



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)**

IDA CREDIT NO: 6759-KE

Project ID No.: P167814

Terms of Reference

For

Consulting Services for an Individual Monitoring and Evaluation (M&E) Consultant

Contract No: KE-MOTI-369791-CS-INDV

December, 2023

Client:

Principal Secretary
State Department for Housing and Urban Development
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1) Introduction

The Government of Kenya has received a credit from the International Development Agency (IDA) towards financing 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 an Individual Monitoring and Evaluation (M&E) Consultant**.

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:

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

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 Consultancy

The overall objective of the assignment for this consultancy shall be to undertake Monitoring and Evaluation (M&E) of Second Kenya Informal Settlements Improvement Project activities including:

Data collection, collation, compilation and preparation of Quarterly, Annual and other progress reports; Development of M&E System and tools; Formulation and Implementation of M&E Strategies and Guidelines; and capacity building for the implementation of the M&E function at both National and County levels. This is geared towards improving aid effectiveness, accountability in the use of project funds and provide means to analyze Project implementation.

3.0 SCOPE OF SERVICES AND SPECIFIC TASKS

3.1 Scope of Services

The Monitoring and Evaluation consultant is expected to provide continuous implementation support for reporting on the overall performance of the Project at the national level and in each of the participating counties. The basis of Monitoring and Evaluation framework will be the Intermediate Results Framework and the Project Development Objectives (PDOs) as provided for in the Project Appraisal Document (PAD) and Project Operations Manual (POM).

3.2 Specific Tasks

The assignment includes but is not limited to the following tasks;

- i. Developing annual M&E Plan and its tools, strategies and guidelines for an effective implementation.
- ii. Designing a computerized M&E System for effective tracking of Project achievements both at County and National levels.
- iii. Training and Capacity Building of M & E Teams at both National and County levels.
- iv. Collecting, collating and compiling data from each of the participating counties and components at the national level in the reporting form and formats for KISIP 2
- v. Generating timely and relevant feedback on need basis for the Project's implementation progress and achievements of expected outputs and outcomes to enable timely decision making at both National and County levels.
- vi. Preparing Monthly, Quarterly and Annual Project progress reports, based on the information submitted by the County M&E teams and Components at the National Level. This should be in line with established Results Framework and PDO indicators.
- vii. Planning for and coordinating regular county field visits to get feedback on the implementation of Project activities in participating Counties as per the established M&E framework.
- viii. Preparing reports for and participating in Mid-Term Review for the Project.
- ix. Undertaking any other M&E activity in support of Project performance and delivery as may be assigned from time to time by the Client.

4.0 Duration and Location of Assignment

The assignment will be an overall period of Twelve (12) Months. It is intended that this consultancy will be contracted for an overall period of Twelve (12) 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

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	Within 7 days after the end of the reporting month	Soft copy

	recommendations to address the challenges		
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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). All reports prepared by the Consultant shall be reviewed and submitted to the National Project Coordinator.

Expected Outputs

The following outputs are expected from the Monitoring and Evaluation consultant:

- i. M&E Plan and implementation strategy.
- ii. Monthly, Quarterly and Annual Progress Reports with details on:
 - a. Achievements per component.
 - b. Summary of status of Intermediate Results Indicators
 - c. Analysis on Budgetary Absorption.
 - d. Status of safeguards implementation
 - e. Key challenges and observed gaps in implementation.
 - f. Lessons learnt and recommendations.
 - g. Any other relevant information.
- iii. Ad hoc reports from time to time for submission to the Project Steering Committee through the National Coordinator for purposes of decision making.
- iv. Capacity building of the Project implementation teams at both National and each of the participating counties.
- v. Project M&E computerized tracking tool.

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

- i. A minimum of Master’s Degree in Economics or Development Economics or equivalent qualification from a university recognized in Kenya.
- ii. A minimum of 10 years’ demonstrable general experience in the project management.
- iii. A minimum of 5 years’ specific experience in in Monitoring and Evaluation or Result Based Management.
- iv. Registration with a professional body in Kenya where applicable.
- v. Demonstrated training in advanced M&E and or Project Planning and Management or Development Studies.

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 4 (*Program Management and Coordination*)

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.