



**State Department of Housing and Urban
Development**

**Ministry of Lands, Public Works, Housing and
Urban Development**

**Terms of Reference (TOR) for the Development of Building Climate Resilience of the
Urban Poor (BCRUP) Governance and Operational Framework**

1. Background

BCRUP is one of 41 UN climate action initiatives of 2019 aimed at scaling up climate action to stay within the 1.5°C temperature rise limit set by the Paris Agreement (COP 21). BCRUP implementation strategy was launched by H.E. Dr. William Samoei Ruto, the President of the Republic of Kenya at the Africa Climate Summit (ACS) 2023 in order to provide strategic direction in the implementation of the climate action programme with urban dimensions.

The strategy launch was followed by the launch of the BCRUP **Implementation Plan** at a High Level Session in COP 28, Dubai. The main goal of BCRUP is to build climate resilience of the urban poor and improve the living conditions of vulnerable communities in cities, particularly in the global South.

The initial phase of BCRUP Implementation Plan spans from 2024 to 2034 and will be implemented in selected 30 urban areas and cities across 12 African countries.

The Government of Kenya (Ministry of Lands, Public Works, Housing and Urban Development) intends to engage a consortium of qualified and experienced professionals to provide Consultancy Services for the preparation of Governance and Operational Framework in Kenya as well as resource mobilization strategy for BCRUP.

2.0 The Objectives of the Consultancy Services

By implementing BCRUP, Kenya and other implementing partners in African continent can make substantial progress towards achieving the SDGs and environmental sustainability. These efforts further align with key international obligations including the New Urban Agenda, Sendai Framework on Disaster Risk Reduction, Paris Agreement (COP21), Addis Ababa Action Agenda on Financing, the Biodiversity Agenda, and Agenda 2063 on the Africa We Want. The BCRUP initiative is well-aligned with several SDGs including SDG 1 on poverty reduction; SDG 2 on Zero Hunger; SDG 5 on Gender Equality; SDG 6 on water; SDG 7 on



Affordable and Clean Energy; SDG 8 on Decent Work and Economic Growth; SDG11 on Sustainable Cities and Communities; SDG 13 on Climate Action; SDG 16 on Peace, Justice and Strong Institutions; and SDG 17 on Partnerships for Development. Inclusivity and the leave no one behind paradigm will be well achieved in Kenya through the implementation of the BCRUP framework, and will pave the way towards scaling up and replicating its implementation in other African countries.

The BCRUP programme is focusing on;

- i) Assessing the vulnerability in the development patterns and livelihoods of poor neighborhoods in the cities and urban areas and the specific impacts of climate change. This implies mapping of the poor neighborhoods' areas, and the vulnerability profiles, understanding their demographic, economic and social composition, visualizing the consequences of extreme weather conditions on these neighborhoods based on the IPCC scenarios and other appropriate information.
- ii) Designing, and implementing climate-disasters preparedness and green and climate-resilient plans using a multi stakeholders, multilevel governance level, partnership and all-inclusive approach.
- iii) Adopting nature-based solutions and climate-proof technologies in the provision of basic urban infrastructure, services, and other amenities following a circular economy approach leading to the development of low carbon value chains and the creation of green jobs, especially for women and youth.
- iv) Focusing on protection, adaptation and resilience against potential climate disasters both in spatial economic and social dimensions.
- v) Scaling up the positive results of the first phase of the BCRUP implementation and disseminate lessons learnt within African countries using mainly the national associations of subnational and local governments in the different countries of Africa.

To undertake the above assignment in an effective manner requires a strong coordination mechanism at local, national and regional levels. This Consultancy will therefore aim at delivery a robust governance and operational framework to support the implementation processes in Kenya.

3.0 Scope of Services

At a global scale, the BCRUP programme implementation will target a total of 30 urban areas comprising 5 major cities, 10 intermediary cities and 15 small cities/ towns.

The Consultancy Services will provide a governance and operational roadmap towards execution of the BCRUP implementation plan and provide guidance on the interface between BCRUP Kenya implementation processes, the scalability and replicability at the Continental level and beyond. In the interim, the Government of Kenya and UCLG Africa as an



implementing partner have put in place a secretariat which guided the delivery of the 10-year BCRUP Implementation Plan (2024 - 2034). The secretariat is now expected to scale up to the delivery structures which may include; Advisory Board, Steering Committee and Secretariat.

4.0 Deliverables

The main scope of the services will be to develop a Governance and Operational Framework with clear role of the constituted structures and Partners. The Consultancy Services will further detail the operational pathways to support BCRUP implementation at the Country level and aggregated reporting at the Continental Level which will culminate to the global report to the UN Climate Action Team.

The Consultancy Services is therefore expected to deliver on the outlined areas with clear outputs on the governance framework which transcends the local, national and regional levels. It is also expected to lay down an operational pathway of the implementation plan including preparation of resource mobilization strategies towards climate finance access.

Specifically, the Consultant shall as necessary assist the Government of Kenya to achieve the objective stated above; and in doing so shall carry out all necessary tasks as envisaged, including but not necessarily limited to the following:

- i. Develop a robust BCRUP Governance, Operational Framework and the Scope of Action Plan including roles of proposed organs (The Board, Steering Committee and Secretariat) and Partners as may be applicable.
- ii. Unbundle the BCRUP Strategy and the Implementation Plan and Develop an activity framework which shall be adopted (with modifications where necessary) and be replicated in the rest of Africa and Beyond.
- iii. Prepare Green Climate Fund (GCF) Concept Note for BCRUP Readiness Pilot Programme.
- iv. Develop a strategy for mobilization of funding from the following agencies; Green Climate Fund, Global Environment Facility, Adaptation Fund, Loss and Damage Fund, the ALTERRA Fund and the Government(s) budgetary allocation among others to support BCRUP implementation.

5.0 Resources: Key staff, estimated staff input, facilities, equipment and data

5.1 Team Composition

It is envisaged that the Consultants Team will have as a core team of the following key staff:

- (i) Team Leader (Urban Specialist),
- (ii) Assistant Team Leaders - 2 No. (Urban Planner/Governance/Management expert with bias on resilience and adaptation),



- (iii) Engineer – 1 No.,
- (iv) Social Development Specialist – 1No.
- (v) Economist – 1No.
- (vi) Financial Expert – 1No.
- (vii) Environmental Expert – 1No.

The required qualifications/experience of each of the key staff is as follows:

- (i) Team Leader: Background in Urban Planning, Urban Governance and Management, Environmental Studies, development studies. Advanced studies in the above fields would be added advantage, and registered with relevant professional bodies with 15yrs post graduate experience; and experience in similar assignments is desirable.
- (ii) Assistant Team Leader(s): Background in Environmental Planning, Urban Planning/environmental studies, urban governance and management, registered with relevant professional bodies with 10yrs post graduate experience; and experience in similar assignments is desirable.
- (iii) Engineer: Degree in Civil / Structural Engineering with 10years relevant post graduate experience, registered with relevant professional bodies and experience in similar assignments is desirable.
- (iv) Social Development Specialist: Degree in Sociology with 10years relevant post graduate experience; and experience in similar assignments is desirable.
- (v) Economist: Degree in Economics with 10years relevant post graduate experience; and experience in similar assignments is desirable.
- (vi) Financial Expert: Degree in Finance with 10 years' relevant postgraduate experience; and experience in similar assignments is desirable.
- (vii) Environmental Expert: Degree in Geography, Environmental Planning, Environmental Science with 5 years post graduate relevant experience; and experience in similar assignments is desirable.

5.2 Duration of the Assignment

The duration of the assignment is proposed to be five (5) Months.

5.3 Consultant's obligations

The Consultant shall be responsible for the provision of all the necessary resources to carry out the services and shall make arrangements for the establishment of office, supporting office equipment and furniture, vehicles, accommodation, utilities, communications, insurance and any other required resources.



Inputs to be provided by the Client

The following will be provided by the Client:

- a) Introduction of Consultant to the relevant Agencies,
- b) BCRUP Strategy;
- c) BCRUP Implementation Plan;
- d) Facilitation for validation stakeholder workshop (s).

5.5 Contract Administration and Supervision

A Supervision Team will be drawn from the State Department for Housing and Urban Development with support from the BCRUP Secretariat.

The Supervision team will provide overall supervisory role and issue reports to guide processing of all payments to the consultants once the work has been accepted and cleared for payment by the Director Urban Development.

6.0 Reporting Requirements

The Consultant will prepare reports in English as required in the Terms of Reference (ToR) and submit them to the Client in numbers and within the time periods as presented hereunder. All reports will be submitted electronically and in hard copies in Microsoft Word, Excel, PowerPoint (where necessary) or PDF formats as guided by the Representative of the Project Manager and in AutoCAD file where relevant.

- a) **Inception Report:** Shall confirm the mobilization and operational status of the Consultant, the Consultant's contact details, the confirmed real time (dated) work schedule/work plan; and any changes the Consultant wishes to be considered to the TOR due to initial findings. The Inception Report shall include benchmarks as guided by the client and be submitted 2 weeks after the Consultant commences the services (5No. Hard copies and 2No. Soft Copies). The Consultant shall subsequently make a presentation in PowerPoint.
- b) **Interim/Progress Reports:** To be submitted at the end of each month after Inception Report (5No. Hard copies and 2No. Soft Copies). The Progress Reports will cover various activities as per the ToRs and capture the Consultants progressive findings.



- c) **Draft Governance and Operational Framework focusing on local conditions and stakeholder consultations:** To be submitted 6 weeks after the commencement of the assignment (5No. Hard copies and 2No. Soft Copies). The Client will provide comments as appropriate. The Consultant shall subsequently make a presentation in PowerPoint.
- d) **Final Detailed Governance and Operational Framework:** To be submitted 8 weeks after the commencement of the assignment (5No. Hard copies and 2No. Soft Copies). The Client will provide comments as appropriate. The Consultant shall subsequently make a presentation in PowerPoint.
- e) **Report of conceptualized BCRUP Strategy and Implementation Plan:** To be submitted 8 weeks after the commencement of the assignment (5No. Hard copies and 2No. Soft Copies). The Client will provide comments as appropriate. The consultant shall subsequently make a presentation in PowerPoint.
- f) **Climate finance mobilizing strategy and Concept Note for GCF Readiness Programme:** To be submitted 12 weeks after the commencement of the assignment (5No. Hard copies and 2No. Soft Copies) in the prescribed templates. The Client will provide comments as appropriate. The consultant shall subsequently make a presentation in PowerPoint.
- g) **Final Consultancy Report:** To be submitted at the end of the Assignment period and should include workshops reports, and final detailed guidelines. (5No. Hard copies and 2No. Soft Copies). Consultant to make a presentation in PowerPoint.

The reporting timelines takes into consideration preparation, presentation and clarifications/comments from the Client.