



**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**

**Project ID: P167814**

**Terms of Reference**

**for**

**Consulting Services for Individual Project Management Consultant**

**Reference No: KE-MOTI- 382318-CS- INDV**

**OCTOBER, 2023**

**Client:**

Principal Secretary  
State Department for Housing and Urban Development  
P.O. Box 30119-00100  
6th Floor, Ardhi House  
1st Ngong Avenue  
Nairobi, Kenya  
Tel: +254-02-2729200  
E-mail: [kisip2.procurement@housingandurban.go.ke](mailto:kisip2.procurement@housingandurban.go.ke)

---

## 1.0 Introduction

The Government of Kenya has received a credit from the International Development Agency (IDA) and the Agence Francaise Developement (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 a **Project Management Consultant** to support in project implementation.

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. The project 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 four components namely;

**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 centres.

**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.

## 2.0 Objective of the Assignment

The primary objective of the Consultant is to offer support to the project team in ensuring that community-led projects and activities are implemented within time, cost, and scope, of high quality and to the satisfaction of all stakeholders.

---

### **3.0 Scope of Services and Specific Tasks**

**3.1** The scope of the services includes offering technical support and advisory to the project coordination team at the National and participating County Governments.

**3.2** The specific tasks include and is not limited to;

1. Support the project in participatory programme design, proposal development, planning activities and resource mobilization.
2. Participate in stakeholders' meetings to support in the formation, development and documentation of community-led projects.
3. Assist the project in undertaking feasibility study and prioritization of investments identified by participating communities and Counties.
4. Support the project by facilitating and deploying "in the field" community engagement.
5. Participate and provide technical advice during site inspection and the community engagement and workshops, and compilation of reports and attendance of reporting meetings as required.
6. Assist in management and monitoring projects, compilation and preparation of periodic progress reports for component 2 (socio economic inclusion planning).
7. Assist the project in developing strategies to improve capacity and build self-sufficiency of beneficiary community and other key stakeholders.
8. Work with the National Project Coordination Team and other project team members in participating counties and communities in implementing socio economic inclusion plans/investments.
9. Support in data collection, preparation of project statistics reports and impact evaluation/assessment,
10. Assist in the review of technical reports and outputs submitted by consultants carrying out preparation, designing and implementation of community development plans and give professional advice.
11. Ensure projects outputs meet the set requirements and are compliant with the existing relevant Kenyan laws and World Bank policies.
12. Support effective project management and tracking of Project Development Objective targets and indicators.
13. Assess project management challenges and advise the project on innovative solutions.
14. Perform any other Tasks that may be assigned by the client.

### **4.0 Duration and Location**

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

### **5.0 Reporting requirements and Timelines for Deliverables**

The Consultant will be expected to deliver the following outputs:

**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 and a hardcopy

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 Qualifications and Experience Requirements**

The Consultant shall possess the following minimum qualifications and experience:

- i. Holder of a master's degree in Project Management or an equivalent from a university recognized in Kenya,
- ii. A minimum often (10) years demonstrable relevant general experience in the field of project management,
- iii. A minimum of five (5) years specific experience working with communities in donor-funded projects and/or government agencies implementing similar projects in informal settlements,
- iv. Must be registered and have a valid, current practicing license from a professional body recognized in Kenya.

### **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 2 (Socio economic inclusion Planning)

### **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.

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

### **10.0 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.