic surveys,
c) Database of potential beneficiaries of safety nets programs,
d) Youth outreach campaigns,
e) Socio-economic plans,
f) Databases of unskilled labor,
g) Toolkit for CPTED investments,
h) Guidelines for community capacity building.

5.3 Component 3: Institutional Capacity Development for Slum Upgrading (IDA US$15 million)

This component will support institutional and policy development at both national and county levels of government. The component will also support counties to improve their capacities to lead in the implementation of slum upgrading by embedding the upgrading process into county systems. This will help counties in operation and maintenance and general informal settlements management and upgrading. Further, the component will support counties to develop overall urban management strategies which are critical for the prevention of informal settlements. Other interventions that will be

supported under this component include developing financing mechanisms for slum upgrading at the county level, developing strategies for urban growth, crime and violence prevention (more details under component 2 on socio-economic inclusion planning) and to ensure adoptive planning in informal settlements (see further details under component 1 subcomponent 1.1 on tenure regularization).

The activities under this component are:

i. Support the review of the 2005-2020 National Slum Upgrading Strategy.
ii. Carry out capacity needs assessment for slum upgrading in both the national and county governments.
iii. Build capacity of the National team to implement the National Slum Upgrading and Prevention Policy as well as the strategy.
iv. Develop and implement capacity building plans for both national and county teams
v. Undertake Slum mapping and prepare county and national slum databases. Each county will prepare a database of slums within their jurisdiction using guidelines provided by the NPCT.
vi. Develop county-specific slum upgrading and prevention strategies and/or policies – these will also include county housing policies and city/urban development strategies that prevent formation and growth of slums by planning for urban expansion and provision of affordable housing.
vii. Build capacities of county teams to implement the strategies and/or policies – including capacity building for urban management.
viii. Establish County slum upgrading institutions and partnerships.
ix. Identify financing mechanisms for slum upgrading.
x. Support counties develop strategies for urban growth where possible and as funds allow
xi. Develop and adopt a realistic county specific tenure regularization options and procedures.
xii. Create adoptive planning and development standards for provision of infrastructure, social amenities and housing development to address the stringent provisions in the current building codes and allow application of other appropriate technologies
xiii. Integrate the informal settlements in freehold land into the urban fabric i.e. through preparation of Physical Development Plans where feasible.
xiv. Incorporate concepts of climate change resilient approaches to urban development
xv. Undertake research and generate new knowledge to curb the challenge of urban development
xvi. Undertake planning for green-fields in spaces earmarked for public use/ housing development

- **A Consultant** recruited by the NPCT in collaboration with counties will carry out a Capacity Needs Assessment to determine the slum upgrading structures that will need to be put into place as well as the training needs both at the national and county levels. Information from this consultancy will form the basis for further responsibilities allocation between the national and county governments in addition to those allocated under table 9.
- The Consultant recruited through the NPCT/SDHUD will also establish the Fiduciary and Contract Management needs assessments across Counties.

Table 9: Summary of Division of Responsibilities Between National and County Governments

Activity	National level	County level	Other Entities
Review of Slum Upgrading Strategy (2005-	NPCT together with relevant institutions to lead the review process	Provide input for the review of the National Slum Upgrading Strategy	CSOs

2020)			
Carry out Capacity Needs Assessment Consultant	NPCT to recruit Capacity Needs Assessment consultant	CPCT to support consultant at the county level	Consultant to prepare capacity building Plan
Build capacity of the National team to implement the National Slum Upgrading and Prevention Policy as well as the strategy.	Provide information on or Facilitate the establishment of slum upgrading structures needed at the national level		Consultant to prepare capacity building Plan
Build capacities of county teams to implement the strategies and/or policies	NPCT facilitate Technical support from relevant national agencies to county teams	Facilitate the establishment of slum upgrading structures needed at the county level Provide teams for training	Consultant to prepare capacity building Plan
Informal settlement/Slum Mapping and Preparation of a database	The NPCT to provide guidelines, verify and consolidate county slum databases	Map out all slums in the county and establish a county slum database	
Preparation of County Slum Upgrading Policies	The NPCT and other national agencies to provide technical support to counties	CPCT to ensure preparation of county specific slum upgrading policies	

Expected Component Outputs

- Reviewed and updated national slum upgrading strategy
- Complete national slum upgrading and prevention policy
- County slum upgrading policies and strategies
- County informal settlements/slums maps and databases
- Establishment and operationalization of GIS Labs in the counties
- National and County capacity building plans and implementation strategies
- National and County Slum Upgrading Institutions
- Approved physical development plans for identified Green fields.
- Approved County Specific Manual for Tenure regularization guidelines and standards for slums/informal settlements

5.4 Component 4: Program Management and Coordination (IDA US$5 million)

This component will finance 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 citizen engagement.

Activities under this component include:

i. The SDHUD to establish the NPCT that consist of a Project Coordinator, a Financial Management Specialist, a Procurement Specialist, a Monitoring and Evaluation Specialist, technical specialists in planning, surveying, engineering, and community development, Communication Specialist, Social Safeguards Specialists, and Environmental Safeguards Specialists. The NPCT will provide technical assistance to counties to perform in accordance with the Bank policies and guidelines and will lead the coordination, capacity building and backstopping of the interventions.
ii. Counties to establish CPCTs that comprise of a Coordinator, a Financial Management Specialist, a Procurement Specialist, a Monitoring and Evaluation Specialist, technical specialists in planning, surveying, engineering, and community development, Social Safeguards Specialists, and Environmental Safeguards Specialists. The team should consist of full-time focal persons from the relevant departments. The CPCTs will be responsible for day-to-day coordination of the county-level project activities, working closely with relevant offices of the county to implement county-level activities supported by the project.
iii. Capacity building, support and facilitation of NPCT and CPCT during project implementation.
iv. Carry out a needs assessment to determine resource division between NPCT and counties. The division of resources in this component between the national and county government will be spelt out based on a needs assessment study that will be carried out within the first year of project implementation.
v. Monitoring and evaluation (see details in section 6.3)
vi. Development of a communication strategy to facilitate internal and external information flow; communicate objectives and achievements, inspire behavioural change, ensure adherence of World Bank's Disclosure Policy and feedback gathering.
    - The National Communication Specialist or a Consultant recruited through the NPCT will develop and deploy within six months of Project effectiveness a comprehensive communications strategy designed to address all important issues identified that might affect project implementation, considering all stakeholders in the public and private sectors, beneficiary communities, civil society, and the media to ensure consistency of messages to targeted audiences.
    - NPCT will also prepare a capacity building plan for communications focal persons including at the counties, which will be integrated in the overall project capacity building plan.
    - Further, the NPCT will support the communications capacity of county government to carry out their communications responsibilities.
    - The World Bank Communications Specialists will support and strengthen the National Government communications capacity in order to enable them to carry out their communications responsibilities.

Table 10: Component 4 Summary of Division of Responsibilities Between National and County Agencies

Activity	National level	County level	Other Entities
Establishment of a NCPT and CPCT	KISIP1 NPCT to continue	Counties to establish CPCT with the support of NCPT	

Recruitment of national and county communications Persons	NPCT to recruit communications consultant	Counties recruit or appoint communications person to support NPCT and consultant in county communications related affairs	
Carry out a needs assessment to determine resource allocation	NPCT to recruit an independent consultant	Establish CPCT coordination and management needs	Consultant to do needs assessment and provide report
Capacity Building	NPCT to develop capacity building plans offer relevant support and training to CPCTs	CPCT identity training needs and share with NPCT	
Monitoring and Evaluation	NPCT appoint a M& E specialist at the national level	Counties to appoint a M&E specialist	
Develop Communication Strategy	NPCT Communications person or a NPCT recruited consultant to develop communications strategy	CPCT to identify communication needs to be incorporated in strategy	

Component Outputs

- Established NPCT and CPCT
- Capacity Building Plans
- Communication Strategy
- Resource sharing plan (between NPCT and counties)

6.0 Supporting Areas

These consist of crosscutting areas, which are vital for the success of each of the four components discussed above. The supporting areas are:

a) Financial Management

b) Procurement

c) Monitoring and Evaluation

d) Environmental &social safeguards and community development

e) Communication

6.1 Financial Management

KISIP 2 is an IDA financed project amounting to US$ 150 million equivalent. The Government will add US$ 15 million as counterpart financing to the project. The high-level detail of the financial management requirements are outlined below but the detail is annexed in the Financial Management Manual.

6.1.1. Implementation Arrangements

The MTIHUD's SDHUD will have overall fiduciary responsibility for the project. The NPCT shall implement the national level activities and coordinate the overall project and would be responsible for overall financial reporting and accountability to the World Bank on behalf of the Ministry. The CPCT shall be responsible for implementing county level activities and for county-specific accounting and financial reporting.

Each participating county is required to set up CPCT with adequate fiduciary and technical staff responsible for implementation of all county project activities including financial management Specialist and a designated project accountant. To ensure smooth coordination between the national government and county teams in reporting, the national government will where necessary recruit a consultant.

The SDHUD shall be responsible to the World Bank for preparing and submitting applications for withdrawal of funds, preparing and submitting consolidated quarterly interim unaudited financial reports (IFR) and consolidated annual audited project financial statements and following up and addressing audit and accountability issues.

The overall finance operations will follow the GoK procedures both at the county and at the national levels and shall adhere to the bank policies and regulations required in the project.

6.1.2 Budgeting and Planning

The preparation of KISIP2 Annual Work plans and Budgets however provide the basis for project planning, implementation and progress monitoring. The project planning and budgetary process shall be implemented in accordance with the standard government fiscal year, which begins on 1st July of each financial year as provided for by the Public Financial Management Act 2012 and the Government Financial Regulations and Procedures.

This project will adopt a the single-budget approach at national level whereby funds for county level activities will be available for spending once these are captured in the ministry printed estimates. The Ministry shall maintain two budget lines for the ministry expenditures and county transfers respectively. The budget shall be based on the Annual Work Plan and Budget (AWPB) prepared by the Ministry and consolidated with the participating county's AWPB. The project funds will be factored in the Governments annual printed estimates under MTIHUD and captured in IFMIS on the

basis of the line ministry and the respective counties. The counties will also be required to capture their annual allocations in their County Assembly budgets under Appropriation in Aid (A-in-A) budget classification.

For budget purposes, allocation of funds to be done on basket funding approach without rigid prior allocation of specific annual sums to any one county. This will ensure flexibility in disbursement of funds to individual counties on the basis of approved work-plan and procurement plan, and with consideration of the rate of absorption and accountability by each county for previous advances. It will also ensure that disbursement of funds to those counties that have fully complied with Bank fiduciary requirements is not hindered by the need to disburse any noncompliant county. This will ensure flexibility for the funds in the Designated Account (DA) relating to counties only to those counties that are fully compliant with World Bank fiduciary requirements.

The execution of the project budget will be monitored through the GoK vote book of SDHUD of the MTIHUD as well as through quarterly Interim Financial Reports (IFR) submitted to the World Bank. An analysis of any variances between the budgeted and actual performance will be conducted every quarter and compiled into a report that will form part of the IFR.

6.1.3. Funds Flow and Disbursement

The project will adopt SOE method of disbursement. The disbursement methods include direct payment method, reimbursement, advance and special commitment. These will be defined in the disbursement and financial information letter (DFIL).

The project shall open 3 segregated designated accounts: DA-A for NPCT activities (components 1.1, 3 and 4); DA-B for devolved county activities under component 1.2 and DA-C for Labour Intensive Community Work (LICW) activities under component 2. Disbursement to any of these accounts may be withheld where there is a case of material fiduciary lapses in the accounting of the funds in the respective components until the accountability issue is resolved.

The NPCT shall be required to open a project account for components 1.1, 3 and 4 for receipt of funds from DA-A, a separate project account for component 2 for receipt of funds from DA-C and County Special Purpose Accounts to receive funds from DA-B. The NPCT and the participating counties will receive initial advance based on 6 months' projection. The replenishment of funds to the NPCT or any of the participating counties shall be done on the basis of rate of spending, projected spending to next 6 months on rolling basis and accountability of the previous advances.

No disbursement shall be made to the NPCT or any of the participating counties where there are outstanding accountability and/or audit issues including unreliable or late IFR's, ineligible expenditures or noncompliance with project fiduciary requirements, until the relevant anomaly is addressed to the satisfaction of the World Bank.

6.1.4 Accounting and Internal Controls

The overall fiduciary responsibility of the project lies with the SDHUD. The project operations at the Ministry shall follow the standard GOK financial management regulations unless stated in the project's Financial Management Manual (FMM). The accounting responsibility will be executed by SDHUD and the respective Country treasuries. The counties shall be responsible for the financial management of component 1.2 while the SDHUD shall be responsible for the other components. The implementation of component 2 shall be detailed in the Implementation of the Eligibility Criteria Manual which shall define the operational and fiduciary mechanisms for the LICW.

For component 1.2, the SDHUD shall provide Technical Assistance (TA) to the participating counties through setting up an Independent Fiduciary Agency (IFA) who will provide implementation support throughout project implementation. The support shall include; continuous assessment of the accounting and internal control environment at county level for early identification and reporting of

fiduciary risks for prompt remedial action, monitoring of county fiduciary performance and reporting on any cases of noncompliance with recommendations of actions to be taken, providing technical assistance and capacity building training to counties, and providing support in the strengthening of the county internal audit function. Additionally, the IFA shall provide regular support in following up and resolving challenges related to budget and work planning, disbursement, accounting, internal control, financial reporting and audit issues

Each of the participating counties shall set up and operationalize a project-specific Single Fiduciary Management Unit (SFMU) as part of county readiness criteria. The operationalization of the SFMU will include deployment or designation of key fiduciary staff thereto including project accountant, finance/budget officer, internal auditor and procurement officers based on ToRs and CVs cleared by the World Bank.

The Ministry's Internal Audit Department (IAD) working with the county internal audit function will be required to conduct and submit to the Bank annual risk-based fiduciary review report covering project transactions at national and county level for the period January to December. The internal audit report incorporating management comments and a time-bound action plan will be submitted to the Bank not later than April 30 of every year.

6.1.5 Financial Reporting and Audit

The financial reporting to the Bank will be done by the NPCT, which will consolidate reports received from the counties. The NPCT will send to the Bank consolidated quarterly IFRs and annual audited financial statements. IFRs will be submitted to the Bank within 45 days after the end of each calendar semester. The annual financial statements will be submitted to the auditors 3 months after the year end. The annual project-specific financial statements will be submitted to the Office of the Auditor General (OAG) within 3 months after the end of the financial year. Technical assistance (TA) will be provided under the project to ensure that there is sufficient capacity for financial reporting for counties.

The OAG will conduct the audit at both the NPCT and the CPCT and the audit will include on-site audit visit to verify investments financed at county level. The audited project financial statements accompanied with the management letter will be submitted to the Bank within 6 months after the end of the financial year. The audit will be conducted on the basis of audit TOR cleared by the Bank.

The detailed Financial Management Manual is annexed to the POM (see Annex 6).

6.2 Procurement

6.2.1 Guidelines/Regulations

Procurement will be carried out in accordance with the requirements in the Procurement Regulations for Borrowers under IPF: Goods, Works, Non-Consulting Services and Consulting Services dated July 1, 2016 (revised November 2017 and August 2018); "Guidelines on Preventing and Combating Fraud and Corruption in Projects Financed by International Bank for Reconstruction Development (IBRD) Loans and IDA Credits and Grants (revised as of July 1, 2016)"; and provisions stipulated in the Financing Agreement.

The project will also be subject to the World Bank's Anti-Corruption Guidelines, dated July 1, 2016. Procurement under the project does not involve procurements within Operations Procurement Review Committee (OPRC) thresholds, hence beneficial ownership pilot will not be applicable.

6.2.2 Procurement Profile

In this project, NPCT shall procure consultancy services that cut across more than one county including developing strategies for institutionalizing slum upgrading, planning and survey in informal

settlements, preparation of detailed designs and bidding documents for upgrading plans, and supervision of Construction Works in Informal Settlements among other activities as necessary.

The CPCTs shall procure contracts such as construction of Roads, Drains, Water Supply and Sanitation Interventions, and Supply & Installation of High Mast Lamps in the identified informal settlements.

6.2.3 Procurement Implementation Arrangements

The SDHUD will have the overall project implementation responsibility. The implementation of the procurement activities shall be carried out through a Procurement Specialist who will be part of the NPCT established in the SDHUD. Each participating county shall be coordinated by a CPCT, which will comprise of a Procurement Specialist as well.

In component 1, Infrastructure works will be procured and implemented by the CPCTs with technical assistance and quality assurance provided by the NPCT. Supervising consultants shall be procured by the NPCT and will report to the CPCT. In component 2 and 3, the activities will be procured and coordinated by the NPCT and implemented jointly with counties. The implementation of component 4 activities will be shared between NPCT and CPCT.

The Procurement Specialists shall initiate the procurement activities based on the approved procurement plan and do all procurement processing. He/she will manage the entire project procurement life cycle for all contract packages and ensure compliance with the agreed FM arrangements, procurement regulations, and other administrative requirements at the county or the national level as necessary.

6.2.4 The Systematic Tracking of Exchanges in Procurement (STEP)

The World Bank's Systematic Tracking of Exchanges in Procurement (STEP) system will be used in the implementation of the project. STEP will be used to prepare, clear, and update Procurement Plans (PP) and conduct all procurement transactions for the project. This will be used to provide data on procurement activities, establish benchmarks, monitor delays and measure procurement performance.

Following the Executive Order No.2 of June 2018, all procurement entities are required to use the IFMIS based e-procurement platform for procurement processing. Whereas use of electronic procurement through the IFMIS platform will increase transparency and accountability and further enhance efficiency, procurement under the Project will continue to be carried out under paper-based system and the tracked and monitored through STEP. Once the e-procurement function is fully operational and tested, the government may request the Bank to conduct an assessment for use in Bank financed operations.

Training and capacity building on the Bank's Procurement Regulations will be conducted on the project implementation teams.

6.2.5 Request For No Objection

All requests for no objections to Requests for Expressions of Interest (REOI) and subsequent requests required under the procurement procedures will be addressed to the World Bank using the STEP system. SDHUD and County procurement specialists will be trained on this system, as part of the initial training referred to above.

In the event of any additional financing from donor partners that require to give a "no objections" on certain types of procurement, these will be channelled through the World Bank or as agreed in the specific financing agreement.

6.2.6 Procurement Templates

The Bank's Standard Procurement Documents (SPDs) shall be used for procurement of goods, and non-consulting services under International Competitive Procurement. The Procurement Regulations for IPF Borrowers provides that when approaching the national market, the country's own procurement procedures may be used if deemed acceptable to the Bank. The procurement activities at the county level will follow the national procurement procedures with limited Bank procurement oversight but in line with the Public Procurement and Disposal Act of 2015, which governs all the national procurement activities.

In the absence of updated national SPDs, the Bank's SPDs and RFP documents will be used for contract following national market approach.

6.2.7 Publication (Advertising)

All Requests for Expression of Interest (REOI) will be published in at least two nationally distributed Kenyan newspapers. They will also be forwarded to the World Bank two days before they are due to appear in the local press for posting on the WB Market and the DG market website.

All REOIs will also be posted on the SDHUD/KISIP website (www.housingandurban.go.ke) and, if such exists, Counties websites, as will lists of those received and those shortlisted. The following further information will also be published on the websites:

- The results of the evaluation of technical and financial tenders/proposals, giving the scores for each as well as the price.
- Details of the tender award.

6.2.8 Project Procurement Strategy for Development

Project Procurement Strategy for Development. The task team together with the Borrower has prepared the Project Procurement Strategy for Development (PPSD) to formulate the best procuring approach/solution that will also form the basis for the preparation of the Procurement Plan. The Procurement Plan will be updated at least annually or as required to reflect the actual project implementation needs and improvements in institutional capacity.

As a strategy to ensure efficiency gains in bulk procurement of consultancies across counties, the National Project Coordination Team (NPCT) will procure and implement activities under component 1.1 of the Project with strong involvement of the counties. For component 1.2 activities, participating counties shall procure and implement works while the NPCT shall procure the consultancies for detailed designs and supervision. Component 3 and 4 will have some procurement undertaken at both county and national level.

6.2.9 Summary of Proposed Procurement Contracts

The project envisages procurement of the following main contracts:

i. Works: The infrastructure works contracts include mainly construction of roads, drains, water supply and sanitation interventions, and supply & installation of high mast lamps in the identified informal settlements.

ii. Goods and Non-Consulting Service: The contracts under Goods include ICT equipment, office furniture and office supplies. The Contracts under non-consulting services include activities such as venues, transport or IT services. The type and budget for such activities will

be defined and agreed between the Borrower and the World Bank during the project implementation period.

iii. Consulting Services: Recruitment of Individual Consultant and Consulting firms for technical support and assistance as the need arises for technical support assistance.

6.2.10 Trainings and Workshops

The project will finance training and workshops. These costs should not be on the Procurement Plan (PP). An annual training plan and budget shall be prepared and submitted to the Bank for its prior review and approval. The annual training plan will identify, inter alia: (i) the training envisaged; (ii) the justification for the training; (iii) the personnel to be trained; (iv) the duration for such training; and (v) the estimated cost of the training. At the time of the actual training, the request shall be submitted to the Bank for review and approval. Upon completion of the training, the trainees shall be required to prepare and submit a report on the training received.

6.2.11 Procurement Plan (PP)

The World Bank's New Procurement Framework will apply to this project. In this regard, the task team together with the borrower have prepared the PPSD, based on which the PP for the first 18 months has been prepared as attached in Annex 7. The PP sets out the selection methods to be followed by the recipient during the project implementation in the procurement of goods, works, and consulting services.

The PP also include the cost estimates, time schedules, the World Bank's review requirements, brief description of the activities/contracts, and so on. The PP will be updated at least once in 12 months or as required to reflect the actual project implementation needs, but each update shall require World Bank Group approval. All PPs will be publicly disclosed in accordance with the World Bank Group's disclosure policy.

The NPCT should carry out the following:

- Identify the procurement items;
- Categorize the items in to the four procurement categories (Works, Goods, Non-Consultancy Services and Consultancy Services)
- The technical team drafts ToRs for the Consultancy Services and Schedule of requirements for Goods, Non-Consultancy Services and Design and specifications for Works and S&I activities;
- Once the scope of the contracts is defined, they may be packaged considering the market situations, Client capacity and actual site contexts; and
- Cost estimate of each package is prepared and PP may be updated using new information regularly.

6.2.12 Evaluation Committee

The evaluation committee for any procurement activities financed under the project should be appointed by the accounting officer in consultation with the Cabinet Secretary or the County Executive Member responsible for the project.

The committee should consist of 3 to 6 members from the NPCT and or the CPCT as necessary. Also, the membership should include a technical responsible person with substantial technical matter expertise.

The Procurement Specialist in NPCT should be the secretary of each evaluation committee for procurement carried out at the national level and the same case applies for the Procurement Specialist in the CPCT. The Procurement Specialist will be responsible for preparation of evaluation report and guidance of the committee to the applicable guidelines/regulations. A chairperson will also be designated among the respective evaluation committee members.

6.2.13 Selection Methods

The following selection methods for goods, works and non-consulting services will be used:

i. Request for Proposals (RFP)

An RFP is a competitive method for the solicitation of Proposals. It should be used when, because of the nature and complexity of the Goods, Works, or Non-Consulting Services to be procured, the Borrower's business needs are better met by allowing Proposers to offer customized solutions or Proposals that may vary in the manner in which they meet or exceed the requirement of the request for proposals document. An RFP is normally conducted in a multi-stage process. To allow an evaluation of the degree to which Proposals meet the requirements of the request for proposals document the evaluation normally includes rated type criteria and an evaluation methodology.

ii. Request for Bids (RFB)

An RFB is a competitive method for the solicitation of bids. It should be used when, because of the nature of the Goods, Works, or Non-Consulting Services to be provided, the Borrower is able to specify detailed requirements to which Bidders respond in offering Bids. Procurement under this method is conducted in a single-stage process. Qualifying criteria (minimum requirements normally evaluated on a pass/fail basis) are normally used with RFB. Rated-type evaluation criteria are normally not used with RFB.

iii. Request for Quotations (RFQ)/Shopping

A RFQ is a competitive method that is based on comparing price quotations from firms. This method may be more efficient than the more complex methods for procuring limited quantities of readily available off-the-shelf Goods or Non-Consulting Services, standard specification commodities, or simple civil Works of small value. Small works contracts estimated to cost equivalent or less than USD 200,000.00 per contract may be procured through Shopping procedures by comparing prices for quotations received from at least three (3) reliable contractors or suppliers. In such cases, request for quotations shall be made in writing and shall indicate the description, scope of the works, the time required for completion of the works and the payment terms. All quotations received shall be opened at the same time.

In evaluating quotations submitted by bidders under shopping method, price and ability to meet required delivery requirements shall be the main selection considerations for these simple purchases. The terms of the accepted offer should be incorporated in the Local Purchase Order (L.P.O).

iv. Direct Selection

Proportional, fit-for-purpose, and value for money considerations may require a direct selection approach: that is, approaching and negotiating with only one firm. This selection method may be appropriate when there is only one suitable firm or there is justification to use a preferred firm. Direct selection may be appropriate under the following circumstances:

- An existing contract, including a contract not originally financed by the Bank, for Goods, Works, or Non-Consulting Services, awarded in accordance with procedures acceptable to the Bank, may be extended for additional Goods, Works, or Non-Consulting Services of a similar nature, if:

i. It is properly justified;

ii. No advantage could be obtained through competition; and

iii. The prices on the extended contract are reasonable;

- For tasks that represent a natural continuation of previous work carried out by a Consultant within the last 12 months, where continuity in the technical approach, experience acquired, and continued professional liability of the same Consultant may make continuation with the initial Consultant preferable to a new competition, if performance has been satisfactory in the previous assignment(s):
- There is a justifiable requirement to re-engage a firm that has previously completed a contract, within the last 12 months, with the Borrower to perform a similar type of contract. The justification shall show that:

iv. The firm performed satisfactorily in the previous contract;

v. No advantage may be obtained by competition; and

vi. The prices for the direct contracting are reasonable;

- The procurement is of both very low value and low risk, as agreed in the Procurement Plan;
- The case is exceptional, for example, in response to Emergency Situations;
- Standardization of Goods that need to be compatible with existing Goods may justify additional purchases from the original firm, if the advantages and disadvantages of another brand or source of equipment have been considered on grounds acceptable to the Bank;
- The required equipment is proprietary and obtainable from only one source;
- The procurement of certain Goods from a particular firm is essential to achieve the required performance or functional guarantee of an equipment, Plant, or facility; and
- The Goods, Works, or Non-Consulting Services provided in the Borrower's country by an SOE, university, research centre or institution of the Borrower's country are of a unique and exceptional nature in accordance with the regulations.
- Direct selection of UN Agencies must be in accordance with the regulations.

In all instances of direct selection, the Borrower shall ensure that:

vii. The prices are reasonable and consistent with the market rates for items of a similar nature; and

viii. The required Goods, Works, or Non-Consulting Services are not split into smaller-sized procurement to avoid competitive processes.

The following approved selection methods for consulting services will be used:

i. Quality and Cost-Based Selection (QCBS)

QCBS is a competitive process among Shortlisted consulting firms under which the selection of the successful firm takes into account the quality of the Proposal and the cost of the services. The request for proposals document shall specify the minimum score for the technical Proposals. The relative weight to be given to the quality and cost depends on the nature of the assignment. Among the Proposals that are responsive to the requirements of the request for proposals document and are

technically qualified, the Proposal with the highest combined (quality and cost) score is considered the Most Advantageous Proposal.

ii. Fixed Budget-Based Selection (FBS)

Like QCBS, FBS is a competitive process among Shortlisted consulting firms under which the selection of the successful firm takes into account the quality of the Proposal and the cost of the services. In the request for proposals document, the cost of services is specified as a fixed budget that shall not be exceeded. FBS is appropriate when:

a. The type of Consulting Service required is simple and can be precisely defined;

b. The budget is reasonably estimated and set; and

c. The budget is sufficient for the firm to perform the assignment.

The request for proposals document specifies the budget and the minimum score for the technical Proposals. The Proposal with the highest technical score that meets the fixed budget requirement is considered the Most Advantageous Proposal.

iii. Least Cost-based Selection (LCS)

Similar to QCBS, LCS is a competitive process among Shortlisted consulting firms under which the selection of the successful firm takes into account the quality of the Proposal and the cost of the services. LCS is generally appropriate for assignments of a standard or routine nature (such as engineering designs of non-complex Works), for which well-established practices and standards exist.

The request for proposals document specifies the minimum score for the technical Proposals. Among the Proposals that score higher than the minimum technical score, the Proposal with the lowest evaluated cost is considered the Most Advantageous Proposal.

iv. Quality-based Selection (QBS)

Under QBS, the Proposal quality is evaluated without using cost as an evaluation criterion. If the request for proposals requests both technical and financial Proposals, the financial Proposal of only the highest technically qualified firm is opened and evaluated to determine the Most Advantageous Proposal. However, if the request for proposals document requests only technical Proposals, the firm with the highest-ranked technical Proposal is invited to submit its financial Proposals for negotiations. QBS is appropriate for the following types of assignments:

a) Complex or highly specialized assignments for which it is difficult to define precise TOR and the input required from the firm, and for which the Borrower expects the firm to demonstrate innovation in its Proposals;

b) Assignments that have a high downstream impact; and

c) Assignments that can be carried out in substantially different ways, so that Proposals will not be comparable.

v. Consultant's Qualification-based Selection (CQS)

The Borrower shall request expressions of interest (REOI), by attaching the TOR to the REOI. At least three qualified firms shall be requested to provide information about their relevant experience and qualifications. From the firms that have submitted an Expression of Interest (EOI), the Borrower selects the firm with the best qualifications and relevant experience and invites it to submit its technical and financial Proposals for negotiations. Advertisement of REOIs is not mandatory.

CQS is appropriate for small assignments or Emergency Situations in which preparing and evaluating competitive Proposals is not justified.

6.2.14 Procurement Oversight and Monitoring Arrangements

The Bank exercises its procurement oversight through a risk-based approach comprising prior and post reviews, as appropriate. The Bank sets mandatory thresholds for prior review based on the procurement risk rating of the project. Based on the risk rating of the project, the Bank and borrower will agree on procurement above the applicable thresholds below which shall be subjected to prior or post review. The requirement for a prior or post review shall be specified in the PP.

During project implementation the Bank will monitor and reassess the risk and risk mitigation measures and, if determined by the Bank to be necessary and appropriate, the Bank may require the borrower to revise the prior and/or post review requirements in the PP. The Bank will carry out post reviews of procurement activities (where applicable) undertaken by the Borrower to determine whether they comply with the requirements of the Financing Agreement.

6.2.15 Procurement Approaches and Thresholds

Procurement decisions are subject to Prior Review by the World Bank. The prior review contracts are as per prior review thresholds set in the PPSD/PP.

All contracts not covered under prior review by the Bank shall be subject to post review during implementation support missions and/or special post review missions, including missions by consultants or third-party institutions hired or appointed by the Bank. However, the Bank may conduct at any time, Independent Procurement Reviews (IPRs) of all the contracts financed under the credit and/or grant if it determines the need for such a review based on the assessment of risk.

The following are the various thresholds for each procurement method.

Table 11: Thresholds for Procurement Approaches and Methods

Item No	Type of Procurement	Procurement Method	Method Threshold	Prior Review Threshold (PRT)
1	Works (including turnkey, supply & installation of plant and equipment, and PPP)	Open International	Equal to and above US$15 million	Equal to and above US$10 million
		Open National	Below US$15 million and equal to and above US$200,000	Equal to and above US$10 million
		Shopping	Below US$200,000	None
		Direct Selection	All Values	As stipulated in the PP
2	Goods, information technology, and Non-consulting services	Open International	Equal to and above US$3 million	Equal to and above US$2 million
		Open National	Below US$3 million and equal to and above US$100,000	Equal to and above US$2 million
		Shopping	Below US$100,000	None

		Direct Selection	All Values	As stipulated in the PP
3	Consulting services: Firms Selection	Open International (QCBS; QBS; FBS; and LCS)	Equal to and above US$300,000	Equal to and above US$1 million
		Open/ Limited - CQS	Below US$300,000	None
		Open National (QCBS; QBS; FBS; and LCS)	Below US$300,000	None
		Single Source Selection	All Values	As stipulated in the PP
4	Consulting services: individuals	Individual Consultant Selection (ICS) – Open/Limited	All Values	Equal to and above US$300,000
		Sole Source Selection	All Values	As stipulated in the PP

Details of the circumstances under which each of these approaches are used are set out in the World Bank procurement guidelines, together with the rules for their application.

6.2.16 Contract Strategy

The goods and non-consulting services will be packaged in economical packages to attract bidders who are qualified and can offer good prices and complete contracts within stipulated period resulting into value for money.

6.2.17 Contract Management

High risk and high value procurements will be identified for increased contract management support and indicated in the procurement plan. The ministry will develop key performance indicators (KPI) for such identified contracts and the Key Performance

Indicators would be monitored during actual execution of contracts. Bank team will provide additional due diligence and independent review of the contract performance of such identified procurements. A fully staffed project implementation team at the ministry will be responsible for overall project/contract management.

6.2.18 Procurement Supervision

There shall be two half yearly missions planned for procurement support and supervision on the project. The mission shall include the NPCT, CPCT and the World Bank among other stake holders.

6.2.19 Training of procurement staff

Initial training of all participating Counties and SDHUD procurement staff on World Bank procurement procedures will be carried out through one week's training by resident WB specialists followed by two weeks training by a reputable training institution.

This will be followed up by annual refresher training as required to address issues and weaknesses identified during Project implementation.

Procurement capacity in each of the Counties will be reviewed annually by KISIP2 and the development partners and the level of procurement that may be managed by an individual County fixed accordingly.

6.3 Results, Monitoring and Evaluation

6.3.1 Monitoring and Evaluation Framework

The monitoring and evaluation (M&E) system shall follow a results-based management approach to ensure accountability of the use of project funds, provide a means to analyse project implementation to ensure that it is aligned with outcomes, outline flow of data and information between government levels (national and county).

The NPCT will have the coordinating role in M&E of the project and provide overall oversight as well as implementation support. The NPCT will include a dedicated national-level M&E specialist assisted by focal persons from each component. Each of the participating CPCT will include an M&E specialist working with the various components and entities within the county, who will be responsible for data collection and presentation to the NPCT, and for feeding into the M&E system at the Project level. The basis of the monitoring and evaluation framework will be the Results Framework (RF) and periodic monitoring, including the PDO and indicators, as provided for in the PAD.

The national M&E specialist will be responsible for collating and compiling the quarterly and annual progress reports, based on the information received from the M & E specialists at the county level and on the information derived from the KISIP Coordinator, and specialists in Procurement, financial management, environmental and social safeguards, social and community development, engineering and others deemed necessary for the working at the county levels. He or she will also prepare an M&E capacity building plan that will build on the institutional assessment study.

The M&E Specialist will review the PAD and establish the best means of achieving the PDO and indicators, including methods of measuring, resource requirements, data collection and reporting. The M&E Specialist will regularly provide reports on outputs and outcomes made under KISIP 2 and provide recommendations for improvements in project delivery. The Mid-term review will provide an opportunity to update and modify indicators, where appropriate, based on lessons learnt. KISIP2 will use many of the indicators used in KISIP1 because they have proved both measurable and useful in monitoring progress. Additional indicators aimed at capturing the project's focus in promoting gender equality, improving operations and maintenance, and ensuring that a grievance redress system is operating effectively have been added. Annex 8 provides the Project Indicators Matrix.

6.3.2 Monitoring and Evaluation Reports

The NPCT shall report on the overall performance of the project and its implementation. This includes:

i. The extent to which project objectives are being achieved;

ii. The administrative, physical and financial progress achieved with respect to the implementation of the project components; and

iii. The extent to which required implementation procedures, such as the ESMF, are being complied with.

The M&E reports shall be prepared in accordance with the provisions of Section 4.08 of the General Conditions and based on indicators acceptable to the World Bank. Each Project Report shall cover the period of one calendar quarter, and shall be furnished to the Bank not later than forty five (45) after

the end of the period covered by such report. The reports shall be as a result of collaborative efforts between the NPCT, CPCT and the supervising consultants.

The Project Coordinator will report on the M&E framework based on the evaluation plan and the respective results indicators as per the results and monitoring framework annexed to the POM. M&E capacity building will be provided to strengthen capacity of both levels of government to carry out their M&E responsibilities.

6.3.3 Mid Term Review

The national M&E Specialist shall carry out a midterm evaluation of the project's progress setting out the measures recommended to ensure the continued efficient carrying out of the Project and the achievement of its objective during the period following such date.

The Project Steering Committee will then review with the World Bank the mid-term report about one month after its submission and take all measures required to ensure the continued efficient implementation of KISIP 2 and the achievement of its objectives, based on the conclusions and recommendations of the mid-term report and the World Bank's views on the matter.

6.3.4 M & E Capacity Building

KISIP will finance a detailed M& E and reporting system and plan, which will ensure that there is timely measuring and retrieval of information about all aspects of the project. The Project will finance the training of M&E specialists, technical assistance and other capacity building and support measures which will lead to the establishment of sound and effective M&E systems at the national and county levels. It will finance the follow up on trainings and workshops to enable the M&E specialists from the different counties to have peer to peer learning and to ensure that staff turn overs do not have an impact on the working and reporting systems within counties.

6.4 Environmental, Social Safeguards and Community Development

6.4.1 Environmental and Social Safeguards

The proposed investments (see investment menu under section 5.1.2) are expected to have low to moderate environmental and social impacts and that these, if any, will mainly occur during construction, and will therefore be site-specific and temporary. Many of these can (and should) be prevented or otherwise mitigated through appropriate standard operating procedures and construction management practices as will be provided in the tender/ contracting documents. However, to further avoid and mitigate any adverse environmental and social impacts, the project will not fund any investment that is likely to:

- Generate irreversible environmental and social risks and impacts on affected parties and third parties;
- Impact on the natural habitat;
- Impact on physical and cultural resources;
- Cause serious occupational or health risks;
- Requires physical displacement of households;
- To lead to significant economic displacement of persons that cannot be mitigated.
- Is likely to create or exacerbate conflict within communities or between neighbouring counties; or
- Has significant impacts on vulnerable and/or marginalized/indigenous groups

To further minimize environmental and social risks, the project will be implemented in compliance with the World Bank environmental and social safeguard policies, namely: OP 4.01 (Environmental

Assessment), OP 4.11 (Physical Cultural Resources) and OP 4.12 (Involuntary Resettlement); and will ensure implementation of Environmental and Social Management Framework (EMSF), Environment and Social Management Plans (ESMPs), and Resettlement Policy Framework (RPF). Annex 9 provides the Safeguards Documents Hierarchy that outlines Safeguards Documents and Purposes. The project will follow a flexible design where the infrastructure investments to be financed will be subjected to a screening process to ensure that environmental and social impacts and community issues are identified and addressed.

Environmental and Social Risk Assessment: The County Project Coordination Team will be responsible for screening proposed investments for environmental and social risks. The screening will follow the template attached in Annex 10. The CPCT will share the results of the environmental and social risk screening (in the form of a report) with NEMA county officers for further advise on whether the proposed investment need to undergo full or partial environmental and social risk assessment. Where ESIA are recommended, the CPCT will prepare TORs for the same and share with Environmental and Social Safeguards Team at the national level (NPCT) for review and clearance. The ToRs will in turn be shared with World Bank for a 'No objection'. For large infrastructure projects, the NPCT will share such TORs with NEMA for review and clearance and will specify the scope of the proposed works alongside TORs for environmental and social risk assessment. Table 12 below outlines the environmental assessment process including objectives and results of each stage, while Annex 11 gives sample TORs for ESIA studies.

Table 12: Environmental Assessment Process: Objectives and Expected Results

Stage	Objective	Expected Results
Screening at Project Identification	Determine whether an investment is eligible under KISIP (Issues: whether project is located in ecologically sensitive areas, areas of cultural significance, etc.)	Approval or rejection of identified projects Identification of eligible projects
Screening at Project Design Stage	Determine whether a project complies with KISIP environmental and social safeguards requirements Identification of investment's potential environmental impacts and extent of assessment Determine whether investment need an ESMP or partial/ full ESIA	Screening report of identified projects Safeguards Instrument required for the eligible projects (ESMP or full ESIA)
Development of (simple) Environmental and Social Management Plan (ESMP)	Preparation and development of an ESMP for investments that are determined to have minimal environmental impacts	ESMP project document to be used in managing environmental and social risks of the project upon approval by NEMA
Environmental Assessment	Study aimed at carrying out a full ESIA study. The objectives are: Identifying potential impacts Determining their magnitude / extent /	ESIA Project report Approval and license (or rejection) of ESIA report by NEMA

	likelihood, etc. Determining how significant or acceptable these impacts are (by comparing against standards or acceptability criteria) Recommending ways of preventing, minimizing, reducing, compensating, managing and Monitoring unacceptable impacts. Develop ESMP	
Social Assessment	Undertake stakeholder analysis and social baseline data Analyze expected social impacts and social risks matrix Identify Mitigation and enhancement measures Analysis of alternatives and design measures ESMP and actions for the ESCP	ESIA Project report ESMPs

At the national level, as part of the KISIP Team/ NPCT, Environment and Social Safeguards officers will be appointed (or seconded by NEMA and any other relevant line ministry or department) to handle all matters pertaining to environmental and social risk management in the Project. The environment and social officers will, amongst others, address:

i. Community engagement and participation;
ii. Regulatory clearances;
iii. Environmental and Social Impact Assessments,
iv. Integration of the resulting Environmental and Social Management Plans (ESMPs) into project design and contract/ bidding documents and;
v. Overall monitoring and supervision of ESMP implementation and community engagement activities in KISIP 2.

As already mentioned, all proposed investment will undergo environmental and social risk screening, followed by environmental and social impact assessment, if needed. Furthermore, projects that undergo ESIA will need to secure EIA licenses before commencement. These ESIAs and ESMPs will be translated into bidding/ contracting documents and budgets, and will form contracts of the selected contractors.

Similarly, **at the County level,** each CPCT will designate officers to coordinate and provide inputs on environment and social management and community development pertaining to investments in their jurisdiction, especially on construction management. These officers will also assist in data collection and documentation management on environmental, social and community aspects, as inputs in the monitoring and evaluation system of the Project. The officers will be designated from among others the respective County Directorate of Environment (NEMA), County Department of Environment, and County Department of Social Services or similar. These officers, will also be responsible for routine monitoring of ESMP compliance by the contractors and supervision consultants. Table 13 below

summarizes the roles and responsibilities of different stakeholders in environmental and social risk management.

At the field level, the **respective contractor** will be responsible for planning, executing and coordinating implementation of ESMP provisions as laid out in the contract documents. Each contractor will be required to have a dedicated safeguards specialist to oversee ESMP implementation. Similarly, **supervision consultants** will oversee and ensure that contractors implement and comply with ESMP provision. Supervision consultants will thus also be required to have dedicated safeguards specialists to oversee ESMP implementation. At the contracting stage, County Project Coordination Teams will brief the selected contractors and supervision consultants on the ESIAs/ ESMP and emphasize the need to implement the same. In doing so, the CPCT may be supported by environmental and social safeguards specialists at the national level.

Table 13:Roles and Responsibilities for Environmental Risk Management and Implementation

No	Role	Implementing	Institutional Responsibility
1	Screening at Project Identification	– Environmental and Social Officers in CTAPs – Environment and – Social Specialist at NPCT	– Respective County governments Implementing Agency – NPCT
2	Screening at Project design and development of screening report	– Environmental and Social Officers in respective CTAPs – Environment and Social Specialist at NPCT	– County government, Implementing Agency, – NPCT
3	Development of Project Report and simple ESMPs	– Environmental and Social Specialists in CTAPs – Environmental and Social Specialists at NPCT	– County government Implementing agency – NEMA
4	Developing TORs for ESIA Studies	– Environmental and Social Specialists in CTAPs – Environmental and Social Specialists at NPCT – NEMA review and clearance	– County governments – NPCT – NEMA
5	ESIA Studies	– EIA Experts contracted by the NPCT or the counties – Environmental and Social Officers in CTAPs and NPCT Reviews – Bank reviews and clears before submission to NEMA – Both Client and Bank discloses ESIA reports	– County governments – NPCU, World Bank, NEMA
6	Implementation of	– Environmental and Social	– NEMA

	ESMP	Officers at CTAPs, CPCU – Environment and Social Officers at NPCT – Works Contractors	– County Government, Implementing Agency – NPCT
7	Monitoring ESMP Implementation	– Supervision Consultants – CTAPs – NPCT – NEMA – World Bank	– NEMA – County governments – NPCT
8	Briefing/ clinic with selected contractors and supervision consultants on environmental and social risk management	– Environmental and Social Officers in CTAPs/ CPCU, NPCU, World Bank	– County governments – NPCU – World Bank

Quarries and borrow pits: Each contractor will be required to conduct ESIA for any quarries and borrow pits and secure EIA Licenses for the same before opening such quarries/ borrow pits. Alternatively, the contractors will be required to source materials from quarries/ borrow pits with valid EIA licenses. Where contractors opt to hire out borrow pits/ quarries, they will enter into formal agreement with the land owner, which must also specify the responsibility of the contractor in re-instating these – after conducting decommissioning ESIA and getting NEMA clearance – and formally hand over the sites to the respective owners.

Furthermore, all contractors will be required to provide valid and up-to-date insurance to all their employees and to also have third party insurance policies. Contractors will train their workers on occupational safety and health (OSH), including on emergency response procedures. Contractors will be encouraged to liaise with Officers of the Department of Occupational Safety and Health (DOSH) in their respective counties/ regions to provide such training. In the unfortunate events of accidents and incidents, these will need to be reported by the contractor to the supervision consultants, who will then report to the KISIP CPCT and NPCT, and the latter will report to the Bank. Annex 12 provides an incident/ accident-reporting template. All contractors will need to comply with Occupational Safety and Health Act and Workers' Insurance and Benefits Act.

A training plan will be prepared as part of the ESMF incorporating Project-specific and longer-term capacity building needs of the KISIP2 Team and CPCTs. The plan will consist of different training modules specific to the needs of various target groups. Training in World Bank safeguard policies will be included for environmental and social officers working on KISIP2. An orientation programme for all participating counties will be carried out by KISIP NPCT – and or with support of World Bank - to increase counties' (i.e. CPCTs) awareness and understanding of Bank's Safeguards Policies. Safeguards Clinics will be conducted for all Contractors and Supervision Consultants to enhance their awareness and understanding of Bank's safeguards policies and what is expected of them with regards to safeguards implementation. The county and National Project coordination teams will also sensitize the informal settlements (settlement committees) on environment and social/community safeguards and their role in this process.

Contractual obligations for environmental and social risk management: Before tendering, the County Project Coordination Team and the NPCT must ensure that contractual obligations for environmental and social safeguards issues are included in tendering and contract documents. Key issues to be covered in the pre and post tender documentation include:

- Compliance with key environmental, social and labour obligations;
- Contractor's capacity to implement safeguards requirements;
- Gender and prevention of sexual and gender based violence;
- Occupational Health and Safety

Annexes 13 and 14 presents the pre-tendering process checklist and contracting process checklist, respectively.

6.4.2 Community Mobilization, Grievance Redress and Capacity Building

KISIP 2 will adopt a bottom up approach across the project cycle. This will be done through stakeholder participation, formation of the Settlement Executive Committees (SECs), establishment and management of the Grievance Redress Mechanisms (GRM's), which will be key to the preparation and implementation of Resettlement Action Plans (RAPs), key to project sustainability. The process of establishing and operation of SECs and GRCs is detailed in 6.4.2.1 below.

6.4.2.1 Settlement Executive Committees

The Constitution of Kenya (2010) guarantees the inclusion of various groups in any development planning. The community entry point will involve the mobilization of key stakeholders from the community/ village and settlement level. SECs with representation of different stakeholders will be established for KISIP 2 to support the project implementation. Inclusivity of vulnerable groups, female headed households, people with disabilities, youth, marginalized groups and minorities will be key. The local chief, village elders and the area Member of the County Assembly may be ex-officio members of this development committee. The main role of the SECs will be community mobilization, awareness creation and ensuring community participation in all activities including stakeholder mapping, socio-economic mapping, preparation of community development plans etc. A training and capacity building plan will be developed for the members of the SECs. The formation of SECs will include the below steps:

i. **Initial Meeting with the Community.** The County PCTs through the support of National Government will be responsible for ensuring the set-up of SECs before any activity begins in the settlement. Once a settlement is confirmed as eligible and county readiness confirmed, community mobilization will start. The KISIP2 CPCT, through the person in charge of community mobilization and with support from the KISIP2 NPCT members in charge of community engagement, will set up a community meeting. The meeting is intended to create awareness about the intended tenure regularization process, clarify any questions from the community about the process, ensure the community is familiar with adoptive planning, and gauge the community's willingness to participate in the process using adoptive planning.

ii. **CPCT and NCPT support the community to establish the Settlement Executive Committee.** The CPCT person in charge of community participation with support from the national PCT will provide communities with the guidelines for setting up SECs. This will include briefing communities on the role of SECs, the representations required, the terms of service etc. Once this is clear, the community will independently elect members for the Settlement Executive Committee (SEC) that is the representative of the whole community. Emphasis should be placed to ensure balance in gender representation and inclusion of youth,

people with disabilities, other minorities and marginalized groups, tenants, landlords and local administration in the SECs.

iii. **Training of SECs.** Once the SEC is set-up, the CPCT with support from the NPCT will take the SEC members through a thorough training on their roles. Training of SECs will be continuous throughout the project to ensure that SEC members are fully equipped to perform their mandate at the different levels of the project.

6.4.2.2 Grievance Redress Mechanism

GRM is a system set up to receive and act on complaints and grievances reported by beneficiaries, stakeholders or other affected persons against activities being conducted by an organization. The GRM for the KISIP 2 is a multilevel arrangement for registering and addressing such complaints from the various categories of project affected people developed as an integral part of the project, to serve social accountability, inclusion, sustainability and transparency purposes. The actors to be involved the set-up and implementation of GRM in KISIP2 include the NPCT, CPCT, World Bank.

GRM will be an important element of KISIP2 project implementation and will be set up by NPCT and respective CPCT during the entry level meetings at the settlement to respond to concerns and grievances of the project in a timely manner. The KISIP2 GRM will adopt the following procedures:

i. ***Setting Up the GRM****:* The County PCTs through the support of the national NPCT will be responsible for setting up the GRM. The GRM will be established during the settlement entry-level meetings and disclosed to the community at that stage. To enhance transparency and participation, the community will be allowed to select the Settlement Grievance Redress Committee (GRC) while at the County and National level, the GRC will be adopted as outlined in the RPF. The GRM must be accessible, culturally appropriate and transparent to all stakeholders as well as have escalation mechanisms.

ii. ***Training of the GRC****:* This will include streamlining the grievance redress processes at the community level by ensuring the GRC has the prerequisite knowledge and understanding of how to receive, document, resolve as well as escalate grievances. The training will be carried out by the County/National Social Safeguards specialist. The CPCT/NPCT will furnish the GRC with grievance Logs (See Annex 15) to ensure all project related grievances and their resolution status are well documented. The Grievance Redress protocol include:

a) ***Grievance Reception and Acceptance:*** The GRC officials will receive and register complaints/concerns from all project affected or interested parties.

b) ***Acknowledgement, Assessment and Record:*** The complainant will receive confirmation from the GRC officials that his/her complaint has been received. The complaint note should contain all relevant and personal information given by the complainant(s). The GRC official should record all grievances, maintain and update the GRM Log/Register with the following information:

- Dates when the complaints are registered,
- Dates when the grievances are uploaded onto the project database,
- Information on proposed corrective actions/resolutions sent to complainant,
- Dates when complaints are closed out, and
- Dates when responses are sent to complainant(s).

c) ***Investigation:*** Appropriate investigation will be decided at the assessment stage. If deemed necessary, the investigation can include a risk assessment. The investigation may include follow-up meetings between stakeholders and the contractor, where an impartial party is present, Minutes are recorded and added to the grievance database.

d) ***Resolution:*** Depending on the findings and their severity, a resolution will be decided within the time frames provided (See protocols 4.3). The NPCT will monitor the timelines of each resolution and ensure resolutions are made within 3 months of filing.

e) ***Complaint Satisfaction:*** **Yes:** The process concludes with a written agreement signed by the complainant(s) and management. **No:** The issue is shared with senior management. If unresolved at the settlement level, the GRC will escalate to the County. If the County is not able to resolve, the County will escalate it to the National PCT. Escalation must be done through letter or email. If it remains unresolved, or in parallel to project-level resolution, legal action may be taken. The CPCTs must inform the NPCT as soon as any court cases related to KISIP2 activities are filed, and the NPCT is responsible for informing the World Bank.

f) ***Documentation Management:*** Throughout the grievance redress process, it is important for the complaints and grievance logs to be stored in ways in which they can be easily analysed and presented. Filling of grievance forms will be done by the GRCs including resolutions and escalations. A summary grievance log will be documented in a black book or in any other manner that provides a summary of the number of grievances received, date received, the type and nature of grievances and if resolved, and or escalated. These summaries shall be collated monthly and submitted to the County GRM focal point who in turn will compile all grievance logs from within the county and submit to the National GRM focal point. A standard format for grievance logs filing and submission will be agreed and revised as necessary. This can be achieved through the use of a simple GRM database managed by the National GRM focal point with access by all the County GRM focal points.

iii. ***Continuous Stakeholder Sensitization on GRM:*** All stakeholders and Project affected persons will continuously be sensitized on GRM requirements, processes and procedures (protocols under 4.2). KISIP 2 national and county PCTs will inform, engage and involve communities and other local stakeholders impacted by the project while providing all parties with a process to deal effectively with complaints and grievances arising from project activities. The PCTs will additionally sensitize the community on the 4 Tier Grievance Redress Mechanism and their timelines as follows:

a) At the settlement Level[8] by the SGRC with a resolution period of 14 days.
b) At the County Level by the CPCT with a resolution Period of 14 days.
c) At the National Level by the NPCT with a resolution period of 21 days.
d) At the Courts of Law with timelines defined by the legal process.

iv. **For site-specific project works,** the County/National PCT will ensure that the community are made aware of the GRM at a pre-mobilisation meeting prior to physical works commencing. The same meeting will identify issues of specific concern to community about the project works. The community will be consulted regarding any planned works in their local area. See Section 1.1 under Component 1 for further guidance.

v. **Escalation to the World Bank's Grievance Redress Service:** While the project GRM is in place, stakeholders and project-affected persons will also be sensitized on the World Bank's Grievances Redress System (WBGRS) and its scope. All stakeholders and project-affected individuals who highly believe that they are adversely affected by any of the project's activities are allowed to submit complaints to the Bank's Grievance Redress Service online.

[8] It is desirable to resolve all the grievances at the community level to the greatest extent possible thus the need to have a community selected SGRC that will best represent all the interest of the community.

The GRM Quarterly reports will also be submitted to the WBGRS for the bank to ensure that complaints received are promptly reviewed and addressed. The Bank's independent Inspection Panel will thereafter determine whether harm occurred, or could occur, as a result of Bank's non-compliance with its policies and procedures. Complaints may be submitted at any time after concerns have been brought directly to the Bank's attention and Bank Management has been given sufficient opportunity to respond.

Figure 2: KISIP 2 Grievance Redress Flow Chart

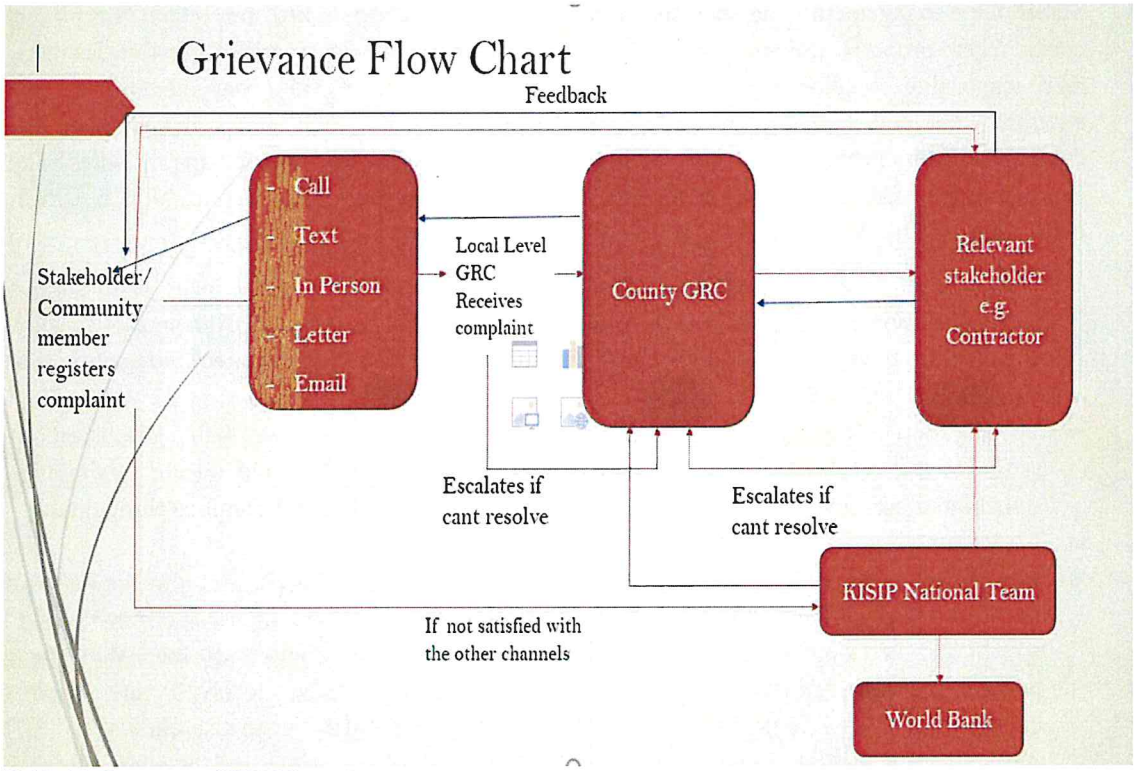


Table 14: Summary of GRM Procedures

Procedure	Objectives	Actor
1. Setting Up of the GRM	– To establish a working GRM at the earliest moment of project implementation – To constitute the relevant Grievance Redress Committees (GRC) at the Settlement and County Level.	– National PCT – County PCT – Community
2. Training of GRCs	– To increase the capacity of GRCs in receiving and resolving grievances at the settlement level.[9]	– National PCT – County PCT – GRC
3. Continuous	– To carry out continuous community sensitization	– National PCT

[9] Handling of grievances will be done in a culturally appropriate manner and be discreet, objective, sensitive and responsive to the needs and concerns of the project-affected parties. The mechanism will also allow for anonymous complaints to be raised and addressed as well as escalated for further resolution.

Sensitization on GRM	on GRM (grievance logging, resolution and escalation mechanisms)	– County PCT – GRC

6.4.2.3 Stakeholder Engagement and Information Disclosure

Stakeholder engagement is an inclusive process that will be conducted throughout the project life cycle. Where properly designed and implemented, it supports the development of strong, constructive and responsive relationships that are important for successful management of a project's environmental and social risks while **information disclosure** will allow stakeholders and the community to understand the risks and impacts of the project and potential opportunities. The key actors to be involved in stakeholder and information disclosure include: the, NPCT, CPCT, the community and the World Bank.

- Communication and consultation with all stakeholders will take place in order to support the implementation of the project. This includes early disclosure of project documents to allow for consultation with stakeholders. Such requirements are set out in the project Safeguards Manuals (ESMF, RPF and GRM).
- The duration of consultations will depend on the nature of the issues being discussed and the scope of the consultations. Of importance is that the NPCT should ensure community and stakeholder consultation process should start early in the project and continue throughout project implementation.
- Information and potential risks related to safeguards and community issues must be disclosed by the World Bank to the PIU/PCTs and vice versa for engagement at a higher decision-making level and by the PCTs the SEC/community for engagement at the community level throughout the project implementation. Comments from stakeholders, when received, are taken into consideration, however the level of such incorporation will remain at the discretion of the PCTs.
- Adequate and realistic timeframes for consultations need to be planned to allow stakeholders sufficient time to provide informed and considered responses. This in turn introduces the need for the PCT to develop a Stakeholder Engagement Plans (See Annex 16) for every component to guide the procedures and plans for engaging multiple stakeholder groups and continuously update it as stakeholder needs evolve.
- The consultation principles to be adopted during stakeholder engagement are as outlined in table 15 below.

Table 15: Stakeholder Consultation Principles

Principle	Purpose
Openness	The process is of consultation should be open. To allow for input from stakeholders and ensure stakeholder contributions are taken into account.
Access to Information	Building of Information disclosure, Stakeholders need access to all relevant information in advance. This principle applies to information on the consultation process as well as materials that would help stakeholders to provide informed opinions on the subject of consultation.
Accountability	The input and feedback from each stakeholder is collated and assessed, shared

	back with stakeholders, and brought to the attention of decision makers.
Transparency	The consultation process needs to be transparent. Information must be available to stakeholders about relevant aspects of the project, its process, stakeholder engagement, stakeholder input, consultation outcomes, and how stakeholder input is used to improve the project.
Visibility	All those who may be impacted by a decision or are interested in participating in a consultation process need to be made reasonably aware of the process. This means making an effort to reach all impacted groups, experts, and other relevant and interested stakeholders.
Accessibility[10]	Stakeholders must have reasonable access to the consultation process. The methods chosen for the consultation must be suitable for the intended stakeholders, including people with special requirements. Additionally, the information provided to stakeholders should be reasonably easy to comprehend.

- ***Stakeholder Engagement and Representation:*** The success of stakeholder consultations depends on the transparency and the inclusiveness of the selection of stakeholders to be consulted and on the representativeness of those who will eventually provide input. Adequate representation of stakeholder groups in the consultation process need to be ensured by the PCTs, keeping in mind the multi-stakeholder dimension and impact, and that the stakeholder groups (including Vulnerability) differ among issues and topics.
- Stakeholder Engagement as an important element of the project will be supported by Community consultation and awareness raising on specific project activities on the potential social and environmental impacts and planned mitigation measures through Contractors (as required by CESMP) and through PCTs officers supported by the Safeguards Specialist.

- ***Appropriate Forms and Methods of Consultations:*** The choice of the consultation method depends on a number of factors, including the purpose of the consultation, its subject matter, the range of stakeholders, and the scope and duration of the exercise. The methods selected must be appropriate for the intended stakeholders, articulated at a suitable technical and education level, and ensure that effective means are used to address the needs of hard-to-reach groups and others with special requirements.

6.4.3 Prevention and Response to GBV and SEA

Gender risks cover a range of sectors and issues. For instance, all women – regardless of race, ethnicity, income, etc. – may be at risk of gender-based violence. Not all women (or men) may be vulnerable to displacement from livelihoods as a result of a project action, but women are more likely than men to be in insecure economic activities. More women than men are likely to be vulnerable to displacement from key assets such as land and housing, since they tend not to have clear property rights. In most cultures, women more than men form a greater share of unpaid work so this is a risk to be aware of in KISIP2.

- ***Actors:*** The actors to be involved in the prevention and response to GBV and SEA include the NPCT, CPCT, World Bank, Supervising Engineers/Contractors and Implementing Firms and Community.

[10] The PCTs will ensure that buildings or locations chosen for consultations are socially and culturally appropriate and accessible to all. It is important to ensure that male and female team members of the project are present to assist all beneficiaries if required.

- The County PCTs supported by the National PCT will ensure that the Project does not have any negative impacts or promotes GBV, SEA or the abuse of children and to create positive impacts through setting-up or re-enforcing existing protection, prevention and mitigation mechanisms.
- The County PCT through the support of the NPCT will identify and mitigate SEA and GBV risks in the projects through development of a robust risk assessment methodology, with a rating of "High Risk" of SEA/GBV triggering actions in project design and supervision. It will be critical in High Risk environments to educate and raise awareness of women, adolescents and children about risks of GBV/SEA and their legal rights.
- To foster a continuous and dynamic partnership with community actors to prevent and respond to SEA and build community resilience, CPCT should identify community partners through a scanning and mapping exercise that should be integrated into risk assessment. The process to be followed include:

    a) Integrate a participatory scanning/mapping exercise into risk assessments for potentially high-risk contexts to assess the social dynamics and relationships between different segments of the community and the local risk factors for GBV.

    b) Identify and engage local partners and sources of support such as community-based or local organizations or leaders, including groups advocating for children's rights, women's groups, child- and youth-led organizations, key influencers and leaders who are accepted, trusted and known to the community to act as a source of information or as a hub for disseminating information, as well as a source of support to provide timely services to survivors of GBV/SEA.

    c) Engage with communities to build trust and transparency by ensuring engagement with communities is a continuous, two-way interaction on project progress and risks related to GBV/SEA.

    d) Use innovative communication channels for engagement and feedback for continuous dialogue with communities on GBV/SEA risks and Mitigation.

- ***Contractors and implementing firms*** will play a central role in the implementation and management of project activities; their performance is critical to strategies to prevent SEA in project activities. The CPCT will ensure that social risk mitigation and related contractor obligations are built into Standard Bidding Documents. Contractors and implementing firms will be required to:
    a) Have sexual harassment policies and worker's Codes of Conduct. The Codes of Conduct will include specific prohibitions against SEA, including prohibition of sexual activities with children.
    b) Demonstrate that they have the capacity to manage SEA risks, including prevention and response action plans and key staff with appropriate technical skill and experience, as well as training and awareness-raising programs for workers.
    c) Undertake sound management of labor influx into vulnerable communities as it is critical to reduce the risk of SEA, which range from sexual harassment to sexual abuse and exploitation of women and children. Labour influx risks can be managed by tapping into the local workforce where possible, assessing and managing labor influx risks and developing appropriate mitigation plans, and building social and environmental mitigation measures into the civil works contracts.
- ***Link procurement provisions to the GBV/SEA risk assessment:*** The following Provisions are necessary:

a) For all civil works contracts, contractors must declare during pre- or post-qualification whether any contracts have been suspended or cancelled, or bid bonds called for incidents[11] related to SEA and GBV.
b) Codes of Conduct, which are already mandatory for all contracts under the new Procurement Framework, should include specific prohibitions against SEA.
c) Contractors bidding on civil works should demonstrate that they have the capacity to manage SEA risks[12].
d) Contractors must have plans in place for ensuring that staff at all levels, including managers, workers and day labourers receive SEA awareness and sensitization training, including reviews of expectations under the Code of Conduct.
e) Contractors should have sexual harassment policies governing conduct in the workplace. Policies on non-retaliation and protections for whistle blowers should be included in these protocols.
f) Contractors should be required to develop internal reporting and redress protocols in case of allegations of SEA including provisions to protect confidentiality of those reporting allegations. For transparency, GBV/SEA incident reports and actions should also be reported to the Supervisory Engineer and logged into the project Grievance Redress Mechanism (GRM).

- ***Project-level Grievance Redress Mechanisms*** will be strengthened and streamlined by the National and County PCTs to integrate protocols to track complaints related to GBV and SEA—ensuring confidentiality and anonymity—including a feedback system for regular and timely feedback on actions taken to respond to complaints. These mechanisms should protect confidentiality of individuals without compromising access to justice while also enabling links to referral pathways and local organizations for support services.
- ***Environmental and Social Assessments (ESAs):*** Where activity-specific ESIAs are developed, the NPCT and the CPCT should ensure to map GBV/SEA-related risks. Activities that do not require ESAs will also be screened for their possible impacts on GBV. Results will be reported and analyzed in the NPCT and will be used to update the Action Plan or take other necessary measures. Efforts will be made to conduct joint assessments where applicable to minimize the impacts on the communities.
- ***Strengthen monitoring on contractor performance on SEA issues:*** The supervising engineer will play a critical role in monitoring project activities with risks of GBV/SEA. The monitoring activities, led by the NPCT, will be focused on ensuring that provisions to prevent and respond to SEA are in place and functioning. New complaints and on-going cases and complaints will be followed closely by the NPCT to ensure instant appropriate responses.

  Monthly review: The CPCT will conduct monthly review of services to ensure the continuous availability of services, continued access to services by survivors, dissemination of correct information to survivors during case management and to women, girls and the community during awareness on services available.

  Quarterly monitoring: The CPCT will monitor the implementation of the provisions of 6.0 on a quarterly basis. Quarterly reviews will focus on:

  i. Ensuring that all activities (as listed above) have been undertaken and/or are on track
  ii. Reviewing all referrals made in specific cases, and assess whether complaints have

[11] Disclosure of past incidents will trigger more-intensive due diligence by the PIU/PCT to assess whether the firm has demonstrated sufficient capacity for prevention and risk management. If steps taken by the contractor are not satisfactory, the bid should be disqualified

[12] provide management strategies and implementation plans and qualified key personnel to address the specific risks identified in the project. Contractors should have GBV prevention and response Action Plans and should specify key staff with the technical skill and experience to monitor and manage risks related to GBV

been handled and resolved appropriately.

iii. Monitoring and reporting on the effectiveness of the implementation of the GBV Plan.

iv. Reporting on progress on all activities and re-assessment of risks, monitoring of the situation as appropriate.

- **Non-compliance**: Where quarterly reviews identify non-compliance with the provisions of 6.0, the matter will be reported to the NPCT who will seek clarification from the National Project Coordinator and jointly develop plans how to assist the agency to bring activities back on track. Serious cases of non-compliance will be reported to the World Bank by the NPCT, and may result in closure of activities.

6.4.4 Social Assessments

Social Assessments (SAs) provides a framework for incorporating participation and social analysis into the design and delivery of Bank-assisted projects. Since there are many social variables, which potentially affect project impacts and success, SAs must be selective and strategic, and focus on issues of operational relevance. Prioritizing critical issues, and determining how to address them, requires consultation with stakeholders and other forms of data[13] collection and analysis.

- Actors. The actors to be involved in KISIP2 Social Assessments include the NPCT and CPCT.
- The NPCT will be responsible for carrying out SA to determine the following:
  i. Identify key stakeholders and establish an appropriate framework for their participation in project selection, design, implementation and monitoring and evaluation;
  ii. Ensure that project objectives and incentives for change are acceptable to the range of persons intended to benefit, and that gender, vulnerability and other social differences are taken into account in project design;
  iii. Assess the social impact of the projects and where adverse impacts are identified, determine how they can be avoided, minimized, or substantially mitigated in accordance to laid down Operational Procedures.
  iv. Develop the capacity to enable stakeholder participation, allow for GRM and allow for risk management so as to enhance project implementation.

6.4.5 Involuntary Resettlement

Involuntary Resettlement often gives rise to severe economic, social, and environmental risks: production systems are dismantled; people face impoverishment when their productive assets or income sources are lost; people are relocated to environments where their productive skills may be less applicable and the competition for resources greater; community institutions and social networks are weakened; kin groups are dispersed; and cultural identity, traditional authority, and the potential for mutual help are diminished or lost. The project activities under KISIP2 will be undertaken in a manner that will require no Land Acquisition. However, in cases where impact on assets will be unavoidable, OP 4.12[14] will be triggered thus need to adequately mitigate the impacts.

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[13] Literature and documentary reviews and primary data collection

[14] Policy objectives of OP 4.12 include a) Involuntary resettlement should be avoided where feasible, or minimized, exploring all viable alternative project designs. (b) Where it is not feasible to avoid resettlement, resettlement activities should be conceived and executed as sustainable development programs, providing sufficient investment resources to enable the persons displaced by the project to share in project benefits. Displaced persons should be meaningfully consulted and should have opportunities to participate in planning and implementing resettlement programs. (c) Displaced persons should be assisted in their efforts to improve their livelihoods and standards of living or at least to restore them, in real terms, to pre-displacement levels or to levels prevailing prior to the beginning of project implementation, whichever is higher

- ***Actors:*** The actors to be involved include the NPCT, CPCT, World Bank, Supervising Engineers/Contractors, Land/Asset Owners.
- In cases where involuntary resettlement is unavoidable, the CPCT with the support of the NPCT will prepare the required Involuntary Resettlement Instruments namely the Resettlement Action Plan[15] for the affected Settlements/Project Sites. All project activities with impacts that will result to Involuntary Resettlement will be based on meaningful consultation and appropriate engagement with the project affected persons.
- The Contractor will engage Land/Asset owners for any temporary use of Land/Asset for auxiliary purposes such as storage of construction materials. The use of any such land will be negotiated with the respective land/Asset owners and voluntarily granted to the project based on the Voluntary Land/Asset Donation[16] Protocols defined in the RPF. Any agreement for Land/Asset Donations will be well documented on a Voluntary Land/Asset Donation Agreement form (See Annex 17). As principle, to the possible extent any land and asset donations from vulnerable groups will be avoided.
- Where this process of Land Donation for use of land is not successful, and the project cannot be forfeited, then the PCT will undertake involuntary resettlement processes that will be used under the Resettlement Policy Framework and in accordance with Kenyan legislation.
- **RAP Compensation:** Counties will be responsible for RAP compensation through counterpart funding. Anticipating the risk that counties may intentionally displace residents prior to project commencement, where proof exists displacements due to project anticipation will be factored in the grievances for compensation.
- Borrowing from experiences in KISIP1, the project will explore alternatives to cash compensation for RAPs. Where possible, Counties will be able use **alternative land** or other **non-cash materials** provided that the community is in agreement and under no pressure. To minimize double compensation experienced in KISIP1 during both the planning and infrastructure implementation, both processes will be combined.

- Most displacement impacts from tenure regularization will be handled through the Social Management Plan (SMP) approach instead of the RPF. In the SMP approach, a hierarchy of measures will be implemented to reduce displacement and the need for the preparation of RAPs under sub-component 1.1.

    a) Pre-project screening of settlements to ensure selection of settlements whose displacement impacts are minimal or able to mitigate e.g. eliminate settlements in ecologically fragile areas that will require resettlement of residents, unless the County is committed to providing alternative land.
    b) Use of Adoptive planning which by experience of KISIP I reduced displacement impacts by as much as 80%.
    c) Community involvement and initiatives in mitigating temporal impacts.
    d) The conferment of security of tenure (Title deed) is adequate compensation for any temporal losses.
    e) However, where interventions in tenure regularization occasions full physical displacement, for example for persons occupying part of the settlement that is environmentally fragile or

[15] The resettlement instrument presents a strategy for achieving the objectives of the OP 4.12 and covers all aspects of the proposed resettlement. Borrower commitment to, and capacity for, undertaking successful resettlement is a key determinant of Bank involvement in a project

[16] Procedures will be in place to ensure that all donations are voluntary and freely given; that the donor is the legitimate owner of the land; and that the donor is fully informed of the nature of the project, the implications of donating the property, and his entitlements as provided for in the land acquisition and resettlement policy being adopted by the project

hazardous, or residual relocation impacts that cannot be mitigated through the measures in the SMP, then, the provisions of the RPF shall apply and RAPs shall be prepared.

In the integrated approach, where tenure regularization and infrastructure interventions happen in the same settlements, RAPs shall be prepared during infrastructure upgrading sub-projects. This will also minimize the possibility of double compensation.

6.5 Communications

Communications is a tool that can increase the visibility of KISIP2 and minimize risks. The key to deriving maximum value from it however, there must be a deliberate two-way communication that would enable the project to positively impact the outcome.

A communications strategy will be developed by the NPCT communications specialist/ consultant within six months of project effectiveness to respond to and or accommodate the needs of both KISIP2 internal and external stakeholders at the national level and the suggested approaches cascaded and implemented by host counties. The strategy will provide a clear road map for:

a) The consistent dissemination of information on KISIP2. This will be through the deployment of communications elements and tactics such as production of documentaries, fact sheets, press releases, media advisories and brochures; development of KISIP 2 website and management of social media accounts related to KISIP2 implementation and activities.

b) Capacity building of county communications teams, risk communication

c) Implementation of issues management and risk communication for KISIP 2

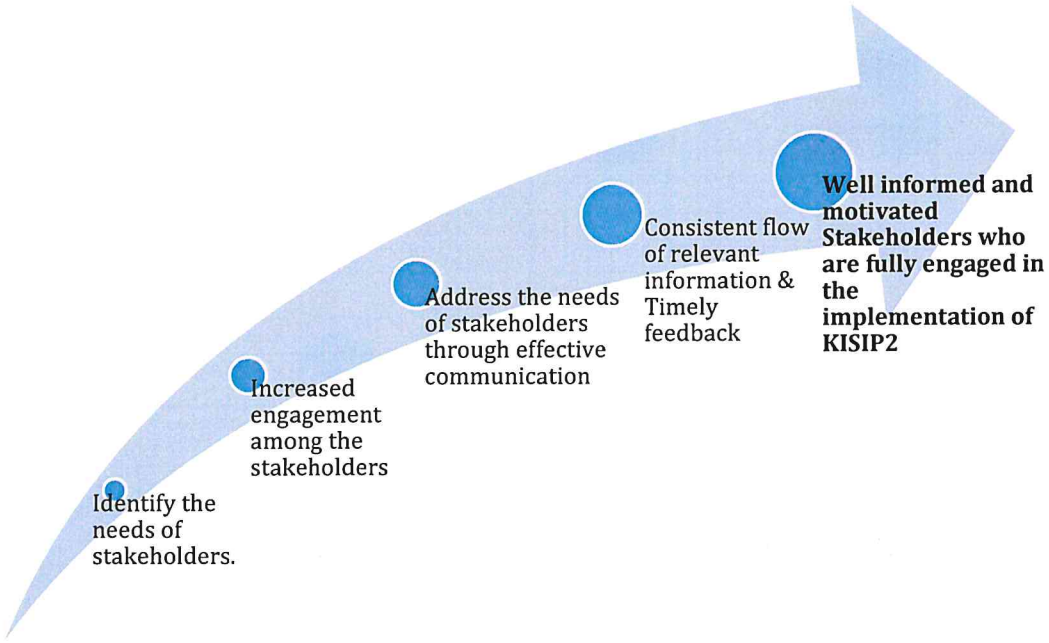
Head of communications: There will be a Head of Communication who will be appointed by NPCT, and will report to the national level coordinator. He/she will work closely and coordinate communications activities with the identified communications officers in the participating counties to raise the profile of the project.

Communications Budget and Financing: Each County will be required to submit an estimated budget of communications activities to be undertaken within a quarter and submit these to NPCT for approval and disbursement. Communication will be financed under Component 4 (Program Management And Coordination) activities.

County Communications Capacity Building: Communications officers at the National levels will organize and host capacity building workshops with different stakeholders particularly the media and both county and national staff at least every quarter in order to support local journalists' capacity of media to report in depth on the project and also build up the staff's as powerful and credible ambassadors.

The County Communications offices assisted by national communications officers will play a key role to support stakeholder sensitization on tenure security, communicating the GRM, prepare factsheet on inclusion, community mobilization.

Figure 3: KISIP2 Communications Principles and Expected Outcomes



Annexes

Annex 1: List of Participating Informal Settlements

PHASE 1		PHASE 2			
County	**Name of the Settlement**	**County**	**Name of the Settlement**	**County**	**Name of the Settlement**
Nakuru	Kwa Murogi	**Nairobi**	Mathare fire Victim	**Baringo**	Kambi Wakulima
	Karagita		Mji Wa Huruma		Bondeni
	London		Ex-Grogon		Nubian
	Lake View		Redeemed		Shauri (Timboroa Centre)
					Katorong'oto
Kisumu	Manyatta "B"	**Mombasa**	Likoni 203	**Migori**	Jiw Dendi
	Manyatta "A"(Kona Mbaya and Migosi)		Kindunguni	**Kakamega**	Jua kali
	Nyawita		Chaani	**Turkana**	Soweto-Lodwar Municipality
	Bandani		Chelanga		Lowarengak Informal Settlement-Lowarengak Centre
	Muhoroni (Sangoro, Swahili, Shauri Yako, Shauri Moyo & Bondeni)		Kisumu Ndogo		Carlifornia-Lodwar Municipality
	Kibuye		Misufini		Lokichoggio Informal Settlement-Lokichoggio Town
Nairobi	Kayole Soweto	**Uasin Gishu**	Mwanzo Site & Service		Town Chini-Lokichar Town
	Embakasi KCC		Kipkaren Site & Service		Public Works- Lodwar Municipality
	Kahawa Soweto		Maili Nne		Kambi Mawe - Lodwar Municipality
	Embakasi Village	**Kiambu**	Umoja		Nabute - Lodwar Municipality
	Kambi Moto		Kiangombe		Lokori Settlement-Lokori Town
Mombasa	Hodi Hodi		Misri		Nginoka Kim-Lokichar Town
	Kilimanjaro	**Kwale**	Tiwi Block 12		Kajuka-Lodwar Municipality
	Maganda		Diani Complex	**Kirinyaga**	Ndindiruku
Kilifi	Mazeras Centre Miwani/Mgumo wa Pasta	**Kilifi**	Kibokoni M17E		Kagumo
	M27	**Lamu**	Wiyoni Village		Githogondo
	Kalolo		Witu old town		Rwambiti
	Kibaoni		Mokowe old town		Kimunye
	Bayamangozi		Matondoni		Kamuthanga
	Muyeye phase 1		Faza village		Kiarukungu
	Mtaani		Kiunga old town		Thiguku
	Kisumu Ndogo	**Taita Taveta**	Upper Kariokor		Kibirigwi
Kakamega	Amalemba		Aseko/Mlekenyi		Kamuiru
	Mjini	**Wajir**	Halane		Kiangoma

	Shibale		Wagberi		Ithareini
	Lukoye		Jogoo		Mukinduri
	Kambi Somali		Barwaqo		Kaitheri
Kitui	Kalundu slaughter		Hodhan		Kianjiru
	Kalundu Misuuni		Shallattey		Gatugura (Gatundura)
Makueni	Mjini	**Meru**	Majengo		Shauri yako
	Misongeni		Salama		Gathambi
	Soko mjinga		Mjini		Getuya
Taita Taveta	Kijiji Cha Chewa	**Tharaka Nithi**	Marimanti		Kiangombe
	Majengo Mapya		Kathwana		
Machakos	Slota	**Nyandarua**	Huruma - Ol Kalou		
	Canaani	**Nyeri**	Kiawara		
	Kwa Mangeli		Mweiga		
	Jam City		Ihwagi		
	Kwa Nzomo		Chorongi		
West Pokot	Aramaget		Kiamwathi		
	Kabichbich	**Trans Nzoia**	Mitume (Mau Mau)		
Bungoma	Nangeni		Tuwani		
	Maisha Matamu		Matisi		
	Landi Matope (muslim school-Webuye DEB-Rail)		Kipsongo A		
Trans Nzoia	Shimo la Tewa		Shanti		
Siaya	Awelo	**Elgeyo Marakwet**	Cheptongei		
Homa Bay	Kijijini(kendu Bay Old town)		Chebiemit		
	Ndhiwa settlement		Kapsowar		
Tana River	Makaburini		Kapcherop		
	Bora Imani	**Nandi**	Mosoriot		
	Kibuyu	**Kajiado**	Majengo		
	Jua Kali		Gichagi		
	Bura	**Bungoma**	Mjini		
	Hola Mission		Landi Matope		
	Chewani	**Homa Bay**	Shauri Yako		
	Malindi ya Ngwena		Sofia		
	Wachakone		Nyandiwa		
	Mororo		Makongeni		
	Mwangaza		A thousand street		
Tharaka Nithi	Muslim village		Rusinga Old Town		
Kiambu	Kiamburi		Masogo kayoya		
	Matharau	**Nyamira**	Keroka Block -B		
	Kanjeru	**Nakuru**	Kabati		
	Dagorretti-Ruthimitu		Bondeni		
	Kiandutu		Nyamurutu		

Annex 2: County and Settlement Eligibility Criteria

Box 2.1: Settlement Eligibility Criteria

- Located on public land or land that is regularized through a GoK program (including KISIP). Infrastructure activities to be on land where the regularization process is already complete until survey stage.
- No court case or other legal encumbrances on part or all of the land on which the settlement sits
- Community readiness ensuring that the voice of women is clearly noted (e.g. a community meeting, signing of a community participation agreement)
- Population density no less than 30 people/ha
- Settlement lies within a 10km radius of the nearest city, municipality or town
- Structures are: (i) temporary or semi-permanent; (ii) single-storey; (iii) distance between structures not more than 50m
- Settlement morphology allows for adoptive planning with minimal displacement. Physical upgrading of the settlement should not entail large-scale displacement (and, thereby, relocation) of residents

Additional criteria for infrastructure upgrading

- Evidence of regularization up to surveying stage through an approved Local Physical and Land Use Development Plans (LPLUDP) and approved survey plan
- Evidence of settlement readiness for infrastructure upgrading, such as availability of detailed designs, bidding documents, ESIAS, and RAPs.
- Proximity to trunk infrastructure (cost of connecting to trunk is not more than percent of total infrastructure cost; settlement should be no greater than 0.6km away from trunk)
- Infrastructure has been designed and will be built and operated in a way that anticipates, prepares for and adapts to changing climate conditions
- County has provided an O&M plan to maintain the infrastructure to be upgraded
- (where applicable) KISIP1 infrastructure is well maintained

Box 2.2: County readiness criteria

- Appointment of relevant staff to support implementation and form the County Project Coordination Team (CPCT)
- Setting up and operationalization of project specific SFMU
- Participation[17] in Kenya Urban Support Program (KUSP) after Year 1 of KUSP (not relevant for Nairobi and Mombasa)
- Commitment to:
    - Cover the costs of RAP implementation
    - Cover costs of environmental mitigation measures
    - Meet budgetary requirements for O&M
    - Develop slum upgrading strategy and inclusion in the 2022-2026 County Integrated Development Plans (CIDPs)
    - Resettle residents in environmentally fragile/hazardous areas
    - Designate Special Planning Areas as needed
- Submission of a signed Participation Agreement (PA) by specified cut-off date. The Agreement will have incorporated all commitments above.

[17] Counties will need to pass the criteria for eligibility for Year 2 of KUSP

Annex 3: County Participation Agreement

Annex 4: Reporting Template for Infrastructure Implementation Short Half Yearly Progress Report (Counties report to KISIP2 NPCT on progress of component 1.2 activities in the settlements within the county).

County Government to KISIP2 NPCT template

[County seal]

Half yearly progress report on implementation of component 1.2 activities in the County
(period from ... to ...)

[Start with filling the tables in the Annex (see next page) that are linked to the Project Procurement plan - then wrote the text along the lines as suggested below]

1. **Introduction** *[half a page]*
   - *County and settlement characteristics etc*
   - *Highlight one or two main achievements to-date*

2. **Overview of activities undertaken in the settlement(s)** *[1 page max]*
   - *Briefly describe activities undertaken to date*
   - *Describe any major problems and bottlenecks and how these were overcome*
   - *Describe the outcomes for each activity - what was achieved*

3. **Overall assessment of progress and Outlook for next 6 months** *[half a page]*
   - *Assess progress overall: is implementation on track or behind schedule?*
   - *If behind schedule, what will be done to rectify the situation?*
   - *Describe the priorities for component 1.2 activities in the settlement(s) over the next 6 months*

4. **Support from KISIP2 NPCT requested / required (if any)** *[one or two paragraphs]*
   - *Mention here if any specific support from KISIP2 NPCT is expected or required*

5. **Concluding remarks** *[half a page max]*
   - *Mention anything the county would like to raise (in the context of component 1.2)*

   [Although counties are free to elaborate more, the total length of the half yearly report is not expected to exceed 3-4 pages maximum]

Annexes to the report:

Annex4.1: Summary physical progress, (based on activity items per settlement in budget)

Annex 4.2: Financial overview (consolidation of component 1.2 activities in a county)

Annexes to the half yearly component 1.2 activities report:

Annex 4.1 : Summary physical progress, ...Settlement, ---------county					
,				Report Date:	
	Activity	**Planned Timing** from-to /months	**Assessment of progress**	**Estimated % o completion**	**Comments**
1.	**Water & sanitation**			%	
2.	**Public Lighting**		Delayed	%	
3.	**Roads & Drainage**		On schedule	%	
4.	**Solid waste Facility**		Ahead of schedule	%	
5.	**Public Spaces, etc**			%	
Overall estimated % of works in the settlements annual plan completion by reporting date:					

Annex 4.2 : Financial overview, Settlement, county					
				Report Date:	
#	**Activity**	**Budget execution**			**Comments**
		Budget (in KES)	**Expenditure by end of 6 months period**	**% budget execution**	
1.	Water & sanitation			%	
2.	Public Lighting			%	
3.	Roads & Drainage			%	
4.	Solid waste Facility			%	
5.	Public Spaces, etc			%	
	Total for FY by reporting date:			**%**	

Note: Data in the first three columns of both Annex 1 and Annex 2 above, to be taken straight from the annual KISIP2 NPCT plans, respectively

Annex 5: KISIP2 NPCT consolidated report on progress of component 1.2 activities in all participating counties to World Bank

Half yearly progress report KISIP2
[KISIP2 NPCT to Programme Steering Committee and World Bank]

[SDHUD / KISIP2 NPCT letterhead]

Half yearly progress report on KISIP2
(period from ... to ...)

1. **Executive summary** (listing decisions that need to be taken)

2. **Introduction**

3. **Summary of activities achievements by County and Settlement**

   3.1 KISIP2 NPCT /

   - *Provides an overview of the activities undertaken in a settlement, supported by Annex 1 (see template below)*
   - *Provides an overview of budget execution (based on data as presented in Annex 2 (see template below)*

   3.2 Component 1.2 Progress Report

   - *Provides an overview of progress in the implementation of component 1.2 activities based on the reports to be received from the participating counties - to be summarised in Annex 3 (see template below).*
   - *Summary of achievements and issues to be tackled with regards to component 1.2 from the KISIP2 NPCT perspective.*

4. **External relations, Steering Committee and Technical Committee**
   - *Placeholder to describe initiatives, undertaken or needed, to engage with other partners, departments and agencies.*
   - *Placeholder to describe discussions and decisions of PSC*
5. **Overall assessment of progress and Outlook for next 6 months**
   - *Describe KISIP2 management priorities for next 6 months*

6. **Summary of issues that need attention and resolve (WB, PSC, other)**
   - *Summary of issues that need attention - and/or need to be discussed in the PSC, with WB, with other departments/agencies in government*

7. **Concluding remarks**

- *Placeholder for any other relevant remarks*

ANNEXES:

Annex5.1: Consolidated Physical progress, (aggregate of all participating counties and based on activity items in budget)

Annex 5.2: Financial overview

Annex 5.3: Component 1.2 - Estimated rate of implementation and budget use per Settlement and County,*[the total length of the half yearly KISIP2 NPCT report is not expected to exceed 8-10 pages - excluding annexes]*

Annexes to the half yearly KISIP2 report:

Annex 5.1 : Consolidated Physical progress, (aggregate of all participating counties)					
		Report Date:			
	Activity (as per plan/budget)	**Planned Timing** from-to /months	**Assessment of progress**	**Estimated % of completion**	**Comments**
1.	**Water & sanitation**			%	
2.	**Public Lighting**		Delayed	%	
3.	**Roads & Drainage**		On schedule	%	
4.	**Solid waste Facility**		Ahead of schedule	%	
5.	**Public Spaces, etc**			%	
6.					
7.					
8.					

Half yearly KISIP2 NPCT to WB progress reports

Annex 5.2 : Financial overview,					
Report Date:					
#	**Activity**	**Budget execution**			**Comments**
		Budget (in KES)	**Expenditure by end of 6 months period**	**% budget execution**	
1.	**Water & sanitation**			%	
2.	**Public Lighting**			%	
3.	**Roads & Drainage**			%	
4.	**Solid waste Facility**			%	
5.	**Public Spaces, etc**			%	
6.					
7.					

8.					
Total for FY by reporting date:				%	

Annex 5.3: Component 1.2 - Estimated rate of implementation and budget use Settlement and County,							Report Date:
#	**Settlement /County**	**Settlement estimated % implementation**	**County estimated % implementation**	**Budget for the FY in KES**	**Component 1.2 expenditure by** Report date:	**% of budget used**	**Comments**
1.							
2.							
3.							
44.							

Annex 6: Financial Management Manual

Annex 7: Procurement Plan

Annex 8: Safeguards Document Hierarchy

Document	**Purpose**
Project Operations Manual (POM)	Confirms the key documents and plans to manage project safeguards as well as establish and maintain a system of project implementation and management procedures to ensure safeguards requirements in Kenya Informal Settlements Improvement Project 2 (KISIP2) are implemented effectively.
World Bank Safeguard Policies[18]	Provides mechanism for addressing environmental and social issues in the project design, implementation and operation
Environmental & Social Management Framework (ESMF)	Sets out safeguards' requirements for the project and project activities. This includes adherence to both World Bank policies and national legislation.
Resettlement Policy Framework (RPF)	Lays down the broad framework for policy, procedures[19], entitlements, eligibility criteria[20], mechanism for addressing grievances, framework for stakeholder and Project Affected Persons consultations and participation and institutional arrangements to govern response to and resolution of displacement impacts of project implementation
Grievance Redress Mechanism (GRM)	Sets out the process and responsibilities for recording responding to and resolving grievances and complaints arising from project activities.

[18] OP 4.01 (Environmental Assessment), OP 4.11 (Physical Cultural Resources) and OP 4.12 (Involuntary Resettlement) policies will provide a framework for consultation with communities and for public disclosure, Conducting environmental and social impact assessments, Continuous and Meaningful consultation with affected communities about potential project impacts, and restoring the livelihoods of displaced people.

[19] It includes a framework and process for Resettlement Action Plan (RAP) required for any involuntary Resettlement

[20] Sets out the process for determining all compensation

Social Management Plan (SMP).	To be implemented in parallel with ESMF and RPF.
Safeguards Manual	Comprises the set of ESMF, RPF and GRM. Further documents and templates for assessment, reporting, training and awareness raising materials.
Activity Approval Form	Sets out the justification for each activity and demonstrates its compatibility with project objectives and Government priorities for informal Settlements Improvement.
Screening Checklist (See Annex 10)	ESMF requires screening checklist for every activity under the project. The screening checklist will be attached to each Activity Approval Form.
Environmental and Social Management Plan (ESMP)	Sets out safeguard's requirements for each individual activity. It summarizes the impacts and mitigation measures required while templates might be used, site specific and activity specific requirements will be included to ensure all safeguards are considered and managed.
Contractor's Environmental & Social Management Plan (CESMP)	Sets out how the contractor will address all relevant safeguards for each specific project activity. Provides the framework of environmental management for the project, covering system, strategies and procedures of environmental practice throughout the implementation of the project. It is proposed to achieve the environmental and social objectives in compliance with statutory requirements of the Government as well as World Bank Safeguard policies and it will be a guideline for employees, subcontractors, suppliers and other people of potential effects related to the project. There will be need to train contractors to ensure understanding and standardization of safeguards management and implementation by contractors and their workforces.
Stakeholder Engagement Plan	A participatory tool designed to provide guidance on how the various stakeholders in the project will be identified, mapped/categorized, engaged and maintain a responsive and transparent feedback mechanism for successful management of environmental and social risks identified in a project.
Training manuals	Related to the CESMP and its implementation, PIU will develop a series of training manuals intended for training contractors. These manuals will be used as a basis for safeguards training for contractors' workforce and enhanced and harmonized where required to align with project activity requirements for safeguards.

Annex 9: Environmental and Social Risk Screening Checklist

Questions to be considered	**Yes/No. Briefly Describe**	**Is this likely to result in a significant effect? Yes/No/? -why**
Brief Project Description		
A: Triggers to EMCA		
1. Does the project fall under the second schedule of EMCA Cap. 387		
B. Triggers to WB Safeguard Policies		
2. Does the project trigger one or more of the WB Safeguard policies		
C. GoK Policies and Laws applicable		
3. Does the project fall under/trigger any other **GoK** Policies and Laws?		
D. Project Location		
4. Is the proposed site a protected or reserved site (Provide proximity in kms) • Biosphere Reserve • National park • Wildlife / Bird Sanctuary		

• Wetland • Important Bird Areas • Coastal area with corals • Mangrove areas (or Estuary with, mangroves) • Natural lakes • Habitat of migratory birds (outside protected areas) • Migratory Route of Wild Animals/Birds • Area with threatened/ rare/endangered fauna (outside protected areas) • Area with threatened/rare/ endangered flora (outside protected areas) • Reserved/Protected Forest • Zoological Park /Botanical Garden		
5. Are there any areas on or around the location which are protected under international or national or local legislation for their ecological, landscape, cultural or other value, which could be affected by the project?		
6. Are there any other areas on or around the location which are important or sensitive for reasons of their ecology e.g. wetlands, watercourses, coastal zone, mountains, mangroves, forests or woodlands, migratory routes, which could be affected by the project?		
7. Are there any routes or facilities on or around the location which are used by the public for access to recreation or other facilities, which could be affected by the project?		
8. Is the project in a location where it is likely to be highly visible to many people?		
9. Are there any areas or features of historic or cultural importance on or around the location which could be affected by the project?		
10. Is the project located in a previously undeveloped area where there will be loss of green field land?		
11. Are there existing land uses on or around the location e.g. homes, gardens, private property, industry, commerce, recreation, public open space, community facilities, agriculture, forestry, tourism, mining, or quarrying which could be affected by the project?		
12. Are there any plans for future land uses on or around the location which could be affected by the project?		
13. Are there any areas on or around the location which are densely populated or built up, which could be affected by the project?		
14. Are there any areas on or around the location which are occupied by sensitive land uses e.g. hospitals, schools, places of worship, community facilities which could be affected by the project?		
15. Are there areas on or around the location which are subject to pollution or environmental damage e.g. where existing legal environmental standards are exceeded, which could be affected by the project?		
16. Is the site already degraded (low groundwater, poor soil quality)?		
17. Are there steep slopes in the proximity of the investment site?		
18. Do people live on the proposed site?		
19. Do indigenous peoples live on or near the site?		
20. Is the site vulnerable to natural hazards (in floodplain, near volcano, on seismic fault, near coastline in hurricane		

zone)?		
21. Are there land title conflicts?		
22. Are there known archaeological, historical or other cultural property? Are any of these world heritage/ UNESCO designated etc.		
E. Construction Impacts		
23. Will construction, operation or decommissioning of the project involve actions which will cause physical changes in the locality (topography, land use, changes in water bodies, etc.)?		
24. Will the construction or operation of the project use natural resources such as land, water, materials or energy, especially any resources which are non-renewable or in short supply?		
25. Will the project involve use, storage, transport, handling or production of substances or materials which could be harmful to human health or the environment or raise concerns about actual or perceived risks to human health?		
26. Will the project produce solid wastes during construction or operation or decommissioning?		
27. Will the project release pollutants or any other hazardous, toxic or noxious substances to the air?		
28. Will the project cause noise and vibration o release of light, heat energy or electromagnetic energy?		
29. Will the project lead to risks of contamination of land or water from releases of pollutants onto the ground or into surface waters, ground water, coastal waters or the sea?		
30. Will there be any risks of accidents during the construction or operation of the project which could affect human health and the environment?		
31. Will the project result I social changes, for example, in demography, traditional lifestyles, employment?		
F. Water Resource Impacts		
32. Could the investment result in a modification of groundwater levels by altering flows, paving surfaces or increasing water extraction?		
33. Could it affect groundwater quality?		
34. Could it affect quality (through sediment, wastewater, storm discharge or solid waste) of nearby surface waters (lake, rivers, and streams)?		
35. Will it affect water quantity in nearby water bodies (lake, river, and stream)?		
36. Are there nearby potable water sources that need to be protected?		
G. Drainage Impacts		
37. Will the investment in storm water drainage affect existing drainage patterns?		
38. Will it cause standing water, which could cause public health risks?		
39. Will erosion result in sediment discharge to nearby water bodies?		
40. Will surface drainage patterns be affected in borrow pits and quarries?		
41. Will infiltration patterns be affected?		
H. Ecosystem Impacts		
42. Could the investment affect natural habitats or areas of high ecological value?		
43. Could it affect natural characteristics of adjacent or nearby		

sites?		
44. Could it affect wildlife or natural vegetation?		
I. Socio-Economic Impact		
45. Will the project entail resettlement of population?		
46. Will the project affect People's property or livelihoods/income?		
47. Will the project affect indigenous peoples?		
48. Will it limit access to natural resources to local populations?		
49. Will it have an impact on land use?		
50. Will it induce further encroachment of nearby areas?		
51. Will it cause any health impacts?		
52. Will it disturb nearby communities during construction?		
53. Could cultural resources be affected?		
54. Could it affect nearby properties		
J. Operation Impacts		
55. Is the project susceptible to earthquakes, subsidence, landslides, erosion, flooding and extreme or adverse climatic conditions e.g. temperature inversions, fogs, severe winds, which could cause the project to present environmental problems?		
56. Are there any other factors which should be considered such as consequential development which could lead to environmental effects or the potential for cumulative impacts with other existing or planned activities in the locality?		
K. Displacement Impacts		
57. Acquisition of private/community land?		
58. Alienation of any type of government land including that owned by urban local body?		
59. Clearance of encroachment from government/ urban local body land?		
60. Clearance of squatting from Government/Urban local body?		
61. Number of structures, both authorized and/or unauthorized to be acquired/cleared?		
62. Number of household to be displaced?		
63. Details of village common properties to be alienated, Pasture land (acres) cremation /burial ground and others specify?		
64. Describe existing land uses on and around the project area (e.g. Community facilities, agriculture, tourism, private property)?		
65. Will the project result in construction of workers or other people moving into or having access to the area (for a long period and in large numbers compared to permanent residents)?		
66. Are financial/in kind compensation measures expected to be needed?		
L. Loss of Assets, Crops, fruit, household infrastructure and livelihood		
67. Will the project result in the permanent or temporary loss of		
68. Crops?		
69. Fruit trees/coconut palms? Specify with numbers		
70. Household assets/infrastructure? Specify with numbers		
71. Loss of agriculture land? specify with numbers		
M. Public and Occupational health and safety, welfare , employment and gender		
72. Is the project likely to provide local employment		

opportunities, including employment opportunities for women?		
73. Is the project being planned with sufficient attention to local poverty alleviation objectives?		
74. Is the project being designed with sufficient local participation of women in the planning design and implementation process?		
75. Will the project affect/lead to traffic and Pedestrian Safety?		
76. Will the project interfere with the normal health and safety of the worker/employee/public?		
77. Will the project introduce new practices and habits?		
78. Will the project lead to child delinquency (school drop-outs, child abuse, child labour, etc.?		
79. Will the project lead to gender disparity?		
80. Will the project lead to social evils (drug abuse, excessive alcohol consumption, crime, etc.)?		
N. Historical, Archaeological, or cultural Heritage sites		
81. Based on available sources, consultation with local Authorities, local knowledge and/ or observation could the project alter?		
82. Historical heritage site(s) or require excavation near the same?		
83. Archaeological heritage site(s) or require excavation near the same?		
84. Cultural heritage site(s) or require excavation near the same		
85. Graves or sacred locations or require excavation near the same?		
O. Result/Outcome of Environmental/ Social and Resettlement Screening Exercise		
No Environment Impact Assessment Required		
Environment Impact Assessment Required		
RAP category required (RAP/ARAP)		
Any special conditions		
P: Authorisation		
Screening undertaken by: ..... Designation.....	Signature..... Date..... .	
Approved by: ..... Designation.....	Signature..... Date..... .	
PMU Confirmation by: ..... Designation.....	Signature..... Date..... .	
Summary of features of project and its location indicating the need for EIA		

Important note for officers conducting the screening:

i) KISIP II should take adequate steps to ensure that there are no adverse impacts on the environment **within 1 km radius** of the listed protected areas during investment /sub-investment implementation. The Environmental Officers at the KISIP and counties need to ensure that the required avoidance, minimization and mitigation measures are taken care of during site selection, preparation of feasibility studies detailed engineering designs and implementation/construction stages of a sub-project. This will help facilitate project supervision and monitoring during the implementation stage as well.

ii) Once applicability of GOK and WB policies have been established, ensure appropriate regulatory action and clearance per flow chart below – fig. 5.1

iii) Ensure that mitigation measures identified in the above matrix are translated to detail mitigation measures in the Environmental management plans for the particular investment.

iv) Ensure that each EMP and RAP (if required) is integrated in the feasibility and detailed engineering drawings for the investment. Guidance provided in Section 8.8 of the ESMF

Annex 10: Sample TORs for ESIA Studies/Generic TORs for Environmental and Social Risk Assessment

Annex: Generic Terms of Reference for Conducting Environment Assessment

Environment Assessment (EA) is a decision support mechanism to ensure that the project design and implementation are environmentally sound and sustainable. During the preparation phase, the objective of the EA is to provide inputs to the selection of sub-projects, feasibility study; preliminary and detailed design as well as assist development of a holistic development of the project package. During the implementation phase, environmental management plans (developed as a part of the EA during the preparation phase) are to be used for executing the environmental mitigation, enhancement and monitoring measures.

Objectives of EA

In the preparation phase, the EA shall achieve the following objectives:

1. Identify and analyze upstream environmental issues that may affect the project and the sector.
2. Establish the environmental baseline in the study area, and identify any significant environmental issues (direct/indirect/induced/cumulative)
3. Assess impacts of the project, and provide for measures to address the adverse impacts by the provision of the requisite avoidance, mitigation and compensation measures
4. Integrate the environmental issues in the project planning and design; and
5. Develop appropriate management plans for implementing, monitoring and reporting of the suggested environmental mitigation and enhancement measures.

The environmental assessment studies and reporting requirements to be undertaken under these TOR must conform to the GoI/GoB regulations and the Bank guidelines.

Description of the Project

(Include description of the project; covering geographical location, type of development envisaged, including a description of project activities. Also include current status of the project. Provide brief information on any other study already completed/on-going or proposed) ... to be added by Client.

Scope of Work

The EA comprises the following 3 components: (i) Environmental screening for the entire project; (ii) Environmental Assessment (EA) for the individual project/sub-projects, as required; and (c) Environmental Management Plans (EMPs) for the individual project/sub-projects.

The following section gives the detailed scope of work in each of these stages.

Inception

The Consultants shall use the inception period to familiarize with the project details. The Consultants shall recognize that the remaining aspects of the project, such as engineering and social, would be studied in parallel, and it is important for all these aspects are

integrated into the final project design to facilitate their successful project implementation. The Consultants should also recognize that due care and diligence planned during the inception stage helps in improving the timing and quality of the EA reports.

During the inception period the Consultants shall: (a) study the project information to appreciate the context within which the EA has to be carried-out; (b) identify the sources of secondary information on the project, on similar projects and on the project area; (c) carry out a reconnaissance survey and (d) undertake preliminary consultations with selected stakeholders.

Following the site visits and stakeholder consultations, as well as a review of the conditions of contract with the Client, the consultant shall analyse the adequacy of the allocated man-power, time and budget and shall clearly bring out deviations, if any. The Consultant shall study the various available surveys, techniques, models and software in order to determine what would be the most appropriate in the context of this project.

The Consultant shall interact with the engineering and social consultants to determine how the EA work fits into the over-all project preparation cycle; how overlapping areas are to be jointly addressed; and to appropriately plan the timing of the deliverables of the EA process. These shall be succinctly documented in the Inception Report.

Environmental Screening

Consultants shall summarise the known sub-project/s into different categories that relate to the magnitude potential environmental impacts. During such categorisation, consideration shall be paid to: (i) location of sub-project with respect to environmentally sensitive areas; and (ii) volume, nature and technology of construction. The screening parameters should be such that their identification and measurement is easy, and does not involve detailed studies. The screening criteria shall also contain exclusion criteria, for sub-projects, which should not be taken up due to potential significant environmental impacts that cannot be mitigated (including, but not limited to, permanent obstruction to wildlife corridors, or opening up increased access to threatened biodiversity resource hotspots, or construction on top of eroded and vulnerable flood embankments).

Environmental Scoping

Based on result of the environmental screening exercise, consultants shall suggest the scope of Environmental Assessment to be undertaken. It shall include a listing of other environment issues that do not deserve a detailed examination in the project EA (covering, for example, induced impacts that may be outside the purview of the client) along with a justification. The scoping needs to identify and describe the specific deviations or inclusions vis-à-vis the EA ToR provided, if any, along with a justification; modify this ToR for the sub-project EA, if required; and recommend studies that need to be conducted in parallel but are outside the EA process.

Baseline

All regionally or nationally recognized environmental resources and features within the project"s influence area shall be clearly identified, and studied in relation to activities proposed under the project. These will include all protected areas (such as national parks, wildlife sanctuaries, reserved forests, RAMSAR sites, biosphere reserves, wilderness

zones), unprotected and community forests and forest patches, wetlands of local/regional importance not yet notified, rivers, rivulets and other surface water bodies. and sensitive environmental features such as wildlife corridors, biodiversity hotspots, meandering rivers, flood prone areas, areas of severe river erosion, flood embankments (some of which are also used as roads). Consultants shall consolidate all this information in a map of adequate scale.

Stakeholder Identification and Consultation

Consultation with the stakeholders shall be used to improve the plan and design of the project rather than merely having project information dissemination sessions. The consultants shall carry out consultations with Experts, NGOs, concerned Government Agencies and other stakeholders to: (a) collect baseline information; (b) obtain a better understanding of the potential impacts; (c) appreciate the perspectives/concerns of the stakeholders; and (d) secure their active involvement during subsequent stages of the project.

Consultations shall be preceded by a systematic stakeholder analysis, which would: (a) identify the individual or stakeholder groups relevant to the project and to environmental issues; (b) include expert opinion and inputs; (c) determine the nature and scope of consultation with each type of stakeholders; and (d) determine the tools to be used in contacting and consulting each type of stakeholder group. A systematic consultation plan with attendant schedules will be prepared for subsequent stages of project preparation as well as implementation and operation, as required.

Identification of Relevant Macro/Regional Level Environmental Issues

Consultants shall determine the Valued Environment Components (VECs) considering the baseline information (from both secondary and primary sources), the preliminary understanding of the activities proposed in the project and, most importantly, the stakeholder (and expert) consultations, which would need to be carefully documented. Use of iterative Delphi techniques is recommended.

Based on the identification of VECs, consultants shall identify information gaps to be filled, and conduct additional baseline surveys, including primary surveys. The consultants shall conduct a preliminary analysis of the nature, scale and magnitude of the impacts that the project is likely to cause on the environment, especially on the identified VECs, and classify the same using established methods. For the negative impacts identified, alternative mitigation/management options shall be examined, and the most appropriate strategy/technique should be suggested. The preliminary assessment should clearly identify aspects where the consultants shall also analyse indirect and cumulative impacts during all phases and activities of the project. For the positive measures identified, alternative and preferred enhancement measures shall be proposed.

Environmental Assessment

The Consultants shall undertake necessary impact analysis on the basis of primary and secondary information and outputs from the stakeholder consultation process.

In the cases of very significant environmental losses or benefits, the consultants shall estimate the economic/financial costs of environment damage and the economic/financial benefits the project is likely to cause. In the cases, the impacts or benefits are not too

significant, qualitative methods could be used. In addition, wherever economic and financial costs of the environmental impacts cannot be satisfactorily estimated, or in the cases of significant irreversible environmental impacts, the consultants shall make recommendations to avoid generating such impacts.

Environmental Management Plan

The consultants shall prepare an EMP to address identified planning, design, construction and operation stage issues. For each issue, the consultants shall prepare a menu of alternative avoidance, mitigation, compensation, enhancement and/or mitigation measures, as required/necessary. Consultants shall provide robust estimates of costs for environmental management measures. These costs shall be verified for common works items in line with the rate analysis for other works. The consultants shall organize consultations with line departments and will the finalize the EMP.

Environmental Inputs to Feasibility Study and Preliminary Project Design

The EA consultants shall make design recommendations, related to alignment, cross-sections, construction material use, mitigation and enhancement measures. The EA consultants shall interact regularly with the Client and familiarize themselves with the project"s over-all feasibility analyses models, so that the EA inputs are in conformity to the needs of the over-all feasibility study.

Capacity Building and Training Plan Preparation

Based on the preliminary findings of the environmental screening, stakeholder consultations and institutional analysis of the implementing agency"s capacity to manage environmental issues, the consultants shall prepare a Capacity Building Plan to mainstream environmental management in the implementing agency"s activities by the end of project implementation period. Earmarking staff for environmental management and improving their skill-sets would be simultaneously pursued during project preparation and implementation. In addition, recommendations should be made concerning any changes to guidelines, standards and regulations, which would improve medium and long term environmental management in the line departments works.

A detailed training plan shall be prepared to develop and strengthen environmental capacities of the client and other associated agencies/departments. The strategy should include a mix of hands-on training for key staff involved in project preparation, site visits to similar projects, and whenever required, full-fledged academic programs on environmental management at well-recognized institutions. The consultants shall conduct orientation training for the key client, early in the assignment. Periodic training at various levels should continue during project preparation to ensure that the knowledge, skills and perspectives gained during the EA assignment are transferred to the Client and are utilized effectively during project implementation.

Mechanisms for improved co-ordination between Client and Line departments

The consultants shall examine the various options available for improved and timely co-ordination between various state government departments. These could take the form of written MoUs for specific activities, apex co-ordination committee of top bureaucrats, or

any such mechanism that can be effective in reducing delays in ancillary activities such as, but not limited to, shifting of utilities and obtaining required regulatory permissions.

Co-ordination among Engineering, Social, Environment and Other Studies

The consultants, with assistance from the Client, shall establish a strong co-ordination with the other project-preparation studies – engineering, social and/or institutional development. The consultants shall keep in mind the specific requirements of the project in general, and the engineering/design studies in particular, and shall plan their outputs accordingly. It is recommended that some of the consultation sessions may be organised in co-ordination with the social and engineering consultants, as feasible, and when the stakeholders consulted are the same.

The consultant shall review the contract documents – technical specifications, and rate analysis, to ensure that there are minimal conflicts between the EMP stipulations and specifications governing the execution of works under the project.

Public Disclosure

The consultants shall prepare a non-technical EA summary report for public disclosure and will provide support to the client in meeting the disclosure requirements, which at the minimum shall meet the World Bank"s policy on Public Disclosure. The consultants will prepare a plan for in-country disclosure, specifying the timing and locations; translate the key documents (including executive summary of EA/EMP) in local language; draft the newspaper announcements for disclosure; and help the client to place all the EA reports in the client"s website.

Consultant's Inputs

The Consultants are free to employ resources as they see fit. Additional expertise, shall be provided as demanded by the context of the project. The consultants are encouraged to visit the project area and familiarize themselves, at their own cost, before submitting the proposal; and propose an adequate number and skill-set for the senior specialists and technical support staff for the EA assignment. Further, the consultant will allocate adequate number of field surveyors, distinct from the technical support staff, to complete the study in time. Timing is an important essence for any EA study, which shall be closely co-ordinated with the works of the engineering and social teams, simultaneously involved in preparation of the project.

The consultants shall provide for all tools, models, software, hardware and supplies, as required to complete the assignment satisfactorily. These should be widely recognized or accepted. Any new model or tool or software employed should be field-tested before use or the purpose of this EA.

The consultants shall make formal presentations, co-ordinated by the client, at key milestones on the (a) proposed work plan after submitting the Inception Report; (b) recommendations from the environmental screening; and (c) EA findings, design and EMP recommendations. All supporting information gathered by the consultant in undertaking these terms of reference would be made available to the client.

Consultant's Outputs

The consultant is expected to provide the following outputs, as per the schedule given in the ToR. The Consultants are expected to allocate resources, such as for surveys, keeping this output schedule in mind.

Inputs to be provided by the Client

The Client will provide all necessary and reasonable support to the consultant to collect secondary data, such as issuing authorization letters. The Consultant will be responsible for any translation of documents and for processing of data. The Client will designate an officer to act as the main liaison officer and participate as possible in the study.

(The client may designate/depute a team of professionals to work within the consultants' team for long term capacity building within the client's organization).

The client will ensure the timely flow of information and documents from one consultant to other, if this be the case. The client will also help in organizing the formal presentations from all consultants engaged in project preparation.

Annex 11: Incident/Accident Reporting Template

1	From:	
2	Title / Organisation:	
3	To:	
4	Title / Organisation	
5	Date of submission:	
6	Date of resubmission	
7	**Details of Incidence**	
8	**Incident No. (month/No) e.g. first fatal in September**	
9	Nature Incident (e.g. Multiple Fatality)	
10	Severity of incident	
11	Who is the victim?	
12	Name / Occupation of project staff involved / suspected to be involved? (if known at this stage)	
13	Date Incident Happened	
14	Location of Incident	
15	Date / Time Incident Reported to Contractor / Consultant	
16	Details of Person(s) Who Reported	
17	To Whom was incident Reported?	
18	Mode of Reporting (verbal/written report) – *if written attach report.*	
19	Details of the Incident (key facts pertaining to the incident and how it happened)	
20	Who else was informed about this incident?	
21	What Action (s) has been taken by contractor / Consultant to address the problem? And When?	
	Details of Actions By KISIP II	
	Name / position of KISIP staff incident was reported	
	Comments / Recommendations for KISIP staff for which Incident was first reported	
	2nd Name/Position / Department for which incident was reported to in KISIP. Comments / Follow up Action Recommended.	

Annex 12: Pre-tendering Process Checklist

File to be opened for each tentative project/ investment

Questions to be answered (boxes to be ticked) prior to tendering for infrastructural works			
1	Are appropriate standard operating procedures and construction management practices to prevent or mitigate any environmental and social impacts during project implementation (i.e. Construction) clearly stipulated in the tender documents?	NO	YES
2	Are requirements for mitigation of occupational or health risks taken care of in the bidding document?		
3	Ensure the team skills in the terms of reference clearly include key staff qualified and experienced in managing similar projects, and demonstrated capacity to manage social and environmental issues		

Only in case the above are answered with a 'YES' can the project file be forwarded for Tendering

	Filled by : Name: _____ Position: _____ Date : ___/_____/____	Signature:
	Verified by : Name : _____ County social and environmental safeguards officer	Signature:

	Date : ___/_____/____	
	Verified by : Name : _____ NCPU safeguards specialist Date : ___/_____/____	Signature:

Annex 13: Contract Signing Process Checklist

PRIOR TO CONTRACT SIGNING			
Questions to be answered (boxes to be ticked) prior to launching the tender for the works			
1	Are all the safeguards instruments (ESIA, ARAP, SIA, etc.) completed/approved	NO	YES
2	Has the contractor prepared contractor's environmental and Safety management plan (CESMP)?		
3	Has the contractor prepared contractor's health and safety Management plan?		
4	Are requirements for mitigation of occupational or health risks integrated in the bidding document?		
5	Has a code of conduct been established for contractor's employees and contract workers, acknowledging a zero-tolerance policy towards child labor and sexual exploitation of children (with contractor/ Resident Engineer /implementing agency held accountable for Enforcement)?		
6	Are there adequate mechanisms in place to protect local vulnerable population (especially women/minors) from risks associated with influx of workers (harassment, sexual exploitation and abuse, underage sex)		
All the above questions have to be answered "YES" before execution of the contract			
	Filled by :	Signature:	

	Name: _____ Position : _____ Date : ___/_____/____	
	Verified by : Name : _____ County social and environmental safeguards officer Date : ___/_____/____	Signature:
	Verified by : Name : _____ NCPT safeguards specialist Date : ___/_____/____	Signature:

Annex 14: Grievance Logs

Grievance Form			
Grievance reference number (to be completed by GRM Official):			
Contact details (may be submitted anonymously)	Name:		
	Address:		
	Telephone:		
	Email:		
How Would You prefer to be Contacted	Mail/Post (Provide Address)	Phone:	Email
Preferred language	English	Swahili	Other
Provide details of your grievance. Please describe the problem, which it happened to, when and where it happened, how many times, etc. Describe in as much detail as possible.			
What is your suggested resolution for the grievance, if you have one? Is there something you would like Employment services Center or another party/person to do to solve the problem?			
How have you submitted this form to the project?	Website	Email	By Hand
	In Person	By Telephone	Other Specify
Who Filled Out This Form (If Not the Person Named Above)?	Name and Contact Details		
Signature			
Name of Witness			
Contact Details of Witness (phone, email)			
Signature			

Name of GRM Official Assigned Responsibility			
Resolved or referred to County GRC	Resolved	Referred	If referred, Date
Resolved or referred to National GRC	Resolved	Referred	If referred, Date
Resolved or Referred to Courts of Law	Resolved	Referred	If referred, Date
Completion			
Final Resolution (Briefly Describe)			
	Short Description	Accepted(Y/N)	Acknowledgement Signature
1st proposed solution			
2nd proposed solution			
3rd proposed solution			
Name and Signatures Complainant Name: _____ Signature: _____ GRC Official Name: _____ Signature: _____		Date: _____	

Annex 15: Stakeholder Engagement Plan Template

1.0 Introduction

1.1 Project Background

1.2 Project Description

1.3 Project Components;

1.4 Applicable World Bank Environmental Social Standards (ESSs)

1.5 Stakeholder Consultation and Disclosure

1.6 Purpose of Stakeholder Engagement Plan

2.0 Stakeholder Identification and Analysis

2.1 Affected groups

2.2 Other Interested parties

2.3 Stakeholder Needs

3.0 Summary of Previous Stakeholder Engagement Activities

4.0 Stakeholder Engagement Program

4.1 Purpose and timing of stakeholder engagement

4.2 Proposed Strategy for information disclosure

4.3 Proposed strategy for consultation

4.4 Proposed strategy to incorporate the view of vulnerable groups

5.0 Resources and Responsibilities for implementing stakeholder engagement activities

5.1 Resources

5.2 Management functions and responsibilities

6.0 Grievance Mechanism

7.0 Monitoring and Reporting

7.1 Involvement of Stakeholders in monitoring activities

7.2 Reporting back to stakeholder groups

Annex 16: Voluntary Land/Asset Donation Agreement Form

County:	
Sub county:	
Settlement/Village:	
Village:	

Name of land/Asset owner:	ID Number:		Beneficiary of the project: Y/N	
Gender:	Age:		Occupation:	
Address:				
Description of land that will be taken for the project	Area affected	Total landholding area:	Ratio of land affected to total land held:	Map/Title Deed, if available
Description of annual crops/Trees growing on the land now and project impact:				
Description of assets affected and project impact:				
Describe any other assets that will be lost or must be moved to implement the project:				

Estimated value of donated assets:	
Witness	
Contact Details of Witness	
Signature of Witness	

Annex 17: Risk Management Plan

Annex 18: Communications Strategy

Annex 19: Capacity Building Plan

Annex 20: Project Indicators/Results Framework

I. RESULTS FRAMEWORK AND MONITORING

Results Framework

COUNTRY: Kenya

Kenya Informal Settlements Improvement Project 2

Project Development Objectives(s)

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.

Project Development Objective Indicators

Indicator Name	DLI	Baseline	End Target
To improve access to basic services and tenure security of residents			
People benefitting from enhanced security of tenure under the project, by gender (Number)		0.00	500,000.00
People provided with improved urban living conditions under the project, by gender (Number)		0.00	1,200,000.00
To strengthen institutional capacity for slum upgrading in Kenya			
Number of counties where next generation of County Integrated Development Plans (CIDPs) include slum upgrading strategies		0.00	20.00

Indicator Name	DLI	Baseline	End Target
which incorporate key elements of the national strategy and KISIP1 experience (Number)			

Intermediate Results Indicators by Components

Indicator Name	DLI	Baseline	End Target
Integrated settlement upgrading			
Local physical and land use development plans prepared and approved under the project (Number)		0.00	80.00
Survey plans completed and approved under the project (Number)		0.00	100.00
Proportion of titles granted under the project with women recognized as an owner (Percentage)		0.00	40.00
New street/security lights constructed under the project (Number)		0.00	200.00
Roads improved under the project (Kilometers)		0.00	100.00
Stormwater drains constructed under the project (Kilometers)		0.00	100.00
New sewerage connections resulting from the project (Number)		0.00	6,000.00

Indicator Name	DLI	Baseline	End Target
New household water connections resulting from the project (Number)		0.00	6,000.00
Footpaths constructed under the project (Kilometers)		0.00	50.00
Socio-economic inclusion planning			
Number of vulnerable people linked to social safety net programs, by gender (Number)		0.00	10,000.00
Number of socio-economic inclusion plans prepared (Number)		0.00	20.00
Number of vulnerable women linked to social safety net programs through the project (Number)		0.00	5,000.00
Institutional capacity development for slum upgrading			
Percentage of registered grievances resolved with three months of registration (Number)		0.00	90.00
Number of counties where 4% or more of O&M annual budget is utilized on informal settlements (Number)		0.00	20.00
Proportion of SEC members that are female (Percentage)		0.00	50.00
Number of county strategies prepared (Number)		0.00	20.00
Updating and adoption of the national slum upgrading strategy (Yes/No)		No	Yes

Monitoring & Evaluation Plan: PDO Indicators					
Indicator Name	**Definition/Description**	**Frequency**	**Datasource**	**Methodology for Data Collection**	**Responsibility for Data Collection**
People benefitting from enhanced security of tenure under the project, by gender	Number of direct and indirect beneficiaries from completion of the planning and surveying process. The proportion of beneficiaries that are female will be calculated as a percentage.	Bi-annual	Quarterly progress reports	Review of quarterly progress reports and verification during implementation support missions	NPCT, CPCT
People provided with improved urban living conditions under the project, by gender	Number of direct beneficiaries from improved infrastructure financed under the Project The proportion of beneficiaries that are female will be calculated as a percentage.	Bi-annual	Quarterly progress reports	Review of quarterly progress reports and verification during implementation support missions	NPCT, CPCT
Number of counties where next generation of County Integrated	Measures whether counties have mainstreamed slum	Bi-annual	Quarterly Progress	Review of quarterly progress reports and	NPCT, CPCT

Development Plans (CIDPs) include slum upgrading strategies which incorporate key elements of the national strategy and KISIP1 experience	upgrading strategies into their institutional setup		Report	verification during implementation support missions	

Monitoring & Evaluation Plan: Intermediate Results Indicators

Indicator Name	Definition/Description	Frequency	Datasource	Methodology for Data Collection	Responsibility for Data Collection
Local physical and land use development plans prepared and approved under the project	Measures the first milestone of the tenure regularization process that qualifies as providing tenure security	Bi-annual	Quarterly progress reports	Review of quarterly progress reports; consultancy reports; verification during implementation support missions	NPCT, CPCT
Survey plans completed and approved under the project	Measures the definitive milestone of the tenure regularization process that confirms as providing tenure security	Bi-Annual	Quarterly Progress Report	Review of quarterly progress reports; consultancy reports; verification during implementation support missions	NPCT, CPCT
Proportion of titles granted under the project with women recognized as an owner	Measures the proportion of beneficiaries that are female in this final milestone of the tenure regularization process that confirms as providing tenure security	Bi-Annual	Quarterly Progress Report	Review of quarterly progress reports; consultancy reports; verification during implementation support missions	NPCT, CPCT

New street/security lights constructed under the project	Measures cumulative number of all newly constructed and/or rehabilitated street or security lighting in participating settlements thereby improving security in the settlement.	Quarterly	Project quarterly progress reports, Supervision engineers reports	Review of engineering supervision reports and contractor reports	NPCT, CPCT
Roads improved under the project	Measures cumulative length of all newly constructed and/or rehabilitated roads in participating settlements thereby improving urban mobility.	Quarterly	Project quarterly progress reports, Supervision engineers reports	Review of engineering supervision reports and contractor reports	NPCT, CPCT
Stormwater drains constructed under the project	Measures cumulative length of all newly constructed and/or stormwater drains in participating settlements thereby improving urban mobility.	Quarterly	Project quarterly progress reports, Supervision engineers reports	Review of engineering supervision reports and contractor reports	NPCT, CPCT
New sewerage connections resulting from the project	Measures cumulative number of all newly constructed and/or rehabilitated sewer connections in participating settlements thereby improving access to sanitation.	Quarterly	Project quarterly progress reports, Supervision engineers reports	Review of engineering supervision reports and contractor reports	NPCT, CPCT

New household water connections resulting from the project	Measures cumulative number of all newly constructed and/or water connections in participating settlements thereby improving access to water.	Quarterly	Project quarterly progress reports, Supervision engineers reports	Review of engineering supervision reports and contractor reports	NPCT, CPCT
Footpaths constructed under the project	Measures cumulative length of all newly constructed pedestrian walkways in participating settlements, thereby improving mobility of pedestrians.	Quarterly	Quarterly reports, engineering supervision reports	Review of engineering supervision reports and contractors reports	NPCT, CPCT
Number of vulnerable people linked to social safety net programs, by gender	Measures the increase in access to safety nets under the project	Quarterly	Quarterly progress reports	Review of quarterly progress reports and verification with the Social Safety Nets Program	NPCT, CPCT
Number of socio-economic inclusion plans prepared	Measures the number of plans prepared at settlement level to improve the social-economic condition of residents	Quarterly	Quarterly progress reports	Review of quarterly progress reports	NPCT, CPCT
Number of vulnerable women linked to social safety net programs through the project					
Percentage of registered grievances resolved with three months of registration	Measures the grievance redress mechanism established by the project and the extent to which	Quarterly	Quarterly progress reports	Review of quarterly progress reports	NPCT, CPCT

	grievanes are resolved				
Number of counties where 4% or more of O&M annual budget is utilized on informal settlements	Measures the budget from the county utilized on O&M of KISIP1 and KISIP2 subprojects after completion and handover of the subproject by the contractor.	Annual	Quarterly project reports/Annual reports	Review of quarterly reports and verification of data by the NPCT	NPCT, CPCT
Proportion of SEC members that are female	The Settlement Executive Committee (SEC) is elected in each settlement by the settlement residents to represent their interests in the project. They act as the intermediary between the project and the community. At least one-third of SEC members have to be female	Annual	Project quarterly progress reports	Review of quarterly reports and verification of data by the NPCT	NPCT, CPCT
Number of county strategies prepared	Measures the extent to which counties are adopting and customizing the national slum upgrading and prevention strategy as a first step towards having county-specific approaches towards slum upgrading and reduction.	Annual	Project quarterly progress reports	Review of quarterly reports and verification of data by the NPCT	NPCT, CPCT
Updating and adoption of the national slum upgrading strategy	Measures whether the national slum upgrading strategy has been reviewed and adopted by national				

government