



**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**

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

**Terms of Reference for**

**Urban Resilience and Planning Specialist**

**Contract No.: KE-MOTI-517528-CS-INDV**

**November 2025**

## 1.0 Background

### 1.1 Program Context

Kenya is experiencing rapid urbanisation, with projections indicating that 50% of its population will live in urban areas by 2050. This growth, coupled with challenges such as overstretched infrastructure, informal settlements, and climate-related risks like flooding, droughts and extreme heat, underscores the need for resilient and inclusive urban planning. The Kenya National Urban Development Policy (NUDP) envisions secure, well-governed, competitive, and sustainable urban areas, promoting good governance and accessible, resilient infrastructure and services. In 2017, the Government of Kenya launched the Kenya Urban Program (KenUP), a five-year initiative to support operationalisation of NUDP. The Kenya Urban Support Program (KUSP) was initiated in the same year with World Bank funding to support implementation of KenUP. KUSP targeted 59 municipalities with support for urban management institutions, capacity building, and infrastructure development at a cost of USD 300 million.

A second phase of KenUP began in July 2022 with the aim of mobilising resources for strategies to implement the NUDP over the next five years. The World Bank extended its support with funds totalling \$350 million to a second phase of KUSP for the period 2023-2028, targeting 45 counties and 79 municipalities, including two refugee-hosting urban areas. KUSP2 is implemented by the State Department for Housing and Urban Development (SDHUD) under the Ministry of Lands, Public Works, Housing and Urban Development (MLPWHUD), in collaboration with the Council of Governors (CoG) and the Department of Refugee Services (DRS). It aims to strengthen urban institutions, enhance the resilience and inclusivity of urban infrastructure and services, and align with NUDP goals. A key focus of KUSP2 is *Integrated Planning for Inclusive and Resilient Urban Areas*, which addresses rapid urbanisation, climate vulnerabilities, and social inclusion through robust urban frameworks. To implement activities under this focus, SDHUD intends to procure the services of an **Urban Resilience Specialist** to support KUSP2 in realising its urban resilience and planning objectives.

### 1.2 KUSP2 Program Description

KUSP2 supports operations across three components/levels: 1) National-Level support to strengthen urban development policies, capacity building, and program management; 2) Sub-national level to support counties and urban institutions with capacity building and investments to achieve program outcomes, and; 3) Refugee-Hosting Areas to enhance urban institutions' capacities and improve access to resilient infrastructure and services in refugee-hosting communities. The program has five key Result Areas (**RAs**):

**RA 1:** Strengthened institutions for urban service delivery.

**RA 2:** Integrated planning for inclusive and resilient urban areas.

**RA 3:** Inclusive and resilient urban infrastructure and services.

**RA 4:** Improved private sector engagement.

**RA 5:** Enhanced integration between refugees and host communities.

KUSP2 is managed through a structure that includes: Project Steering Committee (PSC) for policy guidance and strategy; Project Technical Committee (PTC) for technical implementation oversight; National Project Coordination Team (NPCT) for overall day-to-day operations; County Project Coordination Teams (CPCTs) for county-level coordination and monitoring, and; the Municipal Program Coordination Teams (MPCT) for program implementation at the municipalities level. The *Urban Resilience Specialist* will be based at the NPCT in Nairobi, supporting all levels of the program, with a focus on Result Area 2, while also providing cross-cutting technical assistance to ensure that resilience is embedded across all planning-related activities.

## **2.0 Objectives of the Assignment**

The overall objective of the Urban Resilience Specialist is to integrate resilience and sustainability into urban development and planning frameworks. The specialist will achieve this by providing specialised expertise to SDHUD, NPCT, and participating counties and municipalities to prioritise climate resilience and sustainability in project management, spatial and integrated planning, and infrastructure investments, aligning with NUDP and KUSP2 goals. Specific objectives include:

1. ***Build Capacity for Urban Resilience:*** Develop Training content and tools, and train counties and municipalities to enhance resilience and sustainability in urban planning.
2. ***Develop and continuously review Integrated Development Plan (IDeP) templates*** to incorporate climate resilience principles.
3. ***Facilitate implementation of Urban Resilience Strategies, guidance notes and develop associated templates:***
4. ***Enhance Municipal Planning Capacities:*** Provide training, technical support, and tools to municipalities for preparing and implementing Local Physical and Land Use Development Plans (LPLUDPs), Spatial Plans, Integrated Development Plans (IDePs), and development control instruments.
5. ***Support the effective management of RA 2 activities*** in accordance with program objectives.
6. ***Support Legislative and Policy Alignment:*** Assist in ensuring that policies and legislation are consistent with planning principles to support resilient and sustainable urban development.
7. ***Monitor RA 2 activities,*** review reports, and ensure adherence to resilience and sustainability standards.

## **3.0 Scope of Consulting Services and Specific Tasks**

The Urban Resilience Specialist will undertake tasks across six thematic areas, emphasizing urban resilience, sustainability, planning, and project management, including support to specific activities in the Program Operations Manuals (POM), such as development of Urban Climate Risk Profiles, Resilience checklists, and APA resilience requirements.

### ***3.1 Build Capacity for Urban Resilience***

- Develop IDEPs, Development Control training manuals for Capacity Building for RA 2.
- Undertake capacity building on urban resilience, planning and development control.
- Using existing tool in POM Annex 14 e.g. (Resilient Urban Infrastructure guidelines developed by AECOM),

### ***3.2 Develop and continuously review IDeP templates to incorporate climate resilience principles.***

- Review IDEPs Hand book developed in 2015 under Kenya Municipal Programme (KMP) and identify areas for improvements to enhance climate resilience and sustainable urbanisation.
- Develop new IDEPs guidance notes and manuals incorporating urban climate resilience aspects.
- Continuously support SDHUD, counties and municipalities in the use and review of the IDeP guidelines, manuals and templates.

### ***3.3 Facilitate implementation of Urban Resilience Strategies and guiding notes and develop associated templates***

- Fastrack implementation of 5 Urban resilience strategies for Mombasa, Kisumu, Nakuru, Eldoret, Nairobi developed under KUSP1 and support their adoption and rollout in other municipalities.
- Based on guidance notes, develop an Urban Resilience Strategy development template to guide municipalities in mainstreaming urban resilience??
- Support RA3 to ensure climate resilience is mainstream in all infrastructure designs.

### ***3.4 Enhance Municipal Planning Capacities***

- Develop training modules, manuals and templates to support RA2 including but not limited to development control, urban land use/spatial planning

- Facilitate periodic and demand-driven training

### ***3.5 Support management of RA 2 activities,***

- Support RA 2 in timely planning, budgeting, and compliance in line with program objectives.

### ***3.6 Support Legislative and Policy Alignment***

- Undertaker review of policy and legislative reports and other products related to planning, and provide advisory notes
- Support RA2 lead in ongoing review of planning related activities.

### **3.7 Monitoring and Reporting**

- Ensure compliance and alignment of RA2 and related activities to program objectives.
- Support the program's Annual Performance Assessment (APA) process, including regular review of the scorecard.

### **3.8 Provide Research-Based Technical Insights**

- Conduct research and deliver evidence-based advice to inform urban planning initiatives, including tools, guidelines, and compliance checklists.

## **4.0 Duration and Location**

The contract duration of the assignment will be for an overall period of twenty-four (24) calendar months from contract commencement date. The contract duration will initially be for a period of twelve (12) calendar months from contract commencement date with a probation period of three (3) months. The contract will be extended for the additional twelve (12) calendar months based on satisfactory performance, budget availability, and project needs. The position is full-time, working for a maximum of 20 days per month, 08.00hrs–17.00hrs, Monday to Friday. The consultant will be based in Nairobi at the KUSP2 offices, with frequent travel to participating counties.

## **5.0 Reporting Requirement and Timeline for Submission of Deliverables**

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

<b>Deliverable</b>	<b>Timeline</b>	<b>Format /# of Copies</b>
Monthly progress reports and timesheets.	Within 7 days after end of the month	Soft copy in MS Word & PDF, 2 Hard copies,
<b>Quarterly Report summarising achievements of the last 3 months.</b>	Within 7 days of the end of quarter.	Soft copy in MS Word and PDF 2 Hard copies
Technical and status reports as may be required from time to time.	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 2** Lead.

## 6.0 Payment Schedule

The Consultants shall be remunerated based on a monthly rate (a consolidated amount inclusive of all costs with clearly identified applicable taxes), which will be negotiated with the successful candidate based on rates commensurate with the candidate's expertise and experience. Payment shall be made monthly upon submission and approval of invoice and monthly reports. Costs incurred by the Consultants outside the assignment location, including per diem, subsistence and hotel expenses, will be reimbursed upon submission of a statement of expense and verifiable supporting documentation.

## 7.0 Minimum requirements for Consultant's qualifications and experience

The Consultant shall have the following minimum qualifications and experience:

- 7.1 A minimum of a Master's degree in Urban and Regional Planning, Urban resilience, Disaster Risk Management or a related field from a university recognized in Kenya,
- 7.2 Professional registration with valid membership and valid annual practicing license from an urban planning body recognised in Kenya.
- 7.3 A minimum of 8 years of professional experience in urban resilience and sustainability, with a focus on climate adaptation and sustainable development in a developing country context.

- 7.4 A minimum of 5 years of experience in spatial planning, policy development, or urban resilience and policy research.
- 7.5 A minimum of 5 years of project management experience, including overseeing complex, multi-stakeholder and multi-level projects across national and sub-national entities.
- 7.6 Experience in national and sub-national donor-funded projects, and familiarity with the Kenyan urban development sector.

## **8. Management and Accountability of the Assignment**

The SDHUD is the client for the assignment. The Urban Resilience Specialist will report to the KUSP2 Program Coordinator and be supervised by the Result Area 2 Lead, with no subordinate staff responsibilities. Performance will be evaluated based on:

- Quality and timeliness of resilience and sustainability outputs.
- Effectiveness of project management, measured by adherence to timelines and budgets.
- Number of municipalities supported with training and technical assistance.
- Stakeholder engagement effectiveness.
- Compliance with NPCT, SDHUD, and World Bank requirements.

## **9. Obligations of the Client**

The Client will provide the following support to the Consultant:

- a) Office space, office equipment (shared printer, copier, scanner), stationery, internet access, and transport services for official use in delivery of the services.
- b) All available relevant documentation to the consultant, such as the Project Appraisal Document, Periodic reports, Implementation 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. 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 all applicable professional and legal requirements.

## **11. Propriety rights of Client in reports and records.**

All the reports, data, and information developed, collected, or obtained from the Client, implementing agencies, and other Institutions contacted during the exercise of this assignment shall belong to the SDHUD. No use shall be made of such data without prior written authorisation from the SDHUD.

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