

**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 AN INDIVIDUAL SOCIOLOGIST/COMMUNITY  
DEVELOPMENT CONSULTANT**

**REFERENCE NO: KE-MOTI-385141-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  
Telephone: +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 financing the Second Kenya Informal Settlements Improvement Project (KISIP2) and intends to apply part of the proceeds of the credit to procure **Individual Sociologist Consultant** to offer technical assistance to the project.

The overall project development objective of KISIP is 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 components are highlighted as below:

***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 and land use development 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 list of beneficiaries and or 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***

The project through socio-economic inclusion planning seek to enhance social and economic inclusion of the targeted beneficiaries. 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.

## **2.0 - Objective of the Assignment**

The primary objective of the assignment for the individual Sociologist/ Community development expert is to offer technical support to the community development component through gaining a deeper understanding of the social aspects and implications of projects initiatives, leading to more informed decision-making and achievement of project objectives with greater social sensitivity and impact and ensuring the overall objective of community participation is achieved while incorporating a gendered approach.

## **3.0 SCOPE OF SERVICES AND SPECIFIC TASKS**

**3.1** The scope of the work is spread in all the participating counties while supporting all KISIP 2 components on community development.

### **3.2 Specific Tasks**

The specific tasks include and not limited to the following:

#### **a) General Technical support to Project PCTs**

- i. Providing support to the different components in assessment of the needs and priorities of the settlements in various project interventions within the participating counties informal settlements.
- ii. Conduct a comprehensive analysis of the socio-economic conditions and dynamics within the participating counties informal settlements.
- iii. Providing support in analyzing data and community trends to identify key issues.
- iv. Providing support to the PCTs, community members, local organizations in building partnerships and gathering input.
- v. Provide guidance in the identification of key stakeholders in the planning and decision making.
- vi. Support the components in the development of clear program goals, objectives, and action plans.
- vii. Identify and provide capacity building opportunities for the PCTs and enhance their skills and capacity in community development.
- viii. Support community consultation and engagement including women and vulnerable groups through different means.
- ix. Collect both quantitative and qualitative data related to community development and gender inclusion.
- x. Analyze data using sociological research methods and tools, considering sociological theories and gender perspectives.
- xi. Provide evidence-based recommendations for community development initiatives within the informal settlements.
- xii. Suggest gender-sensitive policy interventions to address identified disparities and promote inclusion.
- xiii. Support the formation of Settlement Executive Committees and the Grievance redress Committees.
- xiv. Support all the other components to ensure the communities are well versed with the project.
- xv. Tasked to undertake a detailed document study of all relevant produced documents relating to Community and KISIP as a whole, give inputs and relevant comments.
- xvi. Support KISIP both at county and National level in mobilization of communities towards any specific activity.
- xvii. Provide advice on how gender will be mainstreamed in the project.

- xviii. The consultant will be setting up meetings with key stakeholders when called upon.
- xix. Support the components training and capacity building programs.
- xx. Support the component the team leader in proposing innovative and context-sensitive approaches leading to a sense of greater community ownership, possibly leading to a sense of responsibility for each intervention.
- xxi. Support the grievance Redress mechanism.
- xxii. Assist in identifying gaps in community Participation within the project.
- xxiii. Any other relevant assignment may be required from time to time.

**4.0 Duration and Location of Assignment**

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

The position is based in Nairobi, Kenya at the State Department of Housing and Urban Development. It will 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/N o.	Deliverables/Reports	Timelines for submission of deliverables/reports after contract commencement	Format of submission
1.	Monthly Progress reports	By 7 <sup>th</sup> day after every Month – Monthly	2 hard copies 1 soft copy
2.	SEP/ CDP Implementation Reports	By 10 <sup>th</sup> after every 3 months- Quarterly	2 hard copies 1 soft copy
3.	GRM reports and monthly logs	By 10 <sup>th</sup> of every Month -Monthly	2 hard copies 1 soft copy
4.	Gender analysis reports	By 5 <sup>th</sup> of every Month- Monthly	2 hard copies 1 soft copy
5.	Community consultation reports	By 10 <sup>th</sup> day after every 2 months	2 hard copies 1 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 Qualifications and Experience Requirements**

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

- a) Should have a minimum of a Master's degree in sociology, gender studies, community development or related social sciences from a university recognized in Kenya.
- b) Must have a minimum of ten (10) years' practical experience in community engagement with experience in informal settlements.
- c) A Minimum of Five (5) years specific experience working with donor funded projects and /or government agencies implementing similar projects and other stakeholders in Sociology programs

### **8.0 Management and Accountability of the Assignment**

The KISIP 2 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 (Community Development and Gender inclusion)

### **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.

### **10.0 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.