



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 an Individual Geographical Information Systems (GIS)
Consultant to Support Mapping and Development of a Geodatabase for Slums and
Informal Settlements in Kenya**

Contract No. KE-MOTI-223918-CS-INDV

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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 a **GIS Consultant** to offer technical assistance to the Project.

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

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

The project has the following four components:

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

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

Subcomponent 1.2: Infrastructure Upgrading

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

The Project endeavors to ensure the development of a comprehensive and dynamic Geo-database for all slums and informal settlements in Kenya.

The Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works wishes to acquire the services of a **GIS Consultant** to assist the project in developing a comprehensive and dynamic Geo-database for all slums and informal settlements in the Republic of Kenya.

3. Objective of the Consultancy

The primary objective of the assignment for the GIS Consultant is to offer technical support to the National Project Coordinating Team (NPCT) as well as the County Project Coordinating Teams (CPCTs) in the implementation of the Project through the design and management of a comprehensive and dynamic Geo-database for all slums and informal settlements in the Republic of Kenya.

4. Scope of Services

The GIS Consultant will provide technical support to the Project through the development and administration of a comprehensive and dynamic Geo-database for all slums and informal settlements in the Republic of Kenya.

5. Specific Tasks

The GIS Consultant will report to the Project National Coordinator, and will have the following key tasks:

- a) Review of existing GIS systems to identify gaps
- b) Lead in designing the geodatabase
- c) Coordinate Collection and collation of relevant information at different Government Departments and Counties.
- d) Coordinate and design tools for mapping and rapid assessment of the socioeconomic situation of each informal settlement/slum including basic interventions, opportunities and detailed analysis.
- e) Assist in development of a common schema for use by all Consultants engaged Mapping and development of a geodatabase.
- f) Assist in engagement with the identified stakeholders through forums to capture experiences and needs in relation to the geodatabase.
- g) Assist in development of an operational and interactive, user-friendly geodatabase that can be updated regularly, together with a relevant user manual.

- h) Assist in developing a participatory GIS community-based mapping tool to enable KISIP Project beneficiary communities to map spatial development trends in their settlements and operationalize it at the county and community level.
- i) Linking and Updating of the geodatabase to the existing KISIP server and Ministry' website for accessibility by users.
- j) Assist in the development of an interface to allow for the public access of selected attributes of the geodatabase related to the project's activities
- k) Maintenance of the geodatabase and training of users in the respective counties and National Teams.
- l) Support the design of capacity development activities related to GIS and mapping
- m) Work with the NPCT staff in charge of the M&E on the production of the data for the project's Results Framework.
- n) Support the NPCT staff in charge of Procurement on the preparation of the bidding documents for the activities related to GIS and geospatial information.
- o) Prepare Monthly and quarterly reports on the work progress in reference to the assignment.
- p) Prepare maps and statistical reports
- q) Coordinate and organize dissemination workshops
- r) Advise on the preparation of capacity development activities.
- s) Perform other relevant tasks that may be assigned by the client

6. Outputs

The following outputs are expected from the GIS Consultant;

- a) Inception report with a comprehensive work plan and methodology
- b) Systems review report showing gaps and strategies
- c) Maps and statistical reports
- d) Developed schema, and community mapping tools
- e) Monthly, quarterly reports
- f) Training manuals, Reports and an operational database both at the counties and national office
- g) Geo-database maintenance and an operation manual
- h) Comprehensive Implementation strategy / plan.

7. Duration and Location

The assignment will be an overall period of Fifteen (15) Months. It is intended that this Consultancy will be contracted for an initial period of Twelve (12) Months from the date of commencement with a probation period of three (3) months. This period is subject to continuity for a further Three (3) Months based on satisfactory performance.

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

8. Qualification Requirements

The consultant MUST demonstrate adequate experience in mapping, GIS and information systems development and management, as well as working in informal settlements in Kenya. The GIS specialist will be required to have the following Qualifications.

- a) Advanced degree in Geographic Information Science or any other relevant field from a recognized institution
- b) Bachelor's degree in Geographic Information Science or equivalent
- c) Minimum of Ten (10) years of practical experience in in GIS database systems conceptualization, design, development and maintenance, including policies, systems and implementation of the same; Five (5) of which working with donor funded projects and/or government agencies implementing similar projects.
- d) Demonstrated experience in building, updating and maintaining GIS databases, including web-based GIS-enabled platforms, and use of GIS software to analyse the spatial and non-spatial information.
- e) Experience in operating and maintaining GIS system hardware, software, and peripherals.
- f) Demonstrated experience with the latest GIS applications, including current mapping and Land Information Systems development and Management e.g. ((ArcGIS, Global Mapper etc.).
- g) Must be registered with a relevant professional body and in good standing
- h) Demonstrated experience in presenting information to clients and stakeholders in verbal, visual and written format
- i) Must have undertaking a similar assignment in a developing Country
- j) Must be available throughout the assignment period.
- k) Must demonstrate adequate leadership and team management skills.
- l) Excellent analytical, report writing skill, Excellent communication and interpersonal skills and able to work in a team.
- m) Proficiency of computer software Microsoft Office package (Word, Excel, and PowerPoint) and GIS software's like ArcGIS.
- n) Capacity to work under pressure and meet tight schedules under minimum supervision.

9. Administration of the Consultancy

The client will designate the National Project Coordinator as the Consultant's Supervisor, who shall be responsible for coordination of activities of the consultant. On a day to day work basis, the consultant shall work and report to the Head Component 3: (Institutional Capacity Development for Slum Upgrading)

10. Responsibility of the Client

The client will provide working space adequately equipped and furnished, provide free of charge all available existing information including the communication strategy, data, reports and clips and will assist the Consultant in obtaining other relevant information and materials from governmental institutions and state authorities where necessary. However, it is the duty of the Consultant to check availability, quality and suitability of this information. The information, data, reports as mentioned above will be available for the consultant's unlimited use during execution of the proposed services within the project.

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

11. Responsibilities of the Consultant

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

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

12. Reporting Requirements

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

The consultant will submit to the National Project Coordinator, a monthly timesheet, with a supporting invoice, as the basis for payment for the consultancy services.

13. Remuneration

The consultant shall be remunerated based on a monthly rate, which will be negotiated with the successful candidate during Negotiations. Remuneration will be based on national competitive rates, Commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated herein above.

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