

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
(KISIP 2)**

Credit No: 6759-KE

Project ID: P167814

**Terms of Reference
For**

**CONSULTING SERVICES FOR PREPARATION AND IMPLEMENTATION OF
SETTLEMENT LEVEL COMMUNITY DEVELOPMENT PLANS (CDPs) IN 8 No.
SELECTED INFORMAL SETTLEMENTS IN MOMBASA, KIAMBU AND UASIN GISHU
COUNTIES**

Contract No: KE-MOTI-390949-CS-QCBS

February, 2024

**Client:
State Department for Housing and Urban Development,
Attn: Principal Secretary
6th Floor, Ardhi House
1st Ngong Avenue, Nairobi, Kenya
Telephone: +254-02-2729200**

Email: kisip2.procurement@housingandurban.go.ke

1.0 Introduction

The Government of Kenya has received a credit from the International Development Agency (IDA) towards financing the Second Kenya Informal Settlements Improvement Project (KISIP2) and intends to apply part of the proceeds of the credit to procure **consulting services for preparation and implementation of settlement level Community Development Plans (CDPs) in the selected informal settlements**. The Settlement Level Community Development Plans (CDPs) are to be prepared and implemented through rigorous community participation and involvement. A CDP is a package that include community led sub action plans on: socio economic inclusion, crime and violence prevention, solid waste management, disaster risk management and investment prioritization.

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 development initiatives in Kenya which address infrastructure deficit, lack of access to basic services and institutional capacity.

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; Preparing a 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) in issues 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 Consulting Services

The objective of this assignment is to support communities to identify, assess, and prioritize their socio-economic and developmental challenges and opportunities through the participatory preparation and implementation of settlement level Community Development Plans (CDPs). This will be achieved through a highly community participatory process that includes identification, mapping, profiling, prioritization, and investment to address the development needs of the selected settlements. The assignment is expected to enhance the capacity of the communities to address their socio-economic and development challenges and vulnerabilities. The community development plans will utilize high resolution spatial and socio-economic data to inform interventions geared towards inclusion, resilience and empowerment of the urban poor.

3.0 Scope of Services and Specific Tasks of the Assignment

3.1. Scope of the Services

The scope of services covers 8 No. selected informal settlements across Mombasa, Kiambu and Uasin Gishu Counties (**see Annex 1**) and will entail;

- i. **Planning:** Participatory preparation of settlement level community development plans;
- ii. **Design:** Participatory prioritization and co-designing of the prioritized investments; and
- iii. **Implementation:** Support the communities to implement their prioritized and co-designed investments.

3.2 Specific Tasks of the Assignment

The consulting firm is expected to undertake the following specific tasks/activities using a highly participatory and consultative approach while ensuring that the outputs are consistent with the professional and legal requirements. The Consulting firm is expected to document the stakeholder engagement processes to demonstrate participation, consultation, traceability, authenticity and ownership.

For each settlement, the firm shall be tasked to undertake the following:

1. Community/Stakeholder Mobilization and Sensitization

- i. Guided by the project stakeholder engagement framework, the firm shall prepare and submit a Stakeholder Engagement Plan (SEP) to guide the participatory process. The SEP shall at the minimum, identify, map, classify the stakeholders; and set out the engagement methods and tools appropriate for each class of stakeholders. The plan should also provide a methodology to ensure meaningful and inclusive participation especially for vulnerable persons e.g. women, the youth, the elderly, and people living with disabilities.
- ii. Implement the Stakeholder Engagement Plan (SEP) throughout the period of the assignment and document all the engagement and consultative process. The Consulting firm will be expected to submit Stakeholder Engagement reports at

- each stage of planning, design, and implementation or as when required by the client.
- iii. Support the strengthening of governance and implementation structures at both the community (the settlement executive committees and community grievance redress committees) and county level(County Project Coordinating Teams) to effectively support the execution of these activities;
 - iv. Ensure the project’s Grievance Redress Mechanism (GRM) as well as protocols for handling Gender Based Violence (GBV) and Sexual Exploitation Abuse and Harassment (SEAH) cases are effective through sensitization of the communities and facilitating access, resolution of the cases, and reporting. The Firm is expected to maintain updated grievance logs for each settlement.

2. Situational analysis

- i. Undertake a desk review of relevant literature, laws, policies, guidelines as well as reports relevant to the assignment and the targeted settlements.
- ii. Carry out a socio economic survey for each settlement to develop a settlement profile including; demographics, level of education, poverty levels, health, income sources, land tenure, housing, access to water and sanitation, education, food, markets, social infrastructure, solid and liquid waste management, public/green spaces etc. , economic activities and opportunities and barriers limiting their access. The Consulting firm shall develop a digital data collection tool that captures all the relevant data for approval by the client.
- iii. Undertake collection and collation of relevant spatial and attribute data. This will include identification and mapping of spatial location, characteristics and usage of main urban assets of the settlement such as roads and paths, water access, toilet facilities, lighting facilities, solid waste collection points, disaster prone areas, crime and violence prone areas. Collection of spatial and socio-economic data sets will adopt the digital public works approach.
- iv. In line with Data Protection Act 2019, and KISIP 2 data protection requirements, the firm shall identify, enumerate and generate a list of eligible vulnerable people for possible linkage to existing social safety net programs. This will adopt the criteria used by the State Department for Social Protection and Senior Citizen Affairs.
- v. Analyze the results in spatial and attribute data and information collected from survey exercise to identify issues, community needs and opportunities within the settlement covering the following thematic areas: socio economic inclusion, crime and violence prevention action, community solid waste management and the community disaster management. Description of thematic areas elaborated in Annex 2
- vi. Prepare baseline information and submit in inform of GIS data, data report and maps.

3. Preparation of Settlement level Community Development Plans (CDPs)

Based on the socio-economic baseline studies conducted and stakeholder consultations, the firm shall develop the Community Development Plans (CDPs) with a list of investment prioritization addressing all the thematic areas of: socio economic inclusion, crime and violence prevention, solid waste management and disaster risk management. In developing the CDPs, the Firm shall:

- i. Hold consultative workshops, meetings, and other forums with beneficiary communities, the respective county Governments, and other stakeholders to identify and interpret the community's expressed needs.
- ii. Generate a list of identified /proposed investments based on the identified challenges and opportunities through the consultative process

- iii. Develop in consultation with the client a prioritization/eligibility criterion based on the project operation manual, availability of land, financial, sustainability, climate resiliency, and potential environmental and social risks.
- iv. Undertake prioritization of the proposed investments/projects using the developed criteria in consultation with the beneficiary communities and the County Governments.
- v. Review priorities to identify overlaps between the CDPs, and planned intervention by KISIP2 and other programmes to avoid duplication.
- vi. Undertake preliminary screening for potential environmental and social risks and opportunities for the prioritized projects
- vii. Undertake a stakeholder validation process for the final CDPs at the community, County and National level.

4. Co-designing, and identification of suppliers of services and goods

- i. Propose a detailed implementation mechanism(s) and support the strengthening of governance and implementation structures at both the community and county level to effectively support co-designing, implementation, operation and maintenance of identified priority community investments;
- ii. Co-designing of identified priority community investments together with communities and in close collaboration with the County Government;
- iii. Validate the designs and implementation mechanism through community workshops

5. Implementation of the co-designs /prioritized projects

- i. Prepare bidding documents (scope, specifications, cost estimates, bill of quantities, etc) for agreed-upon settlement level community investments;
- ii. Support the community in the drawing of specifications, selection of suppliers of services, goods and works for the identified projects
- iii. Sensitization and identification of unskilled and semi-skilled labor from the community;
- iv. Sourcing and supply of community labour, goods and construction materials;
- v. Supervision of identified community workers (unskilled and semi-skilled labor from the community);
- vi. Supervision and quality assurance of works of the implementation and delivery of community investments;
- vii. Capacity building and handholding of identified community workers and relevant county officers;
- viii. Undertake screening of the co-designed projects for potential environmental and social risks, and undertake relevant assessments (environmental and social impact assessments and Resettlement Action Plans) to manage the identified risks.
- ix. Ensure the implementation of the Environmental and Social Management Plans (ESMPs), monitor and report

6. Operation and maintenance, capacity building and final hand over to communities.

- i. Geo-tagging and cataloguing of completed investments with documented hand over to the community/SEC, the County Government, Municipal boards as applicable. The geo-tagged investments should be compatible with the KISIP system (KeSMIS).
- ii. Supporting to activate the sites, support sustainability in terms of operation and maintenance

- iii. Preparation of an operation and maintenance plan with considerations of sustainability and user optimization where applicable
- iv. Training and capacity building of settlement residents to operationalize and maintain completed investments where applicable.
- v. Together with county Government and the municipal board (where applicable), planning for commissioning and operations and maintenance (O&M), oversight and monitoring.
- vi. Preparation of a county specific synthesis report summarizing the results in the settlement level community development plans.

4.0 Duration of the Assignment

The assignment shall be for a period of twelve (12) months from contract commencement date.

5.0 Reporting requirements and timelines for outputs/reports

The consulting firm shall submit all the outputs/reports to the Client in accordance with the schedule indicated in Table 1 below at the following address;

Principal Secretary
 State Department for Housing and Urban Development
 P.O Box 30119-00100
 2nd Floor, Ardhi House
 1st Ngong Avenue
 Nairobi, Kenya
 Tel: +254-02-2729200
 Email: kisip2info@gmail.com

Attn: KISIP National Coordinator

Second Kenya Informal Settlement Improvement Project

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.

Table 1: Reporting requirements and timelines for deliverables/reports

Outputs/Reports	Timeline for submission of output/report after the contract commencement	Format of presentation
1. An Inception report with revised workplan and a methodology for executing the assignment	2 weeks	2 hard copies and a digital copy
2. Stakeholder analysis and engagement plan for each settlement	2 nd month	2 hard copies and a digital copy
3. Baseline information and Data report for each settlement presented inform of GIS, Map and report where applicable	4 th Month	2 hard copies and a digital copy
4. Draft Settlement level Community Development Plan for each settlement	5 th Month	2 hard copies and a digital copy
5. Endorsed/adopted settlement level community development plan	6 th month	2 hard copies and a digital copy
6. Detailed designs, Bill of Quantities (BQs) of Identified community investments and a list of identified community workers and suppliers	7 th month	hard copies and a digital copy
7. Comprehensive implementation report with a catalogue of completed investments	10 th Month	2 hard copies and a digital copy

Outputs/Reports	Timeline for submission of output/report after the contract commencement	Format of presentation
(With documented proof of evidence on Co-designing/ community participatory design workshops)		
8. Site activation, management operation and maintenance plan	11 th Month	2 hard copies and a digital copy
9. County- specific synthesis report and; A Final completion report	12 th month	2 hard copies and a digital copy

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	% of the contract amount
1	Submission and Acceptance of an Inception report	2 weeks	10%
2	Submission and Acceptance of Stakeholder analysis and engagement plan for each settlement	2 nd Month	10%
3	Submission and Acceptance of baseline information and Data report for each settlement and a Draft Settlement level Community Development Plan for each settlement	5 th Month	10%
3	Submission and Acceptance of Endorsed/adopted settlement level Community Development Plan	6 th Month	10%
4	Submission and Acceptance of Detailed approved designs, Bill of Quantities (BQs) of Identified community investments and a list of identified community workers with projected payment schedule (wages) and Schedule for Supply of the goods and construction materials.	7 th Month	30 %
5	Submission and Acceptance of Comprehensive implementation report with a catalogue of completed investments and; Site activation, management operation and maintenance plan	11 th Month	20 %
6	Submission and Acceptance of a county- specific synthesis report and a final completion report	12 th Month	10%

7.0 Minimum Consulting firm's qualifications and experience requirements

The shortlisting criteria are:

- 1. Core business and years in business:** The firm shall be registered/incorporated as a Civil Society Organization for a period of least fifteen (15) years.
- 2. Relevant experience:** The firm shall demonstrate as having successfully executed and completed at least two (2) assignments of similar nature both in scope and complexity in similar operating environment in the last ten (10) years. Details of the assignment- Name and address of the client, scope, value, and period shall be provided in the submitted expression of interest(EoI);
- 3. 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.**

8.0 Team Composition and Minimum Qualification and Experience Requirements for the Key Experts

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

a) Team Leader

- 1) A minimum of a Master's Degree in Development studies or related field from a university recognized in Kenya.
- 2) Validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
- 3) A minimum of ten (10) years general experience in spearheading designing and implementing socio-economic interventions at a national scale.
- 4) A minimum of five (5) years of specific experience in working in at least 2 similar assignments in informal settlement upgrading initiatives.

b) Statistics expert/Economist

- 1) A minimum of Bachelor's degree in statistics or related field from an institution recognized in Kenya.
- 2) A minimum of ten (10) years general experience.
- 3) A minimum of five (5) year's specific work experience in data collection and analysis in similar operating environment.

c) Civil Engineer

- 1) A minimum of Bachelor's Degree in Civil Engineering other related field from an institution recognized in Kenya.
- 2) A minimum of ten (10) years general experience in civil engineering field.
- 3) A minimum of five (5) year's specific work experience in General Administrations or Operations or construction management in similar work environment.
- 4) Registered and holding current annual practicing license from Engineer Board of Kenya or other engineering professional body recognized in Kenya.

d) Architect

- 1) A minimum of Bachelor's Degree in Architecture or other related field from an institution recognized in Kenya.
- 2) A minimum of ten (10) years general experience.
- 3) A minimum of five (5) year's specific work experience in architecture or designing in similar work environment.

e) Quantity Surveyor

- 1) A minimum of a Bachelor's degree of Quantity Surveying or equivalent from an institution recognized in Kenya.
- 2) A minimum of ten (10) years general experience in quantity surveying
- 3) A minimum of five (5) specific experience in working with communities in donor-funded projects and/or government agencies implementing similar projects in informal settlements.

- 4) Must be registered and have a valid, current practising license with BORAQS or equivalent professional body recognized in Kenya.

f) Financial/Economic sustainability advisor

- 1) A minimum of a Bachelor's degree in accounting, business, economics or related field from an institution recognized in Kenya.
- 2) Must have at least ten (10) years relevant experience in finance field.
- 3) A minimum of five (5) working with communities in donor-funded projects and/or government agencies in developing business models

g) Environmental Expert/ Solid waste management expert

- 1) A minimum of a bachelor's degree in environmental studies from a university/institution recognized in Kenya.
- 2) A minimum of ten (10) years' experience in the environmental related field.
- 3) Must be registered and in possession of Valid, current practicing certificate from NEMA or equivalent body recognized in Kenya.
- 4) A minimum of 5 years' specific experience of conducting ESIA, SEA and RAPs in donor funded or government agencies implementing similar projects and with at least 2 similar assignments related to solid waste management and disaster risk management.

h) Sociologist/Community development Expert/Gender inclusion expert

- 1) A minimum of a Bachelor degree in sociology, gender studies, community development or related social sciences from a university recognized in Kenya.
- 2) A minimum of ten (10) years of general experience in social and community development.
- 3) A minimum of five (5) years of specific experience working with donor-funded projects and/or government agencies in similar work experience related to gender issues, GBV and SEAH, engaging the community level to ensure conflict resolution and conducting gender analyses and mainstreaming gender.

i) Disaster Risk Management Expert

- 1) A minimum of a Bachelor degree in Disaster and Risk Management or related from a university recognized in Kenya.
- 2) A minimum of ten (10) years of general experience in disaster and risk management
- 3) A minimum of five (5) years of specific experience working with donor-funded projects and/or government agencies in undertaking similar assignment.

j) Land Surveyor/GIS Expert.

- 1) A minimum of a Bachelor degree in Land Surveying, with proven skills in Geospatial information (GIS) from a university recognized in Kenya.
- 2) A minimum of ten (10) years of relevant work experience
- 3) At least five (5) years of specific experience working in database development.
- 4) Must be a member of the Institution of Surveyors of Kenya (ISK) or equivalent body recognized in Kenya.

9.0 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.	Input (staff- months)
Key Staff			
1	Team Leader	1	Full time (12 months)
2	Architect	1	7 months
3	Construction Manager/Engineer	3	Full time (12 months)
4	Environmental Expert	1	7 months
5	Disaster Risk Management expert	1	5 months
6	Sociologist/Community Development Expert /Gender expert	3	Full time (12 months)
7	Statistics expert/economist	1	5 months
8	Quantity Surveyor	1	5 months
9	Land surveyor/ GIS Expert	1	7 months
10	Financial advisor	1	5 months
	TOTAL		79

10.0 Responsibilities of the Client

The National Project Coordination Team will collaborate with the respective County Governments in making available the following documents relevant to the project subject to the extent of availability of such information:

- KISIP 2 Documents: Appraisal Document (PAD) and Project Operations Manual (POM), Environmental and Social Management Framework (ESMF), and Vulnerable and Marginalized Groups Framework (VMGF)
- and Stakeholder engagement framework (SEF)
- LICW manual.
- DPW playbook manual
- The Client will also facilitate access to Government Departments and introduction to respective County Governments and the settlement.

11.0 Responsibilities of the consultant

The consultant shall be responsible for the provision of all the necessary resources to carry out the services such as international travel, project transportation for visits in counties, subsistence allowances, accommodation, information technology, and means for communications, reporting materials, insurance and any other required resources.

Annex 1: List of settlements

No	County	Name of Informal Settlements		
1	Mombasa	(1) Likoni 203	(2) Majaoni	(3) Msifuni
2	Kiambu	(1) Kiangombe	(2) Gitambaya	(3) Githurai- Bosnia
3	Uasin Gishu	(1) Mwanzo Site & Service		(2) Kipkaren Site & Service

Annex 2: Thematic Areas to be incorporated in the Settlement Level Community Development Plan

A. Socio-economic Inclusion aspects

Specifically, this entails:

- Developing a socio-economic profile of each target community for each informal settlement
- Identifying potential socio-economic opportunities existing within each settlement and factors hindering their exploitation This will also include identification of

barriers for accessing such opportunities and recommend appropriate measures for addressing the barriers

- Recommending relevant capacity development actions for enhancing exploitation/access the identified to economic opportunities that exists within the various informal settlements
- Outlining activities to be implemented with clear output, timelines, responsible persons as well as financial resource requirement for implementation of the plan

B. Community Solid Waste Management (SWM)

Based on the existing solid waste management strategy and maps developed under the project, the consulting firm will develop relevant community solid waste management proposals with a focus on supporting community awareness on settlement-level SWM practices, capacity building of community groups, and income-generating potential of SWM. Further, capacity development should primarily focus on organizing communities in groups/committees, community-led collection and management of waste and the O&M of drainage infrastructure.

The assignment will specifically entail:

- Assessment of demand and supply of solid waste management in the settlements including the efficacy of existing settlement level SWM strategies
- Conducting community consultations and identifying income-generating SWM opportunities in the settlements
- Determining institutional, capacity, technological, and other resource requirements necessary to sustainably and cost-effectively manage solid waste in the settlements by communities
- Preparation and validation of Solid Waste Management Proposals
- Identifying and appraising community-based groups involved in solid waste management at settlement level, and propose capacity building plan to enhance their work
- Developing simple management tools that can be used by community groups, including waste tracking and recording tools, monitoring tools, customer records, financial records etc.
- Identifying activities within the strategy/plan which can be financed by KISIP 2, and developing a simple business plan to demonstrate its cost-effectiveness and sustainability.
- Outline activities to be implemented with clear output, timelines, responsible persons as well as financial resource requirement for implementation of the plan

C. Crime and Violence Prevention

The project seeks to reduce the risk of crime and violence within the informal settlement through the use of Crime Prevention through Environmental Design (CPTED) approach. The CPTED is viewed as a sustainable strategy for effective crime prevention and control. The approach asserts that the community, homeowners, planners, developers and architects can play a greater role in protecting the community and themselves from crime by integrating CPTED principles and concepts into the design and management of the physical environment. Under this task, the consultants will undertake participatory crime and violence mapping to identify hotspots which can be made safer through appropriate investments choices. Such infrastructure may entail energy efficient lightings, installation of gates, rehabilitation of public spaces, and others following the principals of crime prevention through environmental design. This will specifically entail:

- Establishing the type of violence and criminal activities that occur in this community including the frequency of occurrence.

- Establishing the hotspot areas and some of the factors that predispose such areas for criminal activities (the why this site?) supported by the use of preliminary collected GIS data and the relevant GIS analyses.
- Identifying some of the causes of violence and criminal activities and elaborating ways through which the community is currently dealing with violence and criminal activities.
- Identifying who in the community is mostly involved in violence and criminal activities and the actions that would potentially help to dissuade such violence and criminal activities?
- Analyzing both quantitative and qualitative data about the settlement specific violence and criminal activities and outlining strategies of how CPTED principles could be applied to solve it.
- Identify any other additional environmental design actions needed to be taken to address violence and criminal activity (software and hardware).
- Identifying potential stakeholders to support the CPTED within the settlements
- Developing the CPTED strategy that outlines the specific activities to be implemented with clear output, timelines, responsible persons as well as financial resource requirement for implementation of the strategy

D. Disaster Management

The consultants will develop a Disaster Management Plan in close consultation with both the national, county teams as well as key stakeholders. Consultation with the target community will also be a key element in the development of the DMP

- Identifying past, current, and potential hazards and disasters in the communities, their causes, ,likelihood of occurrence and geographic location.
- Classifying the identified disasters based on their causes, likelihood of occurrence, and potential impacts on people, community assets/infrastructure, and livelihoods
- Documenting and mapping past and potential impacts of disasters on people, community assets/infrastructure, and livelihoods.
- Identifying vulnerabilities that enhance the occurrence and impacts of the disasters
- Documenting and analysing how the communities currently reduce, prepare, manage and cope with disasters
- Identifying the challenges faced by the communities in disaster management and how they have been addressed.
- Identifying the actions and investments required to prepare, reduce, and manage the disasters and reduce impacts on people, assets, infrastructure, and livelihoods.
- Developing a Community Settlement-Specific Disaster Management Plan with clear output, timelines, responsible persons as well as financial resource requirement for implementation of the plan. Reference should be made to any existing County/Municipal Plan.