



# **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 INDIVIDUAL SOCIAL SAFEGUARDS  
CONSULTANT**

**Reference No. KE-MOTI-410212-CS-INDV**

**May, 2024**

**Client:**

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## **1. Introduction**

The Government of Kenya received credit from International Development Association (IDA) towards the cost of the second Kenya Informal Settlements Improvement Project (KISIP 2) and intends to apply part of the proceeds of the credit to procure **Individual Social Safeguards Consultant** to offer technical assistance to the project.

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's 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 (4) components:

**Component 1: Integrated settlement upgrading.** This component supports settlement upgrading through two main interventions classified under two subcomponents:

***Subcomponent 1.1: Land 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 infrastructure like roads, drainage, walkways; Surveying with physical placement of beacons to demarcate the parcels as per the plan; Preparation of list of beneficiaries and issuance of letters of allotment based on the survey plan; and Issuance of titles.

***Subcomponent 1.2: Infrastructure Upgrading***

Coordinates infrastructure investment portfolio whose menu includes: roads, bicycle paths, pedestrian walkways, street and security lighting, vending platforms, solid waste collection and settlement sorting, storm water drainage, water and sanitation systems, public parks, and green spaces. It further includes investments related to prevention of crime and violence, including but not limited to community centres.

**Component 2: Socio-economic inclusion planning**

This component supports community development plans to enhance social and economic inclusion, identifies vulnerable people for social safety net programs, supports participatory crime and violence mapping, monitors the employment of local labour, 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. Background to the Assignment**

The Project endeavors to ensure that environmental and social issues are adequately identified and addressed in all its components especially infrastructure investments and tenure regularization (planning and survey). To achieve this, the project has an Environment and Social Management Framework (ESMF), Resettlement Policy Framework (RPF), Vulnerable and Marginalized Groups Framework (VMGF), Stakeholder Engagement Framework (SEF), and Social Management Plan (SMP), whose key objective is to provide a framework for systematic and effective identification and management of environmental and social issues.

The ESMF provides guidance on integrating of environmental issues into project design and implementation; while the RPF provides guidance on mitigating the likely impacts associated with land acquisition and displacement. The VMGF provides guidance on identifying and mitigating impacts on vulnerable and marginalized groups (indigenous people), while the SEF provides a framework for engaging with project stakeholders particularly the beneficiaries and Project Affected persons (PAPs). The primary purpose of the SMP is to identify, plan for and mitigate/reduce potential social impacts from tenure regularization activities and to ensure that all identified social risks and impacts expected to occur are minimized and compensated so as to avoid harm and destitution for project beneficiaries.

The ESMF, RPF, VMGF, SEF, and SMP framework form part of the financing agreement between the World Bank and the Government of Kenya.

#### ***Sub-Component 1:1 – Land Tenure Regularization***

As part of enhancing land tenure security in informal settlements, the planning and survey work under sub-component 1.1, may affect households that are on newly planned access roads, or in areas demarcated through the planning process for other public uses. In such instances, the planning and survey work triggers Operational Policy (OP) 4.12 of the World Bank on involuntary resettlement. Consequently, Resettlement Action Plans (RAPs) have to be prepared even if no infrastructure investments following the planning and survey are confirmed, to address any displacement and relocation impacts. Temporal relocation impacts that will not lead to total relocation/displacement will be mitigated through Environmental and Social Management Plans (ESMPs). The project will have commissioned consultants to undertake the preparations of RAPs and SMPs alongside planning and survey.

#### ***Sub-Component 1:2 – infrastructure upgrading***

Under Sub-Component 1.2, the project will finance infrastructure projects in the following areas: Roads (including foot and bike paths), storm water drainage, vending platforms, solid waste management, water supply and sanitation, high mast lighting, and open spaces and public parks. The implementation of these project interventions may result in displacement of people, assets, and livelihoods and hence trigger the World Bank's Operational Policy 4.12 on Involuntary Resettlement. This necessitates the preparation and implementation of RAPs/A-RAPs.

The Ministry of Lands, Public Works, Housing and Urban Development would therefore wish to acquire the services of an Individual Social Safeguards Consultant to provide technical support to the Project Coordinating Team to supervise the preparation and implementation of the RAPs and SMPs, strengthen the Project's grievance redress mechanism, and stakeholder engagement.

### **3. Objective of the Assignment**

The primary objective of the assignment for the Individual Social Safeguards Consultant is to offer technical support to the National Project Coordinating Team (NPCT) in the development and implementation of Resettlement Action Plans (RAPs)/Abbreviated-RAPs, Environmental and Social Management Plans (ESMPs), and Vulnerable and Marginalized Groups Plans (VMGPs) where applicable. Additionally, the Consultant shall provide technical support to all social aspects of the project that include stakeholders' engagement and grievance management.

### **4. Scope of the Services**

The scope of the services is spread in the various participating counties with tenure regularization and infrastructure interventions.

### **5. Specific Tasks of the Assignment**

The specific tasks include and not limited to the following:

#### **a) General Technical Support to Project PCTs**

- i. Providing expert advice to NPCT team, the County Government and project teams with regard to the preparation of Resettlement Action Plans (RAPs), Environmental and Social Management Plans (ESMPs), Vulnerable and Marginalized Groups Plans (VMGPs), Stakeholder Engagement Plans (SEPs), public consultations, community participations, based on the thorough analysis of social, economic and legal frameworks, the nature of projects and their impacts, so as to ensure compliance with the World Bank's Operational Policies.
- ii. Provide overall technical assistance to the project on safeguard issues regarding Planning and Survey, and infrastructure projects and advice on ways to manage social risks.
- iii. Participate in World Bank missions, including preparation of progress reports and supervising the implementation of agreed actions during such missions.
- iv. Participate, as a team member in analytical, strategic, and policy issues regarding social impacts and safeguards.
- v. Working closely with consultants undertaking socio-economic surveys, planning and survey, engineering designs, and works contractors.
- vi. Offer advice on the new land laws in respect of public land and their relationship with World Bank safeguard policy in regards to tenure regularization in informal settlements.
- vii. Advise the project on the proposed resettlement options for Project Affected Persons (PAPs) tailored to suit individual settlements.
- viii. Support the NPCT to monitor the implementation of the resettlement action plans and social management plans by Counties.
- ix. Review all the Resettlement Action Plans and Social Management Plans produced by the consultants in consultation with the Counties, before submission to the World Bank for review and approval.
- x. Any other relevant assignment as may be required from time to time.

**b) Review of related reports from related consultancies**

- i. Assist the NPCT to review the submissions from consultants engaged on Resettlement Action Plans and Social Management Plans; and ensure effective quality control systems are in place and the submitted work is in compliance with technical specifications and World Bank and Government of Kenya (GOK) quality standards.
- ii. Assist NPCT to offer technical support to the consultants involved in the preparation of safeguard instruments (e.g. RAPs, ESMPs, VMGPs, SEPs) when required to ensure the assignments are completed within time and required standards.

**c) Review of Reports**

- i. Review the socio-economic survey reports, and stakeholder/community participation reports.
- ii. Review and advice on the adequacy of Resettlement Action Plans (RAPs), ESMPs, VMGPs, SEPs submitted by consultants for approval.
- iii. Assist the project to undertake liaison with the World Bank to ensure the prepared safeguard instruments are cleared and disclosed.
- iv. Assist the project in ensuring the necessary revisions proposed by the Bank reviews of submitted RAPs and SMPs are incorporated in a timely manner.
- v. Review implementation reports submitted by consultants and contractors.

**d) Support RAP/ESMP Implementation**

- i. Assess safeguards problems/challenges and provide appropriate technical advice to the NPCT, counties, consultants and contractors.
- ii. Responsible to ensure that effective implementation, monitoring and supervision tools are developed and implemented for RAPs/ESMPs/VMGPs/SEPs.
- iii. Ensure all technical inputs and cost estimates related to the implementation of the RAPs are incorporated and addressed as appropriate.
- iv. Support the operationalization of the grievance redress mechanisms in all the settlements and Counties where RAPs and ESMPs have been prepared and implemented including providing technical capacity.
- v. Assist the project in undertaking continuous capacity enhancement of community Grievance Redress Committees (GRCs) and Settlement Executive Committees (SECs)
- vi. Assist the project in ensuring that all the projects are compliant with the World Bank Social Safeguards Policies O P 4.12 on involuntary resettlement.
- vii. Assist in the designing and implementing an effective system for verification of Project Affected Persons (PAPs), Affected Assets, and Livelihoods
- viii. Ensure the disclosure of RAPs for implementation meet the World Bank Standards for disclosure, and put in place a system for documenting and responding to feedback from disclosure.
- ix. Assist the project to maintain a proper documentation system for all the RAPs and ESMPs including PAP and Asset Registers, and RAP/A-RAP & ESMP implementation reports.
- x. Ensure that there is a working stakeholder engagement plan throughout the life of the projects.
- xi. Ensure that all other social risks are properly managed.

#### e) **Monitoring and Reporting**

- i. Assist in the preparation of quarterly work plan, quarterly and annual performance reports for safeguards.
- ii. Assist in preparation of all reports and presentations as may be required from time to time, by the project.
- iii. Assist in the preparation of monthly logs on complaints and grievances
- iv. Support the preparation of severe incidence reports including Root Cause Analysis (RCA) and Safeguards Corrective Action Plan (SCAP) as required.
- v. Identify and manage risks and initiate corrective action where necessary, so that maximum benefit to client and stakeholders is achieved.
- vi. Monitor the grievance redress mechanism to ensure it is effective and propose corrective actions to remedy any short-comings.
- vii. Prepare Social Safeguards Completion reports for all the settlements where RAPs/ ESMPs have been implemented.
- viii. Carry out safeguard completion audits for completed projects as part of internal process and impact evaluation.

#### **6. Duration and Location of Assignment**

The assignment will be an overall period of Ten (10) 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 for Housing and Urban Development. It may involve travels to the participating counties.

#### **7. Reporting Requirements and Timelines for Deliverables**

The Consultant will be expected to deliver the following outputs:

Table 1: Reporting requirements

<b>S/No.</b>	<b>Deliverables/Reports</b>	<b>Timelines after contract commencement</b>	<b>Format of submission</b>
1.	A consolidated monthly progress report detailing tasks performed, achievements/ outputs against set targets, challenges and recommendations to address the challenges	Within 7 days after the end of the reporting month	Soft copy and Hard Copy

The Consultant will prepare a monthly report highlighting the tasks performed, challenges, and specific recommendations on key actions that should be taken to steer the project to success. The Consultant shall also, where required, prepare summary of status report(s) of works execution. All reports prepared by the Consultant shall be reviewed and submitted to the National Project Coordinator through the Head of Component Four. The reports include:

- a. Approved and disclosed RAPs/A-RAPs, ESMPs, VMGPs, SEPs as applicable by the Bank and the Project
- b. Monthly, quarterly, and annual progress reports, and any other reports that may be required from time to time
- c. RAP/ESMP/SEP/VMGP Implementation Reports
- d. GRM reports and monthly logs
- e. Community consultation reports
- f. Severe Incidences Root Cause Analysis reports
- g. Safeguards Corrective Action Plans

- h. Safeguard completion audit reports

## **8. 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 consulting 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.

## **9. Minimum Qualifications and Experience Requirements**

The Consultant shall possess the following minimum qualifications and experience qualification:

- i. A minimum of a bachelor's degree in one of the Social Sciences with a bias in the fields of Law, Sociology, Community Development, Environmental Studies, and Land Economics or related fields from a university recognized in Kenya;
- ii. A minimum of ten (10) years of full-time relevant and general operational experience in social development with a focus on advice and/ or the management of resettlement, community participation and social safeguard requirements; Five (5) of which working with donor funded projects and/ or government agencies implementing similar projects and other stakeholders in social safeguards programs
- iii. A minimum of 5 Years' specific experience in World Bank social safeguards (involuntary resettlement and indigenous peoples) and Bank operations, (or with the operations and social safeguards of another development finance institution); including the Government of Kenya legal, policy and institutional frameworks governing land and resettlement issues.

## **10. Administration of the Consultant's services**

The client will designate the National Coordinator as the Consultant's supervisor who 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).

## **11. 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.

## **12. 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.