

**REPUBLIC OF KENYA**



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

**STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT**

**Second Kenya Informal Settlements Improvement Project (KISIP2)**

Credit No: 6759-KE

**Terms of Reference**

**For**

**CONSULTANCY SERVICES FOR REVIEW AND DEVELOPMENT OF A  
NATIONAL SLUM UPGRADING AND PREVENTION STRATEGY**

**Contract No. KE-MOTI-214041-CS-QCBS**

**June 2021**

## **1. Introduction**

The Government of Kenya has received a credit from the International Development Agency (IDA) towards the cost of the Second Kenya Informal Settlements Improvement Project (KISIP2) and intends to apply part of the proceeds of the credit to procure **Consultancy Services for Review and Development of the National Slum Upgrading and Prevention Strategy**

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

This Project, while concentrating on informal settlements, complements existing and past Urban operations in Kenya which address the Urban infrastructure deficit and Urban institutional challenges. It supports the Governments' affordable housing agenda as it seeks to complement the demand-side and supply-side operations to improve housing affordability.

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

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

### ***Sub-component 1.2: Infrastructure Upgrading***

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

### ***Component 2: Socio-Economic Inclusion Planning***

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

### ***Component 3: Institutional Capacity Development for Slum Upgrading***

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

#### ***Component 4: Program Management and Coordination***

This component supports activities of the NPCT and the CPCTs related to national and county-level project management and coordination, including planning, surveying, engineering, fiduciary (financial management and procurement), safeguards compliance and monitoring, monitoring and evaluation (M&E), communication and community development.

#### **2. Objective of the Consultancy**

The main objective of this assignment is to develop a National Slum Upgrading and prevention Strategy in line with the provisions of the National Slum Upgrading and Prevention Policy, (Sessional paper No.2 of March 2016), and draft relevant guidelines to operationalize the same.

##### **Specifically, the consultant will:**

- a. Review the existing Slum Upgrading and Prevention strategies including financing and communication strategy; and propose areas for improvements.
- b. Undertake stakeholders' engagements and collect views meant to improve the quality and implementability of the strategies.
- c. Operationalize the strategies by drafting relevant legislation and guidelines.
- d. Undertake sensitization of the stakeholders to ensure adaptability of the guidelines/strategies.

#### **3. Scope of Services**

The specific tasks this assignment will be to:

- Review the current national legal, policy and relevant instruments relating to slum upgrading (including the NSUPP) to establish the prescribed institutional slum upgrading framework and the level of implementation.
- Review the institutional implementation framework of past slum upgrading programs/projects in Kenya e.g KENSUP and KISIP to establish the de facto slum upgrading institutional implementation arrangements and the possible opportunities and bottlenecks relating to those particular arrangements. Where there is discrepancy with the de jure and de facto arrangements, identify the conditions that allow the prevailing situation.
- Review international slum upgrading and prevention policy and legal framework, strategies and programs to establish best practices in institutionalizing slum upgrading into government structures.
- By integrating findings from the review of national and international slum upgrading policy & legal framework, strategies, programs and projects, draft a feasible national slum upgrading and prevention strategy with clear responsibilities between the different levels of government, clearly defined institutional arrangements and any necessary Operationalize tools and present the same to the relevant stakeholders for validation.
- Conduct stakeholder meetings/workshops at various stages of the strategy development.
- Draft feasible guidelines to help Operationalize the strategy.
- Organize dissemination workshops with relevant stakeholders to sensitize the public on the strategy in counties under focus of KISIP II.

#### **4. Deliverables**

- a) An Inception report detailing the tasks, methodology of execution and a work plan guiding the process and a schedule of engagement with the stakeholders.
- b) An interim report of the reviewed information, views from stakeholders, and the strategy gaps to be addressed.
- c) Interim draft report of the strategies developed
- d) Final draft strategies and guidelines developed.
- e) Completion report detailing the tasks undertaken, challenges and opportunities and the next steps.

### 5. Duration and Timetable for Reporting

The assignment shall be for a period of **18 months** from contract commencement date.

The consultant shall submit all draft and final reports to the Project National Coordinator in accordance to the schedule below.

No.	Deliverable	Weeks after commencement	Payment in %
1.	An Inception report detailing the tasks, methodology of execution and a realistic work plan	2	25%
2.	An Interim report of the reviewed information, views from stakeholders, and the strategy gaps to be addressed.	6	15%
3.	Interim Draft report of the strategy developed	14	15%
4.	Final Draft strategy and guidelines/ developed.	18	20%
5.	Completion report detailing the tasks undertaken, Challenges and opportunities and the next steps	24	25%
All draft reports shall be submitted in soft copies and Three (3) hard copies to the KISIP National Coordinator. The final report shall be submitted in seven (3) hard copies.			

### 6. Expertise Required

The selected consultant firm will have demonstrated ability to:

- Conduct policy and gap analysis on the built environment, policy, finance,, and governance and prepare recommendations.
- Undertake analysis in housing, informality and urban development issues.
- Coordinate team activities effectively and;
- Be familiar with government procedures and processes.

The consultants will propose their own team composition as part of their proposal. However, it is envisaged that the core team will have the following expertise.

#### a. Policy Expert - Team Leader.

- a) Advanced degree in the built environment disciplines and validly registered and in good standings by a relevant professional body.

- b) At least Fifteen (15) years of professional experience in urban development and policy related work.
- c) Must have undertaken a similar assignment within Kenya.
- d) Must demonstrate adequate leadership and team management skills.
- e) Must demonstrate a detailed understanding of the informal built environments in Kenya and its challenges.

**b. Legal Expert**

- a) Advanced Degree in Law or its equivalent
- b) Demonstrated experience in policy formulation and drafting of bills
- c) Minimum of 15 years' practical experience
- d) Must be registered and practicing in Kenya as an advocate.

**c. Urban Planner:**

- a) Advanced degree in Urban and Regional Planning or its equivalent
- b) Be registered with the Physical Planners Registration Board
- c) Minimum 12 years of practical experience in urban development and land use planning
- d) Demonstrated Experience in policy formulation and analysis
- e) Demonstrated ability and experience in human settlement analysis

**d: Other Key Expertise required.**

The core team members should have at least a Master's degree with minimum 8 years' experience in the following disciplines or their equivalents

- Housing administration
- Monitoring and evaluation
- Land economics
- Sociology/community development

Team Leader will be in charge of reporting and coordination of all activities, and will be the main contact person in the team vis-à-vis the Client.

**7. Responsibilities of The Client**

The Client will provide to and collaborate with the Consultant in making available the following documents relevant to the project subject to the extent of availability of such information:

- Access to KISIP' existing Information on the informal settlements
- The slum Upgrading and prevention bill.
- KISIP II Project Appraisal Document (PAD)
- The sessional Paper No2 of 2016
- KISIP Operations Manual (POM)
- Other policy documents.
- The Client will also facilitate the Consultant's access to Government departments both at the National and County level.

**8. Responsibilities of The Consultant**

The Consultant shall be responsible for the provision of all the necessary resources to carry out the Services such, project transportation for visits in counties, subsistence allowances,

accommodation, information technology, and means for communications, organization of the workshops, reporting materials, insurance and any other required resources.