

REPUBLIC OF KENYA



MINISTRY OF LANDS, PUBLIC WORKS, HOUSING & URBAN DEVELOPMENT

State Department for Housing and Urban Development

Second Kenya Urban Support Program (KUSP 2)

Project No.: P177048

Credit No.: 7349-KE; 7350-KE; IDA Grant Number E208-KE

Terms of Reference

for

Consultancy Services for an Executive Liaison (Individual Consultant)

Contract No.: KE-MOTI-409413-CS-INDV

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Client:

Principal Secretary

State Department for Housing and Urban Development

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1. Background

The Kenya National Urban Development Policy (NUDP), formally launched in early 2016, envisions secure, well governed, competitive and sustainable urban areas and cities, and aims to facilitate sustainable urbanization through good governance and the delivery of accessible quality and efficient infrastructure and services. The Government in 2017 developed Kenya Urban Program (KenUP), a five (5) year program, as one of the programs to implement and operationalize aspects of the National Urban Development Policy with a clear focus on Kenya’s urban areas. The total cost for the program was estimated at USD 1 billion.

Through its support to the urban sector in Kenya, the World Bank, in collaboration with the then Ministry of Transport, Infrastructure, Housing and Urban Development (MTIHUD), prepared the Kenya Urban Support Program (KUSP) at a cost of USD300million, which supported the implementation of KenUP. KUSP became “effective” on 11th January 2018 and ended on 31st December 2023. KUSP has established and strengthened urban management institutions through county governments. It has been delivered through three windows: Window 1 at the National Government level through the Urban Development Department (UDD) of the State Department of Housing and Urban Development (\$30.3m). County governments have received capacity-building funding through window 2 (\$22.2m). The bulk of the funding has been for urban infrastructure through urban boards under window 3 (\$247.5m).

As the first phase of KenUP ended in 2022, the Government of Kenya developed the second Kenya Urban Programme (KenUP2) strategy which is a deliberate government-led process of coordinating and rallying various actors for a common goal/vision for the desired resource mobilization to fund the National Urban Development Policy (NUDP) strategies in a set period of the next cycle of 5 years, horizon from July 2022.

As a continuation of its support to the urban sector in Kenya, the World Bank, together with the State Department of Housing and Urban Development (SDHUD) in the Ministry of Lands, Public Works, Housing and Urban Development (MLPWHUD), has prepared the Second Kenya Urban Support Program (KUSP II) at a cost of USD 350million (approved by the Board of Directors on June 15, 2023), which will support the implementation of KenUP2.

KUSP II will be implemented in 45 counties and 79 municipalities including 2 refugee hosting urban areas under the SDHUD in liaison with the Council of Governors (CoG) and the Department of Refugee Services (DRS). The Program Development Objective (PDO) is to strengthen the capacities of urban institutions to:

- (i) Improve the delivery and resilience of urban infrastructure and services;
- (ii) Enhance private sector engagement in urban planning; and
- (iii) Support the transition of refugee camps into integrated host communities and refugee settlements.

The program objective will be achieved through five main result areas: 1. Strengthened institutions for urban service delivery; 2. Integrated planning for inclusive and resilient urban areas; 3. Inclusive and resilient urban infrastructure & services; 4. Improved private sector engagement/involvement; and 5. Improved integrated development between refugees and host communities.

The Government of Kenya, through SDHUD, now intends to use part of the KUSP II funds to finance the Consultancy Services for an Executive Liaison as an Individual Consultant.

The Consultant is expected to provide a linkage with the Office of the Principal Secretary, external agencies, Ministries and non-governmental agencies, ensuring proper synchronization and collaboration so that the program initiatives kick-off as required to continually achieve their intended purposes.

2. Objective of the Assignment

The main objective of the consultancy service is to provide a linkage between the Office of the Principal Secretary and the Kenya Urban Support Program II to ensure activities are aligned and collaboration among the various working teams so that KUSP II initiatives kick-off as required and continually achieve their intended purposes. This role will be critical in ensuring that the Office of the PS is fully apprised of the priorities of KUSP II and that its approaches are additive to the overall aims of the State Department, thereby promoting effective decision making and brokering support for key priorities.

In addition to providing linkages between the Office of the PS and the KUSP II, the Executive Liaison will provide technical support to the Office of the PS and advice thus allowing for appropriate actions and decisions to be taken in a timely fashion. The enhanced capacity within the Office of the PS will allow program matters to be handled more expeditiously and for further linkages with the State Department's activities to be strengthened. The Office of the PS has a keen interest to facilitate effective collaboration across departments so as to achieve the aims of the Government across the broad housing and urban development sector including KenUP2 and the critical work of KUSP II as articulated in the various program documents.

3. Scope of the consulting services and specific tasks

3.1. Scope of consulting services

The overall scope of the Consultant is to interface between the KUSP II and the Office of the PS by ensuring that tasks and priorities are communicated to various workstreams and stakeholders. Particularly in the areas of technical support in stakeholder engagement, finance and related risk management, program execution, and liaising with the highest technical and management offices within the KUSP II program and the State Department.

3.2. Specific Tasks

The Consultant is expected to undertake the following specific tasks:

- a) Prioritize KUSP II activities with the Office of the PS for seamless and quick implementation.
- b) Liaise with KUSP II coordinator to identify key issues that require the attention of the PS Office.
- c) Provide technical advice on the operational policies and procedures for internal coordination of KUSP II that will promote accountability for the Program and that will align with the strategic and tactical imperatives of the State Department as guided by the Office of the PS.
- d) Serve as the focal point of communication and information between the National Project Coordination Team and the Office of the Principal Secretary, ensuring that there is information flow and that collaborative efforts are followed through and addressing bottlenecks for the approval of program related documents
- e) Provide technical advice and assistance in review of KUSP II documents received in the Office of the PS ensuring that critical matters are highlighted and addressed in good time..
- f) Identify and communicate the need for new strategic collaborations across various work streams aligned to the KUSP II to the NPCT Coordinator with the aim of enhancing the effective implementation of the Program based on advice from the Office of the PS..
- g) Provide support for the Office of the Principal Secretary in line with reporting, communication, documentation, and strategic analysis related to the effective implementation of KUSP II and based on asks from key stakeholders in the program and/or the NPCT.
- h) Participate in technical and supervision missions.
- i) Perform any other duties as reasonably requested by the KUSP II Program Coordinator.

4. Duration and Location of Assignment and Location

This program shall be implemented for five (5) calendar years. The Consultant will be contracted for an initial period of twelve (12) calendar months. It is intended that thereafter the provision of the services will be extended for a further twelve (12) calendar months, based on satisfactory performance and business need following annual reviews by the office of the Program Coordinator, and availability of funds and continuation of the program.

The Consultant will generally be based in Nairobi (Kenya) at the offices of the KUSP II. The position may involve travels to the participating counties. All such travel shall be approved in advance by the Coordinator.

5. Reporting requirements and timelines for deliverables

The Consultant will report directly to the KUSP II Coordinator and there shall be no subordinate staff management responsibilities.

The Consultant is expected to work for a max. of 20 working days a month and shall generally work from Monday to Friday from 0800h to 1700h.

The Consultant shall be responsible for providing services in line with the ToRs.

The deliverables of the Consultant will include, but not limited to:

- i) Monthly reports covering tasks outlined in the scope of works
 - ii) Review of documents, briefs, and other KUSP II documentation.
 - iii) Summary of technical assistance, meetings, and support activity reports
 - iv) Briefs and concept notes for the various activities, where applicable
- Any other report as may be required/submitted from time to time.

All reports will be submitted within 7 days after the end of reporting month or period in hard and soft copies (in Microsoft Word, Excel, or Power Point, or in any other format as may be deemed appropriate by the KUSPII Coordinator). These reports will accompany the Consultant's timesheet for payment. These reports will accompany the Consultant's timesheet for payment.

6. Payment schedule/remuneration

Payment will be monthly upon submission and approval of the monthly reports, timesheets, and invoice.

The Consultant will be remunerated based on a monthly rate, which will be negotiated with the successful candidate during the contract negotiations. Remuneration will be based on nationally competitive rates, commensurate with the selected candidate's area of expertise and work experience provided has satisfactorily fulfilled all requirements.

Any eligible and approved reimbursable expense shall be paid upon submission and approval of relevant verifiable supporting documentation and receipts.

7. Minimum requirements for Consultant's qualifications and experience

The consultant shall have the following minimum qualifications and experience:

Qualification: A minimum of Bachelors' degree in the fields of finance, business administration, or other related disciplines from a university recognized in Kenya.

General experience: At least seven (7) years of general demonstrable experience relevant to the assignment.

Specific experience: A minimum of two (2) similar assignments, with at least one (1) assignment in the last five years with demonstrable knowledge and experience in Kenya Government and World Bank operations.

8. Management and Accountability of the assignment

The Ministry of Lands, Public Works, Housing and Urban Development is the Client for these services. The Principal Secretary, SDHUD has appointed a Program Coordinator (for KUSP II) to whom the Consultant will report on all contractual matters.

The Program Coordinator will also be responsible for all payments to the consultant once the work has been accepted and cleared for payment.

9. Obligations of the Client

The Client will provide the following support to the Consultant:

- a) Office space, office equipment (shared printer, copier, scanner), stationery, internet access, and transport services for official use in delivery of the services.
- b) All available relevant documentation to the consultant, such as the Project Appraisal Document, Periodic Reports, Implementation Manuals, etc.
- c) Contacts of key stakeholders.
- d) Introductory letters to key stakeholders to facilitate communication.
- e) Facilitate review and dissemination meetings with key stakeholders; and
- f) Facilitate liaison with other program implementing partners.

10. Obligations of the Consultant

The Consultant shall be responsible for the provision of own computer, with requisite software to perform the assigned duties, own transport, accommodation, insurance, communication, and other associated costs.

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements.

11. Confidentiality, propriety rights of Client in reports and records.

All the reports, data, and information developed, collected, or obtained from the implementing agencies etc. Client, and other institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the Services, the Consultant shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.