



REPUBLIC OF KENYA

MINISTRY OF, LANDS, PUBLIC WORKS, HOUSING AND URBAN DEVELOPMENT

State Department for Housing and Urban Development

Second Kenya Informal Settlements Improvement Project (KISIP2)

Credit No: 6759-KE

Terms of Reference

For

Consultancy Services for an Individual Procurement Consultant to assist the COG

Contract No: KE-MOTI-223920-CS-INDV

February, 2023

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 a **Procurement 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 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 National Project Coordination Team (NPCT) and the County Project Coordination Teams (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 Consultancy is desirous to ensure effective implementation of the Project in order to meet its Development Objective through the various interventions undertaken in informal settlements within the participating Counties. To achieve this, the Project is working towards strengthening its implementation structures at National and County level.

The Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works wishes to acquire the services of a **Procurement Consultant** to provide technical support to the Council of Governors secretariat (Land, Planning, Urban Development, Infrastructure and Energy committee) who are core in the implementation of the project.

3. Objective of the Consultancy

The primary objective of the assignment for the Procurement Consultant is to offer technical support to the Council of Governors Secretariat in coordinating procurement function for participating Counties with interventions in Infrastructure in the implementation of the Project.

4. Scope of Services

The procurement Consultant will offer technical support in the implementation of the Project in the participating counties benefiting from infrastructure intervention and COG secretariat (Land, Planning, Urban Development, Infrastructure and Energy committee).

5. Specific Tasks

The Procurement Consultant will report to the Chief Executive Officer of the Council of Governors, and will have the following key tasks:

- Support County Governments in the preparation of timely annual procurement plans for onward submission to the NPCT and World Bank;
- Guide in the preparation and updating of the County consolidated procurement plans.
- Advise the participating counties when to initiate procurement processes for planned items, the most appropriate procurement method and market approaches to be used based on the estimated cost and nature of procurement;
- Monitor implementation of the procurement plan by counties and provide timely advice where performance deviates from the plan;
- Review of bidding documents for acquisition of works, in consultation with the participating counties;

- Monitor County procurement processes and ensuring timely responses to clarifications, requests and complaints during bidding processes;
- Compilation of counties project implementation completion reports before forwarding to the NPCT;
- Review and discuss requests for proposed contract amendments from counties and forward the same to the NPCT;
- Support Counties to ensure adherence to the World Bank procurement procedures.
- Convene County procurement officers to address project related procurement issues;
- Support the County Governments to ensure timely Quarterly / Annual Procurement Reports to the NPCT;
- Assist to plan, in partnership with NPCT, for county procurement monitoring visits to provide technical assistance to the counties;
- Advise the Land, Planning, Urban Development and Energy committee and the National Program Coordination Team on procurement challenges in implementation of the project at the county level and propose mitigation measures;
- Overall Coordination of the project procurement function at the Council of Governors;
- Any other task as may be assigned from time to time.

6.Outputs

The following outputs will be expected from the consultant:

- County Annual procurement plans
- County Quarterly procurement reports
- County Annual procurement reports

7.Duration and Location

The assignment will be an overall period of Twenty-Four (24) 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 may be extended for a further Twelve (12) Months subject to satisfactory performance.

The Consultant will be based at the Council of Governors' offices in Delta House, Westland's, Nairobi.

8.Qualification Requirements

- A bachelor degree in Business Administration / Management (procurement Option) or related field with a Master's degree in either Procurement, Economics, Business Administration, Project Planning and Management; or a Degree in Civil / water Engineering with Master's degree in Procurement, with extensive and demonstrated experience in all aspects of procurement;
- At least Five 5 years work experience in procurement related field; Sound understanding of Devolution is desirable;
- Experience in Donor funded projects will be an added advantage;
- Membership with a recognized procurement-related institute such as CIPS, KISM or equivalent and in good standing;

- Excellent analytical, report writing skill;
- A good knowledge of complete software Microsoft office package (Word, Excel, Power point);
- Capacity to work under pressure and meet tight schedules under minimum supervision;
- Team player with excellent communication and interpersonal skills.

9.Administration of the Consultancy

The client will designate the Chief Executive Officer of CoG as the Consultant’s Supervisor, who shall be responsible for overall coordination of activities of the consultant, including day to day work. In the course of executing this assignment, the consultant will also work closely and under the guidance of the National Coordinator based at the State Department of Housing and Urban Development.

10.Responsibility of the Client

The COG will provide working space adequately equipped and furnished, provide free of charge all available existing information 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 viability, 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**. Any other expenses incurred related to the duties assigned, shall be reimbursed as appropriate. 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 actions that should be taken to steer the project to success. The Consultant shall also, where required, prepare summary of status report(s) emanating from project activities. All reports prepared by the Consultant shall be reviewed and submitted to the Chief Executive Officer with copies to the National Project Coordinator.

The consultant will submit to the Chief Executive Officer, a monthly timesheet, with a supporting invoice, as the basis for payment for the consultancy services.

13.Remuneration

The Procurement 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 hereinabove.

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.