



REPUBLIC OF KENYA

State Department for Housing and Urban Development

MINISTRY OF LANDS, PUBLIC WORKS, HOUSING & URBAN DEVELOPMENT

Second Kenya Urban Support Program (KUSP 2)

Project No.: P177048

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Terms of Reference for

Consulting Services for a Refugee Management Specialist (Individual Consultant)

Contract No: KE- MOTI- 516259-CS-INDV

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Client:

Principal Secretary
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1.0 BACKGROUND

1.1 Program Context

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 (MTIHU), 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 is scheduled to end on December 31, 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 through the Urban Development Department (UDD) of the State Department for 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 for Housing and Urban Development (SDHUD) in the Ministry of Lands, Public Works, Housing and Urban Development (MLPWHU), has prepared the Second Kenya Urban Support Program (KUSP2) at a cost of USD 350million (approved by the Board of Directors on June 15, 2023), which will support the implementation of KenUP2.

The Government of Kenya, through SDHUD, now intends to use part of the KUSP2 funds to finance the *Consulting Services for a Refugee Management Specialist* to offer Technical Assistance to the Project as an Individual Consultant.

1.2 KUSP2 Program Description

KUSP2 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:

RA1; Strengthened institutions for urban service delivery;

RA2; integrated planning for Inclusive and resilient urban areas;

RA3; Inclusive and resilient urban infrastructure & services;

RA4; Improved private sector engagement/involvement; and

RA5; Improved integrated development between refugees and host communities.

The *Refugee Management Specialist* will be based at the Department of Refugee Services to offer Technical Assistance to the Project as an Individual Consultant. The Consultant is expected to offer their expertise to the Window for Host Communities and Refugees component as well as provide support and advice on all activities across the five result areas where necessary.

The Consultant is expected to be the principal liaison between the NPCT and the Department for Refugee Services (DRS) and will serve as a link between the program and the Ministry of Interior and National Administration, State Department for Immigration and Citizen Services, Refugee Hosting Counties and any relevant Government Ministries, Departments and Agencies (MDAs) and UN Refugee Agency or stakeholder as concerns the WHR components under KUSP 2. The TA will also support the implementation of RA5 IPF activities.

2.0 OBJECTIVE OF THE ASSIGNMENT

The primary objective of the consulting services will be to offer technical assistance, advice, and coordination of Refugee activities at the NPCT. Further, the official will provide support in the operationalization of WHR component under RA5.

The specific objectives include;

1. Strengthen Policy and Institutional Frameworks for refugee management and support the transition from camps to settlements, in alignment with RA5.
2. Enhance Capacity for WHR and Refugee Integration by developing and implementing a comprehensive capacity-building plan, providing targeted trainings, and supporting GRM systems that are inclusive and accessible.
3. Facilitate multi-level coordination and partnerships among national and county governments, UN agencies, NGOs, and community representatives to ensure coherent planning and delivery of WHR and refugee integration activities.
4. Provide technical expertise and evidence-based support through research, periodic reporting, monitoring of WHR indicators, preparation of TORs/concepts, and documentation of lessons learned.
5. Promote inclusive, gender-responsive, and safeguards-compliant implementation while identifying bottlenecks, resolving operational challenges, and ensuring that all KUSP II interventions align with the refugee integration and settlement agenda.

3.0 SCOPE OF THE CONSULTING SERVICES AND SPECIFIC TASKS

The Refugee Management Specialist will play a central role in strengthening the Government of Kenya's capacity to advance the refugee integration agenda under the Kenya Urban Support Program II (KUSP2). Working under the National Project Coordination Team (NPCT) and closely with the Result Area 5 (RA5) Lead, the Officer will provide high-level technical assistance, policy advisory services, and coordination support to ensure effective implementation of the Whole-of-Government Humanitarian Response (WHR) component.

The consultant is expected to undertake the following tasks:

- a) Develop, support, implement and audit the capacity building plan in relation to WHR activities.
- b) Provide periodic training for GRM focal persons and committees, and to ensure that the GRM is gender-responsive and accessible to all stakeholders, including refugees and host communities
- c) Mainstream gender, youth, and disability inclusion across all activities, in accordance with World Bank and Kenyan policy frameworks.
- d) Systematically document lessons on the implementation of the WHR component.
- e) Advise on issues of socio-economic inclusion of Refugees;
- f) Engage key stakeholders in the Refugee sector for WHR engagements and foster partnerships.
- g) Facilitate relevant stakeholders on the programme to access camps and other designated areas as stipulated in the Refugee Act (2021)
- h) Support/carry out research and prepare periodic technical advice as requested by the Program Coordinator on aspects of refugee integration relevant to the implementation of KUSP2.
- i) Liaising and working with other Result Areas and to ensure that all KUSP2 interventions in Dadaab and Kakuma municipalities are in alignment with the camps to settlement/ integration agenda.
- j) Facilitate capacity assessment, training and capacity building of NPCT and relevant stakeholders on Refugee matters and integration of Refugees and Host Communities
- k) Support NPCT activities through the Result Area 5 lead
- l) Provide technical assistance to any county/municipality in need, subject to NPCT approval
- m) Review or prepare any concepts, TORs and preparatory materials to facilitate the implementation of Result Areas 5 activities.
- n) Be involved in the preparation of the semi-annual reports as relates to WHR component
- o) Assist in providing guidance in monitoring Results Framework Indicators under the WHR component
- p) Liaison between the NPCT, and implementing counties, especially as relates to implementation of activities
- q) Advise on any project implementation bottlenecks under UIG and UDG windows and identify approaches towards resolving the bottlenecks.

- r) Facilitate regular meetings and consultations between National and County Governments officials, UN, NGOs, and community leaders to discuss and coordinate refugee integration initiatives.
- s) Advise on ways of streamlining policies and procedures related to refugee integration, including in the proposed process for harmonization of the planning framework.
- t) Identify challenges and propose solutions to improve the effectiveness of inclusion efforts and settlement agenda.
- u) Support to the team on safeguarding issues; reporting on developments at the camp level; taking part and facilitating supervision missions; supporting coordination of KUSP2 WHR activities
- v) Perform any other duties as may be assigned by the Programme Coordinator.

4.0 DURATION AND LOCATION OF THE ASSIGNMENT

The Consultant will be contracted for an initial period of twelve (12) months. It is intended that thereafter the provision of the services will be **renewable** for a further twelve (12) 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 KUSP2. The position may involve travels to the participating counties. All such travel shall be approved in advance by the coordinator.

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

5.0 REPORTING REQUIREMENTS AND TIMELINES FOR SUBMISSION OF DELIVERABLES

The Refugee Management Specialist will work under the supervision of the Programme Coordinator and Component Lead of Result area 5. The Consultant will report to the KUSP2 Coordinator through the Result Area 5 Lead. There shall be no subordinate staff management responsibilities.

The Consultant will submit deliverables in form of reports as follows;

| Deliverable | Timeline | Format /No. of Copies |
|--|---------------------------------------|---|
| Inception report and workplan for the assignment | Within 30 days after contract signing | Soft copy in MS Word & PDF, 2 Hard copies |
| Monthly progress reports and timesheets. | Within 7 days after end of the month | Soft copy in MS Word & PDF, 2 Hard copies, |
| Quarterly Report summarising achievements of the last 3 months. | Within 7 days of the end of quarter. | Soft copy in MS Word and PDF |

| | | |
|--|--|--|
| | | 2 Hard copies |
| Technical assistance and capacity building activity reports | Within 7 days after end of activity or as may be agreed with the Result Area Lead. | Soft copy in MS Word & PDF, 2 Hard copies |
| Final Assignment Report | Within 7 days after end of contract. | Soft copy in MS Word & PDF, 2 Hard copies |

Reports will be submitted to the Principal Secretary, SDHUD, through the KUSP2 Program Coordinator, with attention of KUSP2 Result Area 5 Lead.

6.0 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 national competitive rates, commensurate with the selected candidate's area of expertise and work experience provided they have satisfactorily fulfilled all requirements.

Where for some reason it becomes impractical for the Consultant to work full time, in a given period, or month, the client may decide to pay the consultant on a pro rata basis based on actual time input depending on circumstances and merits.

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

7.0 MINIMUM REQUIREMENTS FOR CONSULTANT'S QUALIFICATIONS AND EXPERIENCE

The Consultant should have the following minimum qualifications and experience:

- (a) Should have at least a master's degree in Peace and Conflict Management, Sociology, Refugee Studies or International Relations from a recognized institution or any other relevant qualification.
- (b) General experience: Should have at least 10 years of demonstrable experience relevant to the assignment, 5 of which should be in Refugee Management with a strong understanding of the refugee management framework in Kenya.
- (c) Should demonstrate knowledge and experience in public administration within the Government of Kenya.
- (d) Should have practical Knowledge of the Global Compact on Refugees (2018), the Kenya Comprehensive Refugee Response Framework (2020) and the Shirika Plan for Refugees and Host Communities.
- (e) Should have Interpersonal, diplomatic and partnership skills and experience required for building and maintaining collaborative relationships with key stakeholders.

- (f) Be available throughout the assignment period and flexible to travel to Dadaab and Kakuma

8.0 MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT

The State Department for Housing and Urban Development is the Client for these services. The Principal Secretary, SDHUD has appointed a Program Coordinator (for KUSP2) 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 services has been accepted and cleared for payment by the Head of WHR (Window for Host Communities and Refugees) component. The Consultant will report on all technical matters to the WHR component lead and will work as part of his/her team. The Client will assign relevant staff to work with the consultant for purposes of capacity building and knowledge transfer.

9.0 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 Manual, 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.

10.0 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.

11.0 CONFIDENTIALITY, PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS.

All the reports, data, and information developed, collected, or obtained from the implementing agencies i.e. 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.