



**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: 167814**

**Terms of Reference  
For**

**Consulting Services for Mapping of Slums and Informal  
Settlements in Kakamega, Bungoma, Trans Nzoia, Siaya,  
Homabay, Nyamira, Narok, Migori, Busia, Vihiga, Kisii and  
Kisumu Counties, Republic of Kenya Cluster 3.**

**Contract No. KE-MOTI-390915-CS-QCBS.**

**December 2023**

**Client:**

Principal Secretary  
State Department for Housing and Urban Development  
P.O. Box 30119-00100  
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1st Ngong Avenue  
Nairobi, Kenya  
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## 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 **Consulting Services for Mapping of Slums and Informal Settlements in Kakamega, Bungoma, Trans Nzoia, Siaya, Homabay, Nyamira, Narok, Migori, Busia, Vihiga, Kisii and Kisumu Counties, Cluster 3**

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 Government' affordable housing agenda as it seeks to complement the demand-side and supply-side operations to improve housing affordability.

**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 plan for the settlement which lays out land parcels and wayleaves for infrastructure like roads, drainage, and 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, stormwater 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.

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## **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. Objective of the Assignment**

The main objective of this assignment is to map and establish the socio-economic status of all Slums and Informal Settlements in this cluster.

### **3. Scope of Services and Specific Tasks**

3.1. The scope of services covers the 12 counties of Kakamega, Bungoma, Trans Nzoia, Siaya, Homabay, Nyamira, Narok, Migori, Busia, Vihiga, Kisii and Kisumu. Mapping and profiling of settlements in this cluster will cover all Slum/Informal Settlement in the counties indicated in annex 1.

The scope of services is in (67No.) Informal settlements across Twelve (12No.) counties as per the tables in Annex 1.

3.2 The specific tasks of the assignment include the following:

- a) In consultation with the client enrich the Client's existing data schema and based on this, develop standard data collection tools.
- b) Profile the Slums/ Informal Settlements in the cluster. This task will include:
  - (i) Identifying the Slum/Informal Settlement as per the defined criteria: settlement name, county, subcounty, ward, settlement size(ha), estimated resident population at the time of mapping, and distance to nearest trunk road and urban center
  - (ii) Land Status:
    - Planned (PDP in digital format) or unplanned
    - Surveyed (Survey plan, RIM in digital format)
    - Unsurveyed
  - (iii) The tenure status of the land occupied by the settlement: (Public: County or National government, Community, forest or private) – any allocated use?
  - (iv) Tenure system: Leasehold, Freehold, Temporary Occupation License
  - (v) Encumbrances and court cases related to land ownership
  - (vi) History of the settlement including time of occupation, mode of occupation e.g, spontaneous squatting, resettlement, displacement from another location, irregular sale etc.).
- c) Participatory Mapping of the informal settlement using appropriate mapping equipment capable of at least 5m positional accuracy: In conjunction with settlement leadership and county government:
  - (i) Map the perimeter of the informal settlement and prepare a base map with basic information (boundary, main roads etc.) upon which to overlay other datasets.
  - (ii) Map physical infrastructure within the settlement:

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- Roads: Name, class, status/condition, drainage status, surface type
  - Power lines: rating, condition, service provider
  - Sewer and water reticulation networks: Number of connections, persons served, service provider, condition, length
  - Water points: name, type, capacity, cost per/20L, service provider.
  - Map the trunk infrastructure nearest to or connecting to the informal settlements.
  - Streetlights: rating, condition, service provider within the settlements
- (iii) Map public facilities within the settlement:
- Schools: all levels, public or private, enrollment, staffing, facilities
  - Government offices: Name, type
  - Community facilities: Type, use/purpose, capacity
  - Police stations/ chief's camps: name,)
  - Religious centers: Name, services provided
  - Health care facilities: Name, services, status, level/category, service provider
  - Areas of social and cultural value: name, services, service provider
- d) Undertake a rapid assessment of the socio-economic aspects of each informal settlement/slum to derive and document:
- (i) Total Resident population and density
  - (ii) Security/insecurity
  - (iii) Sources of livelihoods
  - (iv) Access to basic services.
  - (v) Housing structures: materials: permanent, semi-permanent or temporary, supported with photos, size and number of occupants
  - (vi) transportation; means and modes within the settlement.
  - (vii) Stakeholder mapping (development actors/potential partners) within the informal settlement: stakeholder names, areas of intervention, projects
  - (viii) Identify and map environmentally fragile areas, existing hazards, and crime hotspots within the settlement
- e) Prepare, process, and submit data to the client as per the Kenya Slum Management Information System database schema (to be availed to the consultant).

All activities conducted by the consultant will be in collaboration with the respective local slum/informal settlement leadership and the county government.

#### **4.0 Duration of the Assignment**

The assignment is expected to be completed within forty (40) calendar weeks from the contract commencement date.

## 5.0 Reporting requirements and timelines for deliverables/reports

The consultant shall submit all draft and final reports to the KISIP Project National Coordinator in accordance with the schedule indicated in Table 1 below

<b>Deliverables/Report</b>	<b>Timeline for submission of report after contract commencement (weeks)</b>	<b>Number and format of reports presentation</b>
An inception report detailing the tasks, methodology of execution, and a work plan.	2	3 Hard copies and 1 soft copy
<b>For the first batch (5No. counties) of Slum/Informal Settlements in the cluster</b> i. GIS data o raw (as collected from the field in spreadsheets) o processed data (in shape file format) o scanned and georeferenced copies of Survey plans, Registry Index Maps, and/or approved part development plans ( <i>in planned areas</i> ) submitted in Geotiff format. o geocoded photos of sample mapped structures/facilities within the slums and informal settlements	12	1 Batch of Hard copies per county and soft copies per county.
ii. Settlement profile reports and maps for each settlement in the first batch (5 .No. counties) of the cluster as described in the scope (in digital and hard copies)	20	10 hard copies and 1 Soft copy per county ( 2 hard Copies per settlement)
<b>For the Second half of the Slum/Informal Settlement (4 No. counties) in the Cluster</b> iii. GIS data o raw (as collected from the field in spreadsheets) o processed data (in shape file format) o scanned and georeferenced copies of Survey plans, Registry Index Maps, and/or approved part development plans ( <i>in planned areas</i> ) submitted in Geotiff format. iv. geocoded photos of sample mapped structures/facilities within the slums and informal settlements geocoded photos of all mapped structures/facilities within the slums and Slum/Informal Settlement	28	1 Batch of Hard copies per county and soft copies per county.
v. Settlement profile report and maps for each settlement in the second batch counties (4 No. counties) in the cluster as described in the scope (in digital and hard copies).	34	10 hard copies and 1 Soft copy per county ( 2 hard Copies per settlement)
i. Completion report summarizing key findings of all settlements in the cluster categorized by county (submitted in digital and hard a soft copies)	40	4 Hard Copies and 1 Soft copy.

All draft and final reports shall be submitted in the prescribed format to:

Principal Secretary

State department For Housing and Urban development.

Ministry of Lands, Public Works, Housing and Urban Development

P.O Box 30119-00100

2<sup>nd</sup> Floor, Wing A, Ardhi House

1st Ngong Avenue

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E-mail: [kisip2.procurement@housingandurban.go.ke](mailto:kisip2.procurement@housingandurban.go.ke)

Attention:

**The National Coordinator**

**Second Kenya Informal Settlements Improvement Project (KISIPII)**

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

## 6.0 Payment Schedule

The proposed payment schedules based on satisfactory performance of the contract which will be negotiated with the successful consultant will be as presented in Table 2 below.

**Table 2: Proposed payment schedule**

S/No.	Deliverables	Timelines after contract commencement	Percentage of the contract amount
1.	Submission and Acceptance of Inception report	2 weeks	25%
2.	Submission, Review and Acceptance of the Settlement <b>GIS Data</b> for the first batch of Slum/Informal Settlements in the cluster (7No. counties) as described in the scope (in digital and hard copies)	12 weeks	15%
3.	Submission, Review and acceptance of <b>Settlement profile reports and maps for each settlement in the first batch</b> (7.No. counties) of the cluster as described in the scope (in digital and hard copies)	20 weeks	15%
4.	Submission, and Acceptance of the Settlement <b>GIS Data</b> for the second batch of Slum/Informal Settlements in the cluster (5 No. County) as described in the scope (in digital and hard copies)	28 Weeks	15%
5.	Submission and acceptance of <b>Settlement profile report and maps for each settlement in the second batch counties (5 No. County)</b> in the cluster as described in the scope.	34 weeks	10%
6.	Submission and acceptance of the completion report.	40 Weeks	20%

Upon submission of every report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the report shall be recorded in the minutes of the meeting.

### **Minimum Consultant's qualifications and experience requirements**

The shortlisting criteria are:

- a) **Core business and years in business:** The firm shall be registered/incorporated as a consulting firm with core business in mapping or related assignments in the urban built environment for a period of at least ten (10) years.
- b) **Relevant experience:** The firm shall demonstrate as having successfully executed and completed at least one (1no.) assignment in Spatial analysis/planning, GIS data management or mapping, socioeconomic studies and Analysis of the Informal settlements and slums in Urban areas in a developing country in the last ten (10) years. Details of similar assignments-Name and address of the client, scope, value, and period should be provided\_and

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submitted Expression of Interest should include enumeration of these similar past assignments.

- c) **Technical and managerial capability of the firm:** The firm shall demonstrate as having the requisite technical capacity including relevant equipment, tools, software etc. and managerial capacity to undertake the assignment in the submitted company profile(s). **Key Experts will not be evaluated at the shortlisting stage.**

## **8. Team Composition and Minimum Qualification and Experience Requirements for the Key Experts**

The Consultants shall be well qualified and experienced professionals as required and appropriate for completion of the exercise. They should possess necessary resources to undertake services of such nature including equipment and software required to execute the assignment. The key professionals/expert shall personally carry out (with assistance of other non-key experts and staff deemed appropriate) the services as described in this TOR. The key experts to be provided by the Consultants for this assignment are as follows: -

### **a. Team Leader**

1. A minimum of a master's degree in Urban and Regional Planning, Urban Management, Land Survey or related disciplines from a university recognised in Kenya.
2. A minimum of twelve (12) years general experience in mapping.
3. A minimum of seven (7) years specific experience in mapping, urban planning and management, including policies, systems, and implementation of the same.
4. Must be a registered and practicing Physical Planner or Licensed Land Surveyor and be in possession of a valid and current practicing license from the respective professional licensing bodies or equivalent recognized in Kenya.

### **b. GIS Expert**

1. A minimum of a Master's degree in GIS, Geomatics, Geospatial Engineering, Geoinformation Science, or equivalent from a university recognised in Kenya
2. A minimum of 10 years' demonstrable general experience in mapping and management of GIS databases.
3. A minimum of 5 years' specific experience in the development of GIS-based solutions, in at least two (2) projects in slum and informal areas
4. Must be validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
5. Proficiency in GIS software and programming languages (e.g., Python, JavaScript).

### **c. Sociologist/Community Development Expert**

1. A minimum of a Master's degree in Sociology/Community Development/Gender studies, or its equivalent from a university recognized in Kenya.
2. Must have a minimum Eight (8) years of practical experience in community development, especially in urban informal settlements and slums.

3. A minimum of Five (5) years specific experience in socio-economic studies, community mobilization, Organizing and facilitating public participation, gender analysis and mainstreaming studies within Kenya with at least two (2no.) similar assignments.

**d. Physical/Urban Planner**

1. A minimum of Master’s degree in Urban and Regional Planning/Spatial planning or its equivalent from a university recognized in Kenya
2. Must have a minimum of Eight (8) years of practical experience in Urban Development and Land use planning in Kenya.
3. A minimum of Five (5) years specific experience with at least two (2no.) similar assignments in a donor funded projects and/or government agencies in a similar environment.
4. Must be validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.

**e. Land Surveyor**

1. A minimum of a master’s degree in Land Survey, Geomatics, Geospatial Engineering or equivalent disciplines from a university recognized in Kenya.
2. Must have a minimum of ten (10) years general experience as a licensed Land Surveyor.
3. A minimum of five (5) years carrying out title survey work in informal settlements.
4. Be registered and have a valid, current practicing license in Kenya
5. Must be a member of the Institution of Surveyors of Kenya (ISK) or equivalent body.

The team leader will oversee reporting and coordination of all activities and be the point of contact between the consulting firm’s team and the client.

**9. Estimated Time Inputs for Key Experts**

The number of key experts and the estimated time input for each key expert for the assignment are presented in Table 3.

**Table 3: Estimated Time Inputs for Key Experts**

S/No	Key and Support Staff	No.	Estimated Input (staff- months)
1	Team Leader	1	10
2	GIS Expert	1	8
3	Sociologist/Community Development Expert	1	8
4	Physical/ Urban planner	1	8
5	Land Surveyor	1	8
	<b>Total</b>	<b>6</b>	<b>42</b>

**10. Responsibilities of the Client**

The client will provide and collaborate with the consultant in making available the following documents relevant to the project subject to the extent of availability of such information:

- i. Supervision of the consulting services contract
- ii. Provide access to existing data on slums and informal settlements



- Slum Upgrading and Prevention Policy (2016)
  - Kenya Slum Upgrading and Prevention Strategy (2023-2033)
  - KISIP II Project Appraisal Document (PAD) & Operations Manual (OM)
  - Any other document that may be required
  - Existing mapping data collected under other components in KISIP2
- iii. The Client will also facilitate the Consultant’s access to Government departments and county governments.
  - iv. The client will regularly monitor data quality.
  - v. Timely review and approval of outputs and request for payment.

## 11. Responsibilities of the Consultant

The Consultant shall be responsible for the provision of all the necessary resources to carry out the Services such, project transportation for visits in counties, subsistence allowances, accommodation, information technology, software and means for communications, organization of the workshops, reporting materials, insurance and any other required resources.

The consultant is expected to undertake activities that will ensure timely submission of deliverables/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.

The consultant shall ensure that the data is compatible to the project’ GIS system. All the features must be mapped within 5m positional accuracy. The data and outputs of this exercise will remain the property of the State Department of Housing and Urban Development. The consultants are prohibited from reproducing, use or sharing the data without prior authorization by the Client.

The Client will provide the existing list of settlements within the cluster, the National geodatabase schema, and data collection tools used in KISIP.

### Annex 1: Proposed Cluster

<b>Cluster</b>	<b>Counties</b>	<b>Estimated Number of Slums/informal settlements</b>
Cluster 3	Kakamega, Bungoma, Trans Nzoia, Siaya, Homabay, Nyamira, Narok, Migori, Busia, Vihiga, Kisii and Kisumu	67