



## **REPUBLIC OF KENYA**

### **MINISTRY OF LANDS, PUBLIC WORKS, HOUSING & URBAN DEVELOPMENT**

**State Department for Housing and Urban Development**

**Second Kenya Informal Settlements Improvement Project (KISIP2)**

**Credit No: 6759-KE**

**Project ID: P167814**

## **Terms of Reference**

**For**

**CONSULTING SERVICES FOR THE PREPARATION OF LOCAL PHYSICAL &  
LAND USE DEVELOPMENT PLANS, CADASTRAL & DETAILED  
TOPOGRAPHICAL SURVEY FOR 10 No. SETTLEMENTS IN MERU AND  
MIGORI COUNTIES.**

**PHASE IID – CLUSTER 3**

**Contract No: KE-MOTI-516422-CS-QCBS**

**NOVEMBER, 2025**

**Client:**

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## 1) Introduction

The Second Kenya Informal Settlement Improvement Project (KISIP2) is an investment project financing (IPF) project credit provided by the International Development Association (IDA), the Agence Française de Développement (AFD) and delegated grant from the European Commission of EUR with the Government of Kenya (GoK) contributes counterpart funding. The Government of Kenya intends to apply part of the proceeds of the credit to procure **Consultancy Services to undertake Local Physical & Land Use Development Planning, Cadastral Survey and Detailed Topographical Survey for 10 No. settlements in Meru and Migori Counties.**

The overall project development objective is to improve access to basic services, tenure security and enhance socio economic inclusion 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.

In addition, AFD, through the CICLIA facility, supported the development of climate-resilient strategies, tools, and guidelines for supporting the upgrading of informal settlements in Kenya. The developed tools include a climate risk scoring tool (Tool A), a climate vulnerability assessment tool (Tool B) and a GHG estimation tool (Tool C).

Similarly, KISIP 2 also aims to strengthen the resilience of urban informal settlements to climate change and reduce climate risks to communities and infrastructures.

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**

Through a community- led approach, the project through this component undertakes activities that 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

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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) Overall Objective of the Consultancy**

The main objective of this consultancy is to undertake settlement level integrated planning that integrates Physical Planning, Land Surveying, Socioeconomic inclusion through prioritization of community needs, infrastructure upgrading and climate resilience.

### **Specific objectives**

- Facilitate conferment/formalization of secure land tenure through integrated development planning & survey leading to issuance of title deeds;
- Enhance climate resilience of urban communities by reducing current and future risks of flood, erosion, landslides and its associated impacts on health and economic damages through adaptation strategies;
- Support communities to identify and assess their developmental challenges and opportunities through participatory planning in the preparation of the Local Physical and Land Use Development Plans;
- Support communities to identify and prioritize their socio-economic development needs across various thematic sectors including but not limited to waste management, crime and violence prevention, disaster risk preparedness among others; and

## **3) Scope of Services**

### **3.1 General**

The scope of services covers 10 No. of settlements in Meru (5) and Migori (5) Counties respectively: - as per. **Annex 1.**

The scope of services will entail;

- i. Climate risk vulnerability assessment through application of the climate mainstreaming tools for proposed settlements to determine climate related risks and degree of exposure (*The tools will be provided by client*). This will guide the application of settlement specific climate resilience needs and interventions;
- ii. Community engagement and sensitization for clear understanding of KISIP2 objectives and mandates;
- iii. Undertaking of a detailed socio-economic survey to guide the development of an integrated Local Physical & Land Use Development Plan. This plan will form the basis for the formalization and regularization of land tenure for the settlement

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- beneficiaries, identification and validation of community needs, identification of infrastructure upgrading priorities etc;
  - iv. Cadastral and detailed topographical survey to guide land planning and preparation of concept and preliminary engineering designs for settlement wide infrastructure upgrading; and
  - v. Preparation of Environmental and Social Management Plan for the development plan as a basis for determination of impacts on the Project Affected Persons (PAPs) or the preparation of ARAP where relevant.

The consultant is expected to generate outputs through a consultative process that guarantees authenticity and ownership supported by a comprehensive site-specific climate risk and vulnerability assessment. The consultant is therefore expected to prepare a stakeholder engagement plan based on KISIP's Stakeholder Engagement Framework (SEF) to guide community and stakeholder sensitization and consultation on the assignment. All outputs including the list of priority infrastructure and socio-economic inclusion projects must be identified and verified by the communities. All outputs must also be presented using compatible CAD formats and/or GIS frameworks and will form part of the KISIP 2 digital land information system for informal settlements.

The Consultant is responsible for integration of the LP&LUDP with the County physical and land use development plans, including its policies, strategies, and monitoring tools, which must be assessed as part of the existing conditions assessment. Any gaps that are identified, or adverse impact on climate resiliency, must be highlighted and addressed in conjunction with the County. The Consultant is responsible for adhering to the Physical and Land Use Planning Act 2019, the Urban Areas and Cities Act and the County Government Act. Any discrepancies shall be highlighted and agreed with the County, in the context of planning for a special planning area according to Article 52 of the Physical and Land Use Planning Act 2019.

The Consultant shall plan for interventions that aim at increasing the adaptive capacities of communities toward climate risks and reduce vulnerabilities. The proposed interventions must be gender aware and benefit all community members, regardless of gender, age, social and economic status.

### **3.2 Specific Tasks**

For each settlement, the consultant will undertake the following activities;

#### **a) Desk Study**

Undertake a desk review of all the relevant policies, guidelines, legal / regulatory documents and reports that are relevant to the assignment and relate to planning, survey, land, infrastructure upgrading, socio economic inclusion, public participation, grievances management, climate change adaptation and risk management, Gender Based Violence (GBV), Sexual Exploitation, Abuse and Harassment (SEAH); as well as a review of gender differentiation on land tenure rights and access to land, and prepare a report on the application of the content to the assignment and the specific settlement context

The summary report on the outcome of the desk review shall be presented as part of the detailed inception report.

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## **b) Community mobilization and sensitization for stakeholder engagement**

In close collaboration with the Ministry of Lands, Public Works, Housing and Urban Development, respective County Governments, KISIP 2, and other key stakeholders, including elected community representatives, the consultant shall:

- Sensitize the beneficiary communities on the overall Kenya informal settlement improvement project (KISIP 2) and in particular, integrated settlement upgrading that incorporates planning, survey, land tenure regularization, identification of community needs, current risk prone areas and priority solutions and preliminary designs for identified solutions especially in regard to infrastructure. The consultant will ensure that the diverse members of the targeted communities understand and articulate an envisioned future growth of their settlement. All outputs of the process including the list of beneficiaries, planning proposals, priority projects under socio economic inclusion and infrastructure; and safeguards instruments must be presented and approved by the communities.
- Ensure that vulnerable or disadvantaged groups including women, persons with disabilities (PWDs), widows, orphans, the elderly, women in non-registered marriages, and others participate and are duly informed of their rights in land tenure regularization process and Projects upgrade. The consultant will adopt strategies that will encourage full access to information, benefits and opportunities and redress mechanisms.
- Ensure the project grievance redress mechanism, including reporting channels and the complaints handling procedures, as well as other redress mechanisms are accessible to beneficiaries, such as the national ombudsman, law courts, the World Bank Grievance Redress Service, and the World Bank Inspection Panel.
- Discuss and agree on a cut-off date with the participating communities to discourage future encroachments. Clearly elaborate the objective of the cut-off date.
- Inform the communities on the criteria and eligibility for land tenure regularization; and projects selection criteria for socio economic inclusion and infrastructure, clearly distinguishing the nature of projects under the two components.
- Inform the communities about the different tenure regularization options and discuss the various categories of stakeholders, be they tenants, structure owners of absentee structure owners. Elaborate on different forms of tenure ownership including where land has to co-owned (joint tenancy and tenancy in common).
- Work closely with the community representatives, commonly referred to as Settlement Executive Committees [SECs], to ensure the integrated planning process interprets the community's expressed needs.
- Prepare a Stakeholder Consultation report on the deliberations made in the discussion forums, including meetings with communities of the benefiting settlements and other stakeholders' engagement. The report should include the stakeholders' analysis, list of participants, and minutes.
- Sensitize communities on gender matters and women land rights.
- Raise awareness and discuss safety concerns in zones that are risk prone

## **c) Identification, verification and confirmation of perimeter boundaries and preparation of base maps of each informal settlement**

- Verify and confirm the perimeter boundaries and acreages [as provided by the client] with the respective counties and beneficiary communities. Undertake due diligence on all settlement status and report on the same.

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- Undertake due diligence on all settlements for any existing survey, registration and ownership details. Liaise with the County land registries, Survey of Kenya, Lands department and beneficiaries on any existing commitments. Prepare and submit a due diligence report to be reviewed by the client for decision making.
  - Prepare digital base maps using compatible KISIP 2 GIS system and incorporate in the base maps all the ground survey information including key physical attributes necessary for informing the preparation of a well-planned settlement.
  - Prepare in conjunction with the community representatives [SEC] an environmental status map to be incorporated into the digital base map. The Environmental status map shall include, but not be limited to, information and mapping of the natural ecosystems and as well as climate hazardous areas by analysis of:
    - i. Geographic and geometric properties of the watershed;
    - ii. Land use, natural storage, vegetative cover, and soil property information;
    - iii. Hydrological information including drainage area map(s) and description of the drainage features and streamflow paths in the watershed and ground water;
    - iv. Location of low-lying areas subject to floods; and
    - v. Rainfall observations and statistics of the precipitation.
  - Incorporate into the digital base map, information from the geo-referenced satellite imagery provided by the client, ground survey, desk reports, and environmental status report.
  - Conduct Rapid Climate Risk and Vulnerability Assessment for purposes of identifying and mapping specific locations of affected households, critical assets, and infrastructure at risk or exposed to climate hazards in the exposure/risk analysis.
- d) Prepare a Rapid Climate Risk and Vulnerability Assessment where the risk/exposure analysis is high<sup>1</sup>:-**

The consultant will prepare a Rapid Climate Risk and Vulnerability assessment (RCRVA) as per the detailed plan given in annex 2. The RCRVA shall entail:

- **A rapid historical review** that will include an analyse of historical climate data to understand past trends and variability in climate conditions that have affected the urban settlement
- **Climate Hazard Assessment** that will include hazard modelling for current and projected climate conditions in the specific proposed sites. The consultant will identify projections for future climate hazards. The purpose of this task is to retrieve and present projections under the SSP 5-8.5 scenario for the 2050-time horizon, corresponding to infrastructure lifespan.
- **Vulnerability Assessment.** Evaluate the sensitivity / adaptative capacities of urban settlements including properties /infrastructures that are prone to climate risks.
- **Climate Risk Assessment.** Based on the identified hazard, evaluate the vulnerability and level of exposure to climate change.

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<sup>1</sup> This should be determined by the comprehensive mapping analysis undertaken under item (c). Where the risk is not very high, then item (d) can be assumed as a deliverable or task in the contract implementation.

- Proposition of adaptation strategies in the context of the project and based on the assessment of climate risks. The strategy must be integrated into the preparation of physical planning, infrastructure design and community development plan.
- In the event that the CRVA identifies a high flood risk, additional hydraulic studies and a hydraulic modeling will be conducted. The required surveys and hydraulic modelling should be carried out in a way that ensures the proposed drainage design provide adequate safeguards for the mitigation of flood risk.

**e) Undertake Environmental and Social Screening**

- Undertake the E & S screening for potential environmental and social risks and opportunities for the prioritized projects to determine the nature and scale of environmental and social risks and impacts anticipated from the integrated planning process for each settlement. The screening should determine the type and level of environmental and social assessments required and the applicable safeguard instrument - Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF) and/or Social Management Plan (SMP) for each settlement.
- The screening should review the nature of the project, objectives, scope, proposed activities and outcomes risks and impacts and proposed mitigation measures, spatial extent of intervention, socio-economic and environmental baseline information, policy, legal and institutional framework, and potential social and environmental impacts. The consultant should make reference to the Project Appraisal Document (PAD), and follow the screening guidelines provided in the ESMF, RPF and SMP.
- In addition, the consultant will conduct a full-proof location-based climate risk and vulnerability assessment to bring out issues that could have been missed out during settlements identification and verification exercise. Among other tools provided by the client, the consultant will also rely on KISIP 2 Climate Mainstreaming tools (Tool B) to ensure comprehensive assessment and coverage of the scope. The consultant shall identify all properties that are prone to climate risks based on the existing and future climate conditions in 2050, referring to the “baseline scenario” – year when analysis is first conducted.
- Technical Feasibility: Develop in consultation with the client a prioritization/eligibility criterion based on availability of land, financial and sustainability of proposed investments
- Undertake preliminary screening for potential environmental and social risks and opportunities for the prioritized projects

**f) Undertaking socio-economic surveys and physical mapping of the settlements**

Undertake a social economic survey of the entire population, using agreed tools for data collection, in close collaboration with all stake holders.

The proposed activities include:

- 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 and physical infrastructure, crime and violence prevention, solid and liquid waste management, public/green spaces, economic activities, disaster risk reduction and opportunities and barriers limiting their access among other

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settlement characteristics suitable for comprehensively building a baseline for the settlement.

- 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.
- Enumerate and plot all existing structures within a given informal settlement. Each structure should be geo-referenced and have attribute data that include the use and nature of structure. This should be reflected on the digital base map with their spatial position corresponding to the structures, structure owners and tenants against their national ID number.
- Together with the SEC identify, enumerate and verify both the structure owners (both present and absent), and the tenants. Clearly identify multiple structure owners residing in the settlement and absentee owners. Generate separate lists for plot owners and the tenants and develop an e- system of presentation of data as layers within the GIS generated base map.
- Generate social economic attributes of both structure owners, tenants and their dependents and develop an e-system of presentation of data as layers within the GIS generated base map.
- Prepare a list of structure owners and issue each one of them with project identification documents/cards (includes photographs and personal details). The prepared list of beneficiaries should be presented to the County Government for verification and adoption before forwarding to the KISIP National Office. Where spouses own a structure, the project encourages that details of both should appear in the identification document/card.
- Prepare a detailed report on the socio-economic survey indicating enumeration of existing structures, structure owners and their identification cards, tenants and all household members and absentee structure owners including vulnerable groups. The report should also include the social and economic analysis of the settlement and the beneficiaries.
- Analyze the results in spatial and attribute data and information collected from survey exercise to identify priority community needs and opportunities within the settlement covering the following thematic areas: socio economic inclusion, crime and violence prevention action plan, community solid waste management and the community disaster management among others.

**g) Preparation of Local Physical and Land Use Development Plans for the respective informal settlements**

The consultant is required to prepare detailed LP&LUDP that will not only guide tenure regularization, land survey, infrastructure improvement but also be climate responsive and provide a basis for socio economic inclusion projects in the settlements. The preparation of this plan will therefore give more focus to the preparation of detailed and actionable settlement development strategies.

In close collaboration with the respective County Governments, Ministry of Lands, Public Works, Housing and Urban Development, KISIP, NLC, communities and other stakeholders, the consultant will;

- Analyze data obtained from desk study, the baseline survey, base maps, environmental status and climate risk maps (including vulnerability and exposure maps), socio-economic and physical mapping survey and prepare

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analysis reports that will support the formulation of plan proposals and/or layout plans.

- Using analyzed data, prepare Draft Local Physical and Land Use Development Plans for the respective settlements according to the Physical and Land Use Planning Act (2019) and other enabling legislation. The proposals made must have been discussed and agreed upon in an inclusive stakeholders' meeting. Every settlement's draft development plan [which may include different development scenarios for upgrading the settlement] has to be presented to the Community, County Government and KISIP, for verification that the location-based climate risks and vulnerabilities have demonstrably been identified, discussed with the community and professionally been addressed by the proposed plan. The prepared Local Physical and Land Use Development Plans will be presented as a layer/s in the prepared GIS base map and should be linked to the social economic data and list of beneficiaries.
- Based on the socio-economic baseline studies conducted and stakeholder consultations, the firm shall also develop a plan with a list of investment prioritization based on the identified challenges and opportunities projects, addressing infrastructure needs and socio-economic thematic areas of: socio economic inclusion, crime and violence prevention, solid waste management, disaster risk management and climate adaptation. The prioritized community investments should have specified locations and land proposed in the plan to support their seamless implementation.
- Propose a detailed implementation mechanism(s) for implementation, operation and maintenance of identified priority community investments.
- The planning process must directly and demonstrably address risk and vulnerability reduction for areas and residents at risk. The planning solutions must provide for resiliency including in view of spatial and demographic growth scenarios. In areas at risk of flooding and intense precipitation, LP&LUDP's must consider and reflect the results of geological and hydrological assessments. In this regard, the LP&LUDP will include efficient drainage system in connection with the identified flood prone areas. There shall be nature-based solutions with respect to natural ecosystems, storm water flow paths, ground water and soil conditions. The plans shall incorporate very detailed and actionable development strategies that will guide investments in the settlement.
- Prepare the final Local Physical and Land Use Development Plan which is climate responsive for each settlement based on comments from all stakeholders and present the plans to the respective County Government for adoption and approval. The following information should form part of the final planning report:
  - I. Structures and the owners affected by the planning proposals. This information should be presented in a clear format that links planning proposals to the ESMP.
  - II. Prioritized socio-economic investments and upgrading plans
  - III. Prioritized infrastructure upgrading plans
  - IV. Confirmed Minutes of the County Government on adoption/approval of the final plan and report.

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## **h) Surveying of plots and preparation of survey plans**

- Undertake cadastral surveys as per the approved Local Physical and Land Use Development Plans. The cadastral surveys in UTM projection and 1960 Arc Datum or Cassini–Soldner (as advised by the Director of Survey) should be submitted to the Director of Survey for approval.
- Beacon certificates signed by all beneficiaries should be attached to survey records and submitted to the Director of Survey
- Establish Two Road Corridor Marker Posts at intervals of **50m-70m** in straight sections on either side of all roads of 6m and above by width proposed by the plan and at every junction of any two roads to demarcate the planned road corridor and visibly reserve it for future construction. The road marker posts to be established in a manner specified by the client.

Submit to KISIP national office the following;

- I. Soft copies of final survey plan in both DXF and GIS file format
- II. Approved survey plans
- III. Sealed and signed Registry Index Maps (RIM) for all settlements complete with their Area List.

## **i) Preparation of detailed topographical survey for engineering designs**

This activity shall be based on the final survey plan

- Establish accurate vertical and horizontal controls by any suitable method.
- The monument type for survey controls to be presented in the Inception Report.
- The coordinates of all control points shall be tied to the National Survey Grid, (UTM) and levels tied to the National Benchmarks.
- The adjustment techniques for controls establishment to be specified by the consultant.
- The established controls to be used for referencing all the survey works including detailed ground survey.
- The established control points to be concreted as stable iron pin in concrete (IPC) and a description of the same drawn. A photograph showing the background to be taken. These descriptions will be used in future to locate the control points even when changes have taken place in the locality. Measurements to be made to the nearest permanent features where they existed to act as reference.
- Map out and peg current corridors/ right of way within the settlement.
- Map out all structures in the settlement/site/ road by picking out all the corners and describing the structures.
- Give finished levels of structures, invert levels of drains and manholes on settlement/site, position and diameters of trees by picking points in a 20m grid.
- Survey the settlement/ corridors/ right of way on settlement/site at 10m intervals. Each interval section should have the following information:
  - The right of way that is the edge of the reserve on either side
  - The edges of existing constructed footpaths/ roads if any
  - The edges and invert levels of existing constructed open lined drains, earth drains, piped drains. For piped drains give diameter of pipe
  - The edges of the roads
  - The centerlines of the roads
- The cross culverts, their diameters, their head walls and invert levels at inlet and outlet
- Positions of access culverts and their head walls, their diameters and invert levels

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- Description of drains by lines and keys on the topography map to show whether piped and what diameter, open lined (what size IBD plus how many courses on either side), or whether earth drain
  - Show water lines with diameter and material type on the plan of the topography map and a symbol like a square etc for existing valve chambers on the line.
  - Show electricity lines by a line on the topography map and a symbol (like a circle etc.) at the actual positions of electricity posts.
  - Show any other services like data cables, water lines and sewers
  - All the points should have Point Number P, Easting E, Northing N, Elevation Z and Description D.
  - Use the UTM coordinate system (National Grid) as reference as required and tie the topographical map.
  - Give topography points and lines, symbols, structures etc. on the location map that is a map with the settlement/ plot of interest superimposed on survey map showing adjacent plots, roads, way leaves and road reserves etc.
  - Give the data for the survey points in text format or excel format.
  - Prepare field survey of cross sections at regular 20 metre intervals, or 10 metres where the terrain is difficult.
  - Preparation of plan and profile drawings of road corridors done to 1:1000 scale whose original and design levels are legible. Contour lines shall be at minimum 2m vertical intervals.
  - Tacheometry survey and preparation of topographical site plans/ drawings of the settlement to the scale 1:500 with 0.5m contour intervals in hard copy and soft copy/ editable format (CAD Format).
  - Prepare a topographical survey report, providing detailed information about the physical characteristics of the settlement covering the following:
    - a) Project Information:
      - Title of the report.
      - Date of the survey.
      - Name of the surveying company or individual.
      - Location of the surveyed area.
    - b) Introduction:
      - A brief overview of the purpose of the survey.
      - Any relevant background information or context.
    - c) Survey Methodology:
      - Description of the survey methods and equipment used.
      - Information on the surveyor's qualifications and certification.
    - d) Site Description:
      - Detailed information about the surveyed area's boundaries and extent.
      - Information about any nearby landmarks or reference points.
      - Description of the site's physical characteristics, such as terrain, vegetation, and natural features.
    - e) Contour Maps:
      - Contour lines representing the elevation and slope of the land.
      - Typically provided at a specific contour interval, such as 1-foot or 2-meter intervals.
    - f) Existing Features:
      - Identification and location of existing buildings, structures, roads, utilities, and water bodies.
      - Dimensions and elevations of these features.

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- g) Spot Elevations:
    - Specific elevation points marked on the survey, often related to significant features or changes in terrain.
  - h) Utilities and Infrastructure:
    - Location of underground utilities like water lines, sewer lines, electrical cables, and gas lines.
    - Depth and size of utilities, if known.
  - i) Legal and Boundary Information:
    - Details about property boundaries and legal descriptions.
    - Any encroachments or boundary discrepancies.
  - j) Datum and Coordinate Information:
    - Information about the coordinate system and geodetic datum used for the survey.
  - k) Data Tables:
    - Tabular data summarizing key survey measurements, such as distances, elevations, and angles.
  - l) Recommendations and Notes:
    - Any special notes, recommendations, or limitations related to the survey.
    - Information on any additional surveys or investigations that may be required.
  - m) Surveyor's Certification:
    - A statement confirming that the survey was conducted in accordance with relevant standards and regulations.
  - n) Maps and Figures:
    - Detailed maps, drawings, and figures illustrating the surveyed area and its characteristics.
  - o) Appendices:
    - Additional documentation or data that supports the findings of the survey, such as field notes or photographs.
  - Produce georeferenced digital maps of the engineering survey data and present in both CAD and Arc GIS format for the various thematic layers.
  - Prepare a digital overlay of the engineering survey maps, the final LP&LUDP and the final survey plan.

**j) Prepare an Environment and Social Management Plan (ESMP)**

- Where material environmental and social impacts occur based on screening report, the Consultant shall prepare an Environment and Social Management Plan (ESMP) as guided by the ESMF, RPF, and SMP. The ESMP shall clearly describe the residual impacts from tenure regularization and mitigation measures, a monitoring framework, as well as document the stakeholder consultation on the agreed measures. Additionally, it shall contain registers of persons and assets affected by the regularization process and to be mitigated through either the SMP or RPF framework as the case may be.
- The ESMP shall also provide for mitigation measures and monitoring of identified climate risks and the monitoring framework.

**k) Land Information System (LIS)**

Present datasets that will be compatible with KISIP Land Information for each informal settlement. The database should include all spatial and attribute data and should be able to accommodate various geo-data sets (*The specifications for these*

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*datasets will be provided by the client and the consultants should submit their data in accordance to the specified requirements).*

**4) Coverage**

The scope of services is in 7No. Informal settlements across Two (2) counties as per the table in Annex 1 indicating specific settlements, location, estimated acreage and approximate population.

**5) Duration of the Assignment**

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

**6) Reporting requirements and timelines for deliverables/outputs**

The consultant shall submit the following reports. The specified copies of each of the listed reports shall be sent to the client at the following address:

Principal Secretary  
State Department for Housing and Urban Development  
Attn: KISIP2 National Coordinator  
P.O Box 30119-00100  
6th Floor, Ardhi House  
1st Ngong Avenue  
Nairobi, Kenya  
Telephone: +254-020-2729200  
Email: [kisip2.procurement@housingandurban.go.ke](mailto:kisip2.procurement@housingandurban.go.ke).  
**Attn: KISIP National Coordinator**  
**Second Kenya Informal Settlement Improvement Project**

Table 1: Reporting requirements and timelines for deliverables/outputs

S/No.	Outputs	Timeline for submission of output/deliverable after contract commencement date	Format of presentation
1.	Inception report summarizing how the consultant intends to execute the assignment to achieve the expected results, including an analysis of policy and legal context and a Stakeholder Mapping and Engagement Plan, consultant's state of mobilization, stakeholder's engagement plan and preliminary site visits.	2 weeks	4 hard copies and a digital copy
2.	A base map and base map preparation report, a due diligence report for each settlement and Environmental Status Map for each settlement	2 <sup>nd</sup> month	4 hard copies and a digital copy of the two reports for each and base maps.
3.	<ul style="list-style-type: none"> <li>• Social economic survey report and preliminary list of beneficiaries for each settlement.</li> <li>• Rapid CRVA including exposure, vulnerability and risk maps<sup>2</sup></li> <li>• E&amp;S Screening Report including Climate risks aspects.</li> </ul>	4 <sup>th</sup> month	4 hard copies, a digital copy of the two <sup>3</sup> reports, the raw socio-economic survey data and List of beneficiaries and E&S Screening for each settlement.
4.	Draft integrated Local Physical and Land use Development Plan and Planning report for each settlement incorporating prioritized socio-economic inclusion community sub-projects across the themes of crime and violence prevention, solid waste management and disaster risk management.	6 <sup>th</sup> month	4 hard copies and a soft copy of the draft local physical and land use development plan
5.	Draft Environmental and Social Management Plan, Abbreviated/Resettlement Action Plan where applicable.	7 <sup>th</sup> Month	4 hard copies and a digital copy
6.	Final Local Physical and Land Use and Development Plan (LP&LUDP) with a planning report for each settlement together with verified list of beneficiaries and Environmental and Social Management Plan (ESMP).	8 <sup>th</sup> month	4 hard copies and a soft copy of the LP&LUDP in compatible GIS format and the final ESMP report for each settlement.
7.	Draft Survey report and plans with beacon certificates signed by all beneficiaries'  Detailed Topographical Survey for Engineering Designs	9 <sup>th</sup> month	4 hard copies and soft copy of the draft survey plans and topographical engineering surveys in compatible digital format.
8.	Approved LP&LUDP, Approved survey plans, signed and sealed RIM complete with the area list, adopted list of beneficiaries and GIS data base incorporating both spatial and attribute data on social economic survey, LP&LUDP and Survey data <sup>4</sup> .	11 <sup>th</sup> month	4 hard and soft copies of the approved plans, LIS data compatible with KISIP GIS system (KeSMIS).
9.	Final completion report  A comprehensive stakeholder engagement report.	12 <sup>th</sup> month	4 hard copies and a digital copy of the two reports.

<sup>2</sup> Where applicable

<sup>3</sup> If CRVA is applicable

<sup>4</sup> All deliverables will be required in formats specified by client

## 7) Quarterly Progress Reports

The consultant shall provide a comprehensive progress report for each annual quarter on the first week of the subsequent month until the end of the project and/or as per instructed by the client. The report shall include milestones, meetings held, field activities, challenges faced, recommendations and any other relevant details. However, any challenges noted before the reporting quarter should be brought to the attention of the client immediately.

## 8) Final Completion Report

Tasks for each settlement will be considered complete once all the above listed outputs have been submitted, checked and approved by the relevant institutions and found to be in accordance with the provisions of the contract.

## 9) Payment Schedule

S/No.	Outputs	Timeline for submission of output/deliverable after contract commencement date	Format of presentation	% of Payment
1.	Inception report summarizing how the consultant intends to execute the assignment to achieve the expected results, including an analysis of policy and legal context and a Stakeholder Mapping and Engagement Plan, consultant's state of mobilization, stakeholder's engagement plan and preliminary site visits.	2 weeks	4 hard copies and a digital copy	20%
2.	A base map and base map preparation report, a due diligence report for each settlement and Environmental Status Map for each settlement	2 <sup>nd</sup> month	4 hard copies and a digital copy of the two reports for each and base maps.	10%
3.	<ul style="list-style-type: none"> <li>Social economic survey report and preliminary list of beneficiaries for each settlement.</li> <li>Rapid CRVA including exposure, vulnerability and risk maps<sup>5</sup></li> <li>E&amp;S Screening Report including Climate risks aspects.</li> </ul>	4 <sup>th</sup> month	4 hard copies, a digital copy of the two <sup>6</sup> reports, the raw socio-economic survey data and List of beneficiaries and E&S Screening for each settlement.	15%
4.	Draft integrated Local Physical and Land use Development Plan and Planning report for each settlement incorporating prioritized socio-economic inclusion community sub-projects across the themes of crime and violence prevention, solid waste management and disaster risk management.	6 <sup>th</sup> month	4 hard copies and a soft copy of the draft local physical and land use development plan	15%
5.	Draft Environmental and Social Management Plan, Abbreviated/Resettlement Action Plan where applicable.	7 <sup>th</sup> Month	4 hard copies and a digital copy	10%
6.	Final Local Physical and Land Use and Development Plan (LP&LUDP) with a planning report for each settlement	8 <sup>th</sup> month	4 hard copies and a soft copy of the LP&LUDP in	

<sup>5</sup> Where applicable

<sup>6</sup> If CRVA is applicable

S/No.	Outputs	Timeline for submission of output/deliverable after contract commencement date	Format of presentation	% of Payment
	together with verified list of beneficiaries and Environmental and Social Management Plan (ESMP).		compatible GIS format and the final ESMP report for each settlement.	10%
7.	Draft Survey report and plans with beacon certificates signed by all beneficiaries'  Detailed Topographical Survey for Engineering Designs	9 <sup>th</sup> month	4 hard copies and soft copy of the draft survey plans and topographical engineering surveys in compatible digital format.	10%
8.	Approved LP&LUDP, Approved survey plans, signed and sealed RIM complete with the area list, adopted list of beneficiaries and GIS data base incorporating both spatial and attribute data on social economic survey, LP&LUDP and Survey data <sup>7</sup> .	11 <sup>th</sup> month	4 hard and soft copies of the approved plans, LIS data compatible with KISIP GIS system (KeSMIS).	10%
9.	Final completion report  A comprehensive stakeholder engagement report.	12 <sup>th</sup> month	4 hard copies and a digital copy of the two reports.	

### 10) Team Composition and Qualification Requirements for the Key Experts

The Consultants shall be well qualified and experienced professionals as required and appropriate for completion of the exercise. They should possess necessary resources to undertake services of such nature including equipment and software required (this will be inspected before signing of contract). The consulting firm must also have local experience of this type of assignments. The key professionals/expert shall personally carry out (with assistance of junior staff deemed appropriate) the services as described in this TOR. The key experts to be provided by the Consultants for this assignment are as follows: -

#### a) Team Leader/Principal Consultant:

##### General Qualifications

1. Must hold a Bachelors' degree in either Urban Planning or Land surveying and a Masters' degree in land related field. The degrees must be from a globally recognized university.
2. Must have worked as either an Urban Planner or a Land Surveyor for minimum 15 years, seven (7) of which as a registered / licensed practitioner
3. Must be registered and/or authorized to practice as an Urban Planner or Land Surveyor and be in possession of a valid and current practicing license from the respective and recognized professional licensing bodies in his/her country of registration.

##### Adequacy for the Assignment

1. Must have experience in similar assignments i.e., land tenure regularization and informal settlements upgrading in at least three (3) projects/assignments.

<sup>7</sup> All deliverables will be required in formats specified by client

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2. Must have experience in similar assignments in multidisciplinary team management, combining Planning, Engineering survey, and Community engagement.
  3. Must have successfully managed three (3) projects of similar nature i.e., Planning and/or Surveying, engineering survey, and socio-economic Inclusion planning in informal settlements. A certificate in project management will be an added advantage.
  4. Experience in climate change adaptation and / or urban resilience projects/ assignments will be an added value
  5. Must have working experience in the region and working level fluency in local language(s)/knowledge.

## **b) Physical Planner**

### **General Qualifications**

1. Must have a Bachelor's degree in Urban and Regional Planning /Physical Planning or a masters' degree in Urban and Regional Planning /Physical Planning in from a recognized university.
2. Must be registered by the Physical Planners and Registration Board with a valid and current practicing license in Kenya.
3. Must have worked as a physical planner for a minimum of ten (10) years, seven (5) of which as a registered planner

### **Adequacy for the Assignment**

1. Must have experience in similar assignments i.e., land tenure regularization in informal settlements upgrading in at least three (3) projects/assignments.
2. Must be a registered member of a Physical Planning professional association or equivalent body
3. Must have working experience in the region and working level fluency in local language(s)/knowledge.

## **c) Land Surveyor**

### **General Qualifications**

1. Must have a Bachelor degree in Land Surveying, Geospatial Engineering or a related field.
2. Must be registered and have a valid and current practicing license in Kenya
3. Must have worked as a Land surveyor for a minimum of ten (10) years, seven (7) of which as a licensed surveyor

### **Adequacy for the Assignment**

1. Must have experience in carrying out title survey work in similar assignments i.e. at least three (3) projects/assignments in informal settlements.
2. Must be a full member of the Institution of Surveyors of Kenya (ISK) or equivalent body
3. Must have working experience in the region and knowledge of local culture or administrative system, government organization

## **d) Project Manager**

1. Bachelors or advanced degree in project management or related disciplines
2. Experience in Project Management/Contract Administration
3. Must be versed with computer aided contract/project management software (Ms Project).

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**e) Climate Risk and flood management expert**

1. General qualification: Bachelors and/or a masters degree in climate change or related disciplines
2. At least 5 years general experience in climate risk management, with specific experience in the climate risk assessment and climate adaptation strategies, and be conversant with conditions of Informal Settlements
3. Experience in Nature based Solutions and flood management
4. Must have working experience in the region and working level fluency in local language(s)/knowledge.

**f) Environmental Expert**

**General Qualifications**

1. Must have a Bachelor or Masters' Degree in Environmental Studies.
2. Must have at least ten (10) years' experience working as an environmentalist
3. Must possess a Valid current practicing certificate from National Environmental Management Authority (NEMA)

**Adequacy for the Assignment**

1. Must demonstrate at least ten (10) years' experience of conducting ESIA, SEA and environmental and social screening in projects, plans, policies and programs, five (5) of which as a registered environmentalist.
2. Must demonstrate experience in at least three (3) assignments working with donor funded projects in the areas environmental and social impact assessments, safeguard policies and the Government of Kenya legal, policy and institutional frameworks governing environmental and social impacts.
3. Must be registered with the relevant professional body.
4. Must have working experience in the region and working level fluency in local language(s)/knowledge.

**g) RAP Expert**

**General Qualifications**

1. Have a Bachelor degree in Social Sciences with a bias in the fields of law, sociology, community development, environmental studies, and Land Economics or related fields from a recognized university;
2. Must have a minimum of ten (10) years' relevant experience, with demonstratable experience in donor-funded projects and/or government agencies implementing similar projects in informal settlements.

**Adequacy for the Assignment**

1. Must have proven experience in engaging communities in informal settlements to ensure conflict resolution in least two (2) similar projects.
2. Must demonstrate experience in at least two (2) assignments working with donor funded projects in the areas of preparation and implementation of Resettlement Action Plan (RAP) and or Social Management Plans (SMP) and experience in safeguard policies and the Government of Kenya legal, policy and institutional frameworks governing resettlement.
3. Experience in preparing and implementing Resettlement Action Plans (RAPs) and or Social Management Plan (SMP) preferably in a donor funded project working in at least one (1) project of similar nature in the urban informal settlements.
4. Must have working experience in the region and working level fluency in local language(s)/knowledge.

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## **h) Sociologist/Community development Expert**

### **General Qualifications**

1. Should have a Bachelor Degree in sociology or related social sciences
2. Must have at least ten (10) years relevant experience five (5) working with communities in donor-funded projects and/or government agencies implementing similar projects in informal settlements.

### **Adequacy for the Assignment**

1. Must have a minimum of ten (10) years' practical experience in community engagement and mobilization with at least two (2) relevant assignments.
2. Must demonstrate experience in community mobilization and sensitization in at least two (2) similar assignments in informal settlements.
3. Must have working experience in the region and working level fluency in local language(s)/knowledge.

## **i) GIS Expert**

### **General Qualifications**

1. Should have a Bachelor Degree or a Masters' degree in Geospatial Information Systems (GIS) or an equivalent.
2. Must be a member of the Institution of Surveyors of Kenya (ISK) or equivalent body

### **Adequacy for the Assignment**

1. Must have worked as a GIS specialist for at least five (5) years in a planning and surveying environment and has experience in database creation in at least two (2) projects
2. Must demonstrate experience in working with spatial data and database creation in at least two (2) similar assignments in informal settlements.
3. Must have working experience in the region and working level fluency in local language(s)/knowledge.

## **j) Quantity Surveyor**

### **General Qualifications**

1. Should have a Bachelor Degree or a Masters degree in Quantity survey
2. Proven track record and experience in costing for development projects

### **Adequacy for the Assignment**

1. Must have worked as a quantity surveyor for at least ten (5) years, preferably in a planning and surveying or related development projects
2. Must have working experience in the region and working level fluency in local language(s)/knowledge.

## **8. 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 2.

**Table 1: Estimated Time Inputs for Key Experts**

<b>S/No</b>	<b>Key and Support Staff</b>	<b>No.</b>	<b>Input (staff-months)</b>
1.	Team Leader/Principal Consultant	1	12
2.	Physical Planner	1	10
3.	Land Surveyor	1	10
4.	Project Manager	1	5

<b>S/No</b>	<b>Key and Support Staff</b>	<b>No.</b>	<b>Input (staff-months)</b>
5.	Climate Risk and Flood Management Expert	1	4
6.	Environmental Expert	1	6
7.	RAP Expert	1	6
8.	Sociologist/Community Development Expert	1	9
9.	GIS Expert	1	6
10.	Quantity Surveyor	1	5
<b>TOTAL</b>			<b>73</b>

### **9) Responsibilities of the Client**

The Client will provide to and collaborate with the Consultant in making available the following documents relevant to the project subject to the extent of availability of such information:

- KISIP Project Appraisal Document (PAD)
- KISIP Operations Manual (OM)
- All data specifications for various deliverables such as data collection tools & LIS datasets
- Land Tenure Regularization Guidelines for Informal Settlements
- Environmental and Social Management Framework (ESMF)
- Social Management Framework (SMF)
- Resettlement Policy Framework (RPF)
- Kenya Environmental Management and Coordination Act (1999)
- Kenya Environmental Impact Assessment and Audit Regulations (2003)
- KISIP 2 Climate & Gender Mainstreaming Toolkits
- Digital Public Works Playbook.
- National Slum Upgrading and Prevention Policy through Sessional Paper No. 2 of 2016
- The National Slum Upgrading and Prevention Strategy 2023 – 2033 Version August 2023
- The National Slum Upgrading and Prevention Bill 2024 - dated 19 March 24
- Specifications for LIS Geo-data base

The Client will also facilitate the Consultant’s access to Government Departments.

### **10) Responsibilities of the County**

The participating Counties will clear all the corridors as per the approved plans and amended RIMs as part of their commitment in the execution of this contract.

### **11) 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.

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.

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**ANNEX 1**

**List of Settlements- Phase IID - Cluster 3**

<b>County</b>		<b>Name of Settlement</b>	<b>Acreage (Ha)</b>	<b>Population</b>
<b>Meru</b>	1.	Machaka	16.00	3,150
	2.	Riverside A	28.00	6,445
	3.	Riverside B	9.00	1,325
	4.	Mukuri B	24.00	3,540
	5.	Mukuri A	9.50	3,515
<b>Migori</b>	6.	Kododa	2.50	10,000
	7.	Kehancha ya Chini	5.00	1,500
	8.	Athiko	10.00	5,000
	9.	Sare	10.00	5,000
	10.	Dede	5.00	4,000
<b>Total</b>			<b>119.00</b>	<b>43,475</b>

**Note:** Settlements that exceed by 5 acres of the contract acreage should be raised with the client immediately for further direction.

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## ANNEX 2

### DETAILED PLAN OF THE CLIMATE RISK AND VULNERABILITY ASSESSMENT

#### I. Terminology, geographical scope and general approach

#### II. Climate hazards exposure assessment

##### 1. Rapid hazards historical review

- Conduct a historical review of climate hazards to understand patterns and frequency of climate events (e.g., floods, droughts, cyclones).
- Use historical records (e.g., weather data, past reports, climate models, government archives) to establish a baseline of past hazard occurrence and impacts.
- Analyze trends over time and changes in intensity and frequency.

##### 2. Hazard exposure assessment *(the list of hazards will depend on the hazards identified in the rapid hazards historical review)*

This section involves assessing current and future exposure to climate hazards for 3 different categories (people, infrastructure, natural environment).

- **Drought exposure**

- ✓ *Hazard description (past, current and projections)*
- ✓ *Exposure of Infrastructures (water supply infrastructure), people (farmers and/or communities' dependant on rain-fed and natural environment (water sources, biodiversity) exposure*

*Mapping if possible*

- **Flood exposure**

- ✓ *Hazard description (past, current and projections)*
- ✓ *Exposure of Infrastructures (roads, bridges, hospitals), people and natural environment (wetlands, river ecosystem, agricultural lands) exposure*

*Create maps to show areas most prone to flood exposure, overlaid with population densities, infrastructure locations, and ecological hotspots.*

#### III. Vulnerability assessment (sensitivity / adaptative capacity)

1. **Infrastructures:** *list of categories to consider based on the exposure assessment*
2. **People** *(including gender considerations): list of categories to consider based on the exposure assessment*
3. **Natural environment:** *list of categories to consider based on the exposure assessment*

#### IV. Risk assessment

Evaluate the risk based on the following matrix

- *Develop a risk assessment matrix that combines the probability of hazard occurring with its impacts (level of exposure \* level of vulnerability) for each category assessed. The risk scores will be based on a combination of hazard, exposure and vulnerability, and will give a score between 0 and 9.*

*An example of a risk assessment matrix is provided below.*

RISK = likelihood x impact	IMPACT			
	0 – No impact	1 – Small	2 – Important	3 – Disastrous
LIKELIHOOD				
0 – Not likely	0 – N/A	0 – N/A	0 – N/A	0 – N/A
1 – Possible	0 – N/A	1 – Low	1 – Low	3 – Medium
2 – Likely	0 – N/A	1 – Low	3 – Medium	6 – Critical
3 – Very likely	0 – N/A	3 – Medium	6 – Critical	9 – Critical

- *Describe the impacts*

#### V. Proposition of adaptation strategies and measures

Based on the results of the risk and vulnerability assessments, propose a set of adaptation strategies and measures to mitigate the risk.

Example of key adaptation measures:

- **Transport and Infrastructure:** Proposals on climate-resilient infrastructure (e.g., flood-resistant roads/circulation networks, storm water networks, drought-resistant buildings).
- **People:** Propose community-based adaptation strategies such as early warning systems, disaster preparedness training, and sustainable agricultural practices.
- **Natural Environment:** Promote ecosystem-based adaptation (e.g., mangrove restoration for coastal protection, reforestation to combat desertification).