



REPUBLIC OF KENYA

MINISTRY OF LANDS, PUBLIC WORKS, HOUSING & URBAN DEVELOPMENT

State Department for Housing and Urban Development

Second Kenya Informal Settlements Improvement Project (KISIP2)

Credit No: 6759-KE

Terms of Reference

For

**CONSULTING SERVICES FOR INDIVIDUAL CIVIL ENGINEERING
CONSULTANT (ROADS)**

Contract No. KE-MOTI-382335-CS-INDV

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Client:

Principal Secretary
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1. Introduction

The Government of Kenya has received a credit from the International Development Association (IDA) and French Development Agency (AFD) towards the cost of the Second Kenya Informal Settlements Improvement Project (KISIP2) and intends to apply part of the proceeds of the credit to procure an Individual **Civil Engineering Consultant (Roads)** to offer technical assistance to National Project Coordinating Team (NCPT).

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 sub-components:

Sub-component 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 way-leaves 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 CPCT 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 assignment

The primary objective of the assignment for the Individual Civil Engineering Consultant on Roads is to provide technical and project management support to the NPCT. This is intended to strengthen the capacity of NPCT and accelerate the implementation of the project activities and ensure that infrastructure works under Sub-Component 1.2 are implemented efficiently, diligently and professionally to completion.

3. Scope of Services and specific tasks**3.1 The scope of services;**

The scope of services shall include but not limited to offering technical support to the project National Coordinating team and the participating counties.

3.2 The specific tasks of the assignment include but not limited to:

- a) Support the Project Coordinator through the sub-component head to prepare work plans and detailed implementation strategies for all the sub-component activities.
- b) Assist in the preparation of terms of reference (ToR), requests for expression of interest (R.E.O.I) and request for proposal (R.F.P) for engineering consultancies that may be procured under sub-component 1.2 during the duration of the contract.
- c) Assist in the evaluation of bids for engineering related assignments.
- d) Assist in the review of technical reports submitted by Design and Supervision Consultants and participating counties relating to infrastructure works.
- e) Assist in the preparation of quarterly work plan and annual performance reports for sub-component 1.2.
- f) Assist the sub-component head in the review of variation orders, contractual claims and addenda submitted by participating counties arising from infrastructure contracts, and advice on dispute avoidance strategies where such disputes are imminent.
- g) Assess engineering problems/challenges for which a solution has to be devised hence provide technical advice regarding design, construction modifications and structural repairs for engineering work.
- h) Provide overall technical assistance to construction contracts, from their planning to their implementation and monitoring, this includes providing bi-monthly

updates based on the information prepared and submitted by the participating counties.

- i) Assist in development and implementation of effective infrastructure implementation, monitoring and evaluation tools.
- j) Assist in the development and implementation of effective quality control systems to ensure the infrastructure works implemented are in compliance with technical specifications.
- k) Assist the NPCT in reviewing detailed engineering designs, cost estimates and procurement documents prepared and submitted by the Engineering Design Consultants.
- l) Assist the NPCT in reviewing and consolidation of monthly, quarterly and annual reports submitted by participating counties.
- m) Assist in preparation of reports and presentations as maybe required from time to time, by the Sub-component 1.2 Head, National Coordinator, State Department for Housing and Urban Development or Development partners.
- n) Identify and manage risks; and initiate corrective action where necessary, so that maximum benefit to Client and stakeholders is achieved.
- o) Review adequacy of environmental reports and Resettlement Action Plans submitted by Design Consultants for infrastructure works.
- p) Assist in technical and professional capacity building for KISIP 2 staff in, engineering designs, contract administration and project management skills.
- q) Participate in World Bank Missions' events, including undertaking site visits to activities in participating counties.
- r) The Consultant may be assigned to one or more of the participating counties to offer technical assistance as may become necessary.
- s) Any other related assignment as may be assigned by the coordinator.

4. Duration and Location of the assignment

The assignment will be an overall period of Seventeen (17) calendar Months. It is intended that this Consultancy will be contracted for a period of Seventeen (17) calendar Months from the date of commencement with a probation period of three (3) calendar months.

The position shall be based in Nairobi, Kenya, at the State Department for Housing and Urban Development with travels to the participating counties.

5.0 Reporting Requirements and Timelines for Deliverables

The Consultant will be expected to deliver the following outputs:

- i. Monthly executive brief of the engineering plan and highlight proposed changes to any aspects of previously approved plan.
- ii. Summary of status report(s) of works execution.
- iii. At the expiry of the contract period, the Consultant shall prepare a Completion Report summarizing the activities undertaken by the consultant during the period, challenges, and recommendations as to how the challenges should be addressed.
- iv. Monthly time sheet indicating activities undertaken within the month,

Table 1: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
1.	A consolidated monthly progress report detailing tasks performed/achievements against targets, challenges and recommendations to address the challenges	Within 7 days after the end of the reporting month	Soft copy

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.

6.0 Payment Schedule/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 competitive rates, commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated here in above.

Payment shall be monthly upon submission and approval of the monthly reports. 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. Costs incurred by the Consultant outside the assignment location will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the KISIP2 National Coordinator.

7.0 Minimum qualification and experience requirements

The Consultant shall possess the following minimum qualifications and experience qualification:

- i. A minimum of a Bachelor's Degree in Civil Engineering or equivalent field from a university recognized in Kenya.
- ii. A minimum of 10 years' demonstrable general experience in the field of Designs and Supervision of Roads construction projects.
- iii. A minimum of 5 years' specific experience in construction contracts administration and management, Knowledge, skills and experience in handling Construction Claims and disputes.
- iv. Must be registered and have a valid current practicing license from the Engineer Board of Kenya or other Engineering Professional Body recognized in Kenya in the category of at least Professional Engineer.

8.0 Management and Accountability of the Assignment

The National Project Coordinator will be the Consultant's supervisor, and shall be responsible for coordination of activities of the consultant. On a day-to-day work basis, the consultant shall work and report to the Head of Component 1.2 (Infrastructure Upgrading)

9.0 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.

10. Responsibilities of the Consultant

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

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