



**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN
DEVELOPMENT**

State Department for Housing and Urban Development

Second Kenya Urban Support Program (KUSP 2)

Project No.: P177048

Credit Nos.: 7349-KE & 7350-KE

(FIRMS SELECTION)

CONTRACT NO: KE-MOTI-558659-CS-QCBS

Terms of Reference For

**Consulting Services for a Municipality-Wide Infrastructure
Needs' Assessment, Feasibility Studies, Detailed Engineering
Designs, and Preparation of Procurement Documents and
Environmental and Social Impact Assessment Instruments –
Coast and Eastern Regions - Kenya**

CLUSTER 1 (COAST & EASTERN REGIONS)

Mwatate, Kilifi, Malindi, Kwale, Ukunda, Lamu, Meru, Maua, Isiolo, Marsabit, Wote,
Emali/Sultan, Machakos, Mavoko, Kangundo/Tala, Kitui, Mwingi, Embu, Chuka and
Kathwana

JUNE 2026

1.0 INTRODUCTION

1.1 Introduction

The Government of Kenya, through the State Department for Housing and Urban Development (SDHUD) in partnership with the Council of Governors (CoG), is implementing the Second Kenya Urban Support Program (KUSP II) with support from the World Bank. KUSP II builds on the gains made through KUSP I, which facilitated the establishment and operationalization of municipalities nationwide and supported the development of critical urban infrastructure. The programme consolidates these gains by enhancing institutional capacity, strengthening planning systems, and guiding the preparation and delivery of climate-resilient urban services and infrastructure across Kenya's urban areas. It particularly provides technical assistance, capacity development, and incentives to counties and municipalities to improve urban planning, service delivery, and infrastructure development. Given KUSP II's emphasis on integrated planning and climate-resilient investments, SDHUD now intends to procure consultancy services to support the systematic assessment of infrastructure needs and carry out feasibility studies, preliminary and detailed designs, prepare procurement documents and environmental/social instruments for two (2) prioritized projects per municipality.

1.2 Background and context of the assignment

The Kenya Urban Support Program Phase II (KUSP II) is a national initiative aimed at fostering sustainable urban development and strengthening municipal governance in Kenya. The program builds on the success of KUSP I, focusing on improving infrastructure, enhancing service delivery, and supporting the integration of marginalized and refugee-host communities. KUSP II is designed to address the rapid urbanization challenges facing Kenya's municipalities, ensuring well-planned, resilient, and economically vibrant cities.

The KUSP II Project Development Objective (PDO) is to strengthen the capacities of the participating municipalities and cities to enable them to have (i) an improved delivery and resilience of urban infrastructure and services, (ii) enhanced private sector engagement in urban planning, and (iii) supportive transition of refugee camps into integrated host community and refugee settlements. In the end, KUSP II will (a) directly benefit the national government and urban boards through Program management, technical assistance, national level institutional and capacity development support, and (b) incentivize County governments and urban boards through Urban Institutional Grants (UIGs) and Urban Development Grants (UDGs).

To achieve the Program development objectives (PDO), KUSP II has been structured around five (5) Result Areas (RAs) as follows:

RA 1: Strengthened institutions for urban service delivery. Strengthening the management of urban institutions for improved urban service delivery, through inter alia, institutional capacity building, enabling the delegation of functions, enhancing municipal human resources management and financing, and improving citizen participation.

RA 2: Integrated planning for inclusive and resilient urban areas. Enhancing the planning and development control capacity of urban institutions, through inter alia, strengthening planning instruments, including climate change and gender considerations, and improving their implementation and monitoring through appropriate development control tools and capacity.

RA 3: More inclusive and resilient urban services and infrastructure. Improving access to urban infrastructure and services, as well as strengthening their resilience and sustainability through inter alia, enhancing the capacity for planning, design and implementation of climate-resilient and inclusive urban investments, developing asset registries and management plans, and enhancing operation and maintenance budget of urban institutions.

RA 4: Improved private sector engagement. Enhancing the private sector's contribution to urban planning and development through inter alia, supporting the development and implementation of an engagement framework and promoting urban development plans informed by dialogue with the private sector.

RA 5: Improved integrated development for refugees and host communities. Supporting the transition of refugee camps into integrated host community and refugee settlements, through inter alia, the establishment and capacity building of unified urban institutions to lead joint planning, infrastructure and service delivery, and economic activity and social cohesion interventions.

This current study assignment is under Result Area 3. The assignment is intended to support participating municipalities to develop a prioritized pipeline of climate-resilient, socially inclusive, technically feasible and procurement-ready urban infrastructure investments consistent with the KUSP II's Program Operations Manual (POM), Urban Development Grant (UDG) financing framework, and the World Bank's PforR principles. The assignment shall strengthen municipal capacity for infrastructure planning, project preparation and packaging, stakeholder engagement, climate resilience entrenchment and sustainable infrastructure management.

2.0 OBJECTIVE OF THE ASSIGNMENT

2.1 Overall Objective

The main objective of the assignment is to undertake a municipality-wide climate-resilient urban infrastructure needs' assessment, stakeholder engagement and public participation process, infrastructure prioritization, feasibility studies, climate risk assessments, preliminary and detailed engineering designs, preparation of environmental and social instruments, transfer knowledge to municipal staff, and preparation of complete procurement documents for two (2) prioritized infrastructure investments per municipality in accordance with KUSP II's Program Operations Manual (POM) requirements.

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2.2 Specific objectives of the assignment

The specific objectives of the assignment are to:

1. Evaluate the current inventory of municipal public infrastructure facilities, their service levels, and their capacity gaps.
2. Using a transparent public participatory process, conduct a needs' assessment survey to identify and prioritize at least 2no new inclusive municipal urban infrastructure facilities to fill the mapped capacity gaps in 1 above.
3. Undertake Environment and Social risk Screening (refer to Appendix 5 of the ESHSM Manual) of the proposed investments and ensure they fall within the eligible investment menu as guided by the KUSP Program operational manual
4. Undertake municipality-wide climate risk and vulnerability assessment to facilitate the mainstreaming of climate adaptation and resilience measures into the projects' design process.
5. Undertake a feasibility study of the 2no prioritized projects to facilitate the production of; (i) design reports, (ii) value for money report using cost benefit analysis approach, (iii) market survey report complete with revenue worthiness of each of the facilities, (iv) Environment and social impact assessments aligned with KUSP2 requirements, (v) procurement documents aligned with KUSP2 requirements and (vi) operations and maintenance manuals.
6. Undertake a detailed engineering design of each of the 2no new facilities to produce final design reports including; final environmental, social safeguard reports, final procurement reports, operation and maintenance manuals
7. Transfer of knowledge (training) to municipal staff. Build human resource capacity of the municipal staff in; (i) urban infrastructure planning strategy, (ii) the design of climate-resilient infrastructure project, (iii) stakeholder engagement processes, (iv) scoping of environmental and social project issues and the drafting of a corresponding mitigation plans for each issue, (v) preparation of procurement documents, (vi) project supervision and contract management, and (vii) asset management. All (i-vii) to be realized through a structured training plan and on-the-job mentorship.

3.0 SCOPE OF THE CONSULTING SERVICES AND SPECIFIC TASKS

3.1 Scope

The scope of the assignment shall include the identification, prioritization, and preparation of two (2) climate-resilient urban infrastructure investments per municipality, in alignment with the KUSP II's guidelines on; eligible investment menu and Program Operations Manual (POM). The assignment shall cover the full project preparation cycle, including infrastructure needs' assessment, project prioritization, E&S risk screening, feasibility studies, climate risk and vulnerability assessments, stakeholder engagement, environmental and social impact assessment, detailed engineering design, and preparation of procurement-ready documentation for implementation.

3.2 The specific tasks (using stakeholder engagement approach) are to:

- 3.2.1 Develop a comprehensive municipal public infrastructure facilities' inventory, with clear record of their locations within the approved municipal land use plan.
 - 3.2.2 Conduct a baseline assessment of those existing infrastructural facilities to assess their capacity levels
 - 3.2.3 Estimate a future projected demand (short, medium and long terms) and contrast it to the existing operational capacity level of the existing infrastructural facilities to facilitate the scoping of 2no new infrastructural facilities to fill gaps.
 - 3.2.4 Undertake a stakeholder engagement and public participation using an approved framework to guide; stakeholder mapping, consultations, public participation activities, feedback mechanisms, and documentation of stakeholder inputs (including grievance management) throughout the assignment.
 - 3.2.5 Undertake climate risk and vulnerability assessment through screening and vulnerability ranking to delineate climate hazard hotspots. The latter to be done through risk mapping of; flood, drought, heat stress and other relevant risks. Subsequently, assess and integrate climate adaptation measures, resilience measures, lifecycle resilience considerations, and climate-proofing recommendations into project prioritization, feasibility studies, E&S assessments and engineering designs for all proposed investments.
 - 3.2.6 Conduct feasibility studies on the 2no proposed new infrastructural facilities and produce draft reports on; design, undertake Environmental and Social assessments and prepare relevant instruments including , sub-project E & S Screening reports, Environmental and Social Impact Assessment (ESIAs) as per EMCA Cap 387 and the EIA/EA Regulations, 2003), to include public consultations, Labour Management and GBV/SEA/SH Risk mitigation measures, Community Health and Safety, and Chance find Procedures aspects and Abbreviated Resettlement Action Plans (ARAPs) (where applicable) in reference to the KUSP2 ESHSM Manual.
 - 3.2.7 Undertake detailed engineering designs to facilitate the preparation of procurement- ready documentation for each prioritized investment, including detailed technical specifications, engineering drawings, Bills of Quantities (BOQs), Engineer's Cost Estimates, bidding documents, performance specifications, Environmental, Social, Health and Safety (ESHS) requirements, contract packaging recommendations, draft contract documentation, and operation and maintenance requirements to facilitate efficient procurement, implementation, and long-term sustainability of the proposed infrastructure investments. Procurement documents are to be aligned with KUSP2 requirements
 - 3.2.8 Produce final reports with county chapters that will facilitate the development of national synthesis report.
- 3.3 Transfer of Knowledge (training) to municipal staff through a comprehensive program covering the entire infrastructure project cycle from needs assessment to preparation of procurement documents. This shall include a Training Needs' Assessment, a structured capacity building program, on-the-job mentorship during key assignment activities, preparation of training manuals and toolkits, delivery of three formal training workshops (Inception, Mid-Term, and Final), and preparation of a Capacity Building and Knowledge Transfer Report documenting training activities, outcomes, and recommendations for sustained institutional strengthening.

- 3.3.1 It is noted that the consultant will act as an agent that will provide additional knowledge and try to fill the municipal staffs' knowledge gap and improve their competencies by understanding and overcoming 'stickiness' or resistance to change. The capability of the consultant to challenge the established status quo is expected to lead the municipalities' staff to different forms of learning. Ultimately, the challenge associated with the motivation by the consultant's cooperative work relationship will also contribute to unfreeze the existing knowledge and beliefs in an attempt to promote change.
- 3.3.2 As much as possible the knowledge transfer in this assignment is taken as a process representing a kind of intellectual capital exchange through; (i) learning, (ii) motivation and (iii) communication. The consultant is expected to use knowledge transfer model such as that developed by Szulanski or any other that will showcase the stages from transfer source (seed) to recipients' system of operation (integration).

4.0 DURATION AND LOCATION OF THE ASSIGNMENT

The assignment will be undertaken within a duration of seven calendar months (7) from the contract commencement date. The assignment covers the municipalities within Cluster 1: Coast & Eastern Regions of Kenya, which include: Mwatate, Kilifi, Malindi, Kwale, Ukunda, Lamu, Meru, Maua, Isiolo, Marsabit, Wote, Emali/Sultan, Machakos, Mavoko, Kangundo/Tala, Kitui, Mwingi, Embu, Chuka and Kathwana.

5.0 REPORTING REQUIREMENTS AND TIMELINES FOR SUBMISSION OF DELIVERABLES

5.1 EXPECTED DELIVERABLES

The consultant shall submit the following reports.

Table 1: Reporting requirements and timelines for submission of deliverables

S/ No.	Deliverable	Timeline for submission of deliverables after contract commencement Date (Months)	Format of Presentation
1	i. Inception report ii. Needs' Assessment Report	1	Soft copy in Word and PDF 3 hard copies
2	i. Public participation and Stakeholder Engagement Report ii. Project prioritization	3	Soft copy in Word and PDF 3 hard copies

3	i. Feasibility study report of each project ii. Preliminary Design Reports iii. Environment and Social Assessment reports including; sub-project specific E&S risk screening (refer to Appendix 5 of the ESHSM Manual), ESIA reports, and the Abbreviated Resettlement Action Plans (ARAP) (where applicable) (Refer to the KUSP2 ESHSM manual) iv. Climate Risk and Vulnerability Assessment Report; v. Draft Procurement Documents including the ESHS clauses (Appendix 20 of the ESHSM Manual)	5	Soft copy in Word and PDF 3 hard copies
4	i. Final detailed engineering design reports for each project ii. Final procurement Documents for each iii. Capacity Building and Knowledge Transfer Report	6	Soft copy in Word and PDF 3 hard copies
5	i. Final report with county chapters	7	Soft copy in Word and PDF 3 hard copies

Note; Activities to run concurrently

The specified copies of each of the listed deliverables/reports shall be submitted to the Client at the following address:

Principal Secretary
 State Department for Housing and Urban Development
 P.O. Box 30119-00100
 6th Floor, Ardhi House
 1st Ngong Avenue
 Nairobi, Kenya
 Tel: +254-02-2729200
 E-mail: ps@housingandurban.go.ke
Attention: KUSP2 Program Coordinator

6.0 PAYMENT SCHEDULE

The proposed payment schedules based on satisfactory performance of the contract which will be negotiated with the successful consultant will be as presented in table 2 below.

Table 2: Proposed Payment Schedule

S/No.	Deliverables	% of the contract amount
1	Submission and Acceptance of (i) Inception report (ii) Needs' Assessment Report	20%
2	(i) Public participation and Stakeholder Engagement Report (ii) Project prioritization	30%
3	Submission and Acceptance of (i) Feasibility study report of each project (ii) Preliminary Design Reports (iii) Environment and Social Assessment reports including; sub-project specific E& S risk screening (refer to Appendix 5 of the ESHSM Manual), ESIA reports, and the Abbreviated Resettlement Action Plans (ARAP) (where applicable) (iv) Climate Risk and Vulnerability Assessment Report; (v) Draft Procurement Documents including the ESHS clauses (Appendix 20 of the ESHSM Manual)	20%
4	Submission and Acceptance of (i) Final detailed engineering design reports for each project (ii) Final Procurement Documents for each (iii) Capacity Building and Knowledge Transfer Report	25%
5	Submission and Acceptance of Final report with county chapters	5%

Note: Upon submission of every deliverable/report, the consultant is expected to make a presentation of the submitted report to the Client in a scheduled meeting. The acceptance of the deliverable/report shall be recorded in the minutes of the meeting or communicated in writing to the Consultant. All deliverables/reports shall be accepted by written confirmation from the Client.

7.0 MINIMUM REQUIREMENTS FOR CONSULTANT'S QUALIFICATIONS AND EXPERIENCE

The shortlisting criteria for the Consulting Firm will be:

- 7.1 **Core business and years in business:** The firm shall be registered/incorporated as a consulting firm with core business in the field of engineering, urban infrastructure designs or equivalent for a period of a minimum of ten (10) calendar years

- 7.2 **Relevant experience:** The firm shall demonstrate as having successfully executed and completed at least 2 assignments of similar nature, scope, complexity and in a similar operating environment in the last five (5) years. Details of similar Assignments - Name and address of the client, scope, value, and period should be provided and submitted. Expression of Interest should include enumeration of these similar past assignments.
- 7.3 **Technical and managerial capability of the firm:** The firm shall demonstrate as having the requisite technical capacity and managerial capacity to undertake the assignment in the submitted company profile(s). **Key Experts will not be evaluated at the shortlisting stage.**

8.0 TEAM COMPOSITION AND QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE KEY EXPERTS

The Consulting firm shall provide well-qualified and experienced professionals as required and appropriate for completion of the assignment. They should possess necessary resources to undertake services of such nature, including equipment and software required. The key professionals shall personally carry out (with any assistance from other staff/experts deemed appropriate) the services described in this TOR. The key experts to be provided by the Consultant for this assignment are as follows: -

8.1 Team Leader

- a) A minimum of Master's degree in civil engineering from a university recognized in Kenya. He/ She must have a bias in urban infrastructure, or urban infrastructure resilience as a core demonstrable competency
- b) Validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
- c) A minimum of ten (10) years' general experience in designing and implementing similar projects.
- d) A minimum of five (5) years of specific experience working in at least 2 similar assignments in urban core and growth zones.

8.2 Municipal Infrastructure Specialist

- a) A minimum of Master's Degree in Civil Engineering from a university recognized in Kenya.
- b) Validly registered and holding current annual practicing license from the Engineers Board of Kenya
- c) A minimum of ten (10) years general experience in preparing urban infrastructure designs
- d) A minimum of five (5) years of specific experience working in at least 2 similar assignments in urban areas

8.3 Deputy Team Leader / Architect

- a) A minimum of Master's Degree in Architectural Studies or related field from a university recognized in Kenya. He /She must possess a specialty in architectural design of urban infrastructure, capacity to conduct urban infrastructure needs' assessment, and a competency in investment programming.

- b) Validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
- c) A minimum of eight (8) years general experience in preparing urban infrastructure designs
- d) A minimum of five (5) years of specific experience working in at least 2 similar assignments in urban areas

8.4 Water & Sanitation Engineer

- a) A minimum of Master Degree in civil engineering from a recognized university in Kenya specializing in municipal infrastructure development
- b) Validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
- c) A minimum of eight (8) years general experience in preparing urban infrastructure designs
- d) A minimum of five (5) years of experience in evaluating climate change risks and proposing mitigation measures for municipal infrastructure covering, water supply, wastewater, drainage and waste management. He / She will be familiar with emerging international experience in green infrastructure (e.g. design and restoration of engineered ecosystems such as wetlands, floodplains and use of Nature Base Solutions).

8.5 Climate Change, Disaster Risk and Urban Resilience Specialist

- a) A minimum of Master Degree in environmental engineering from a recognized university in Kenya specializing in climate change, disaster risk and urban resilience planning
- b) A minimum of eight (8) years general experience in preparing urban infrastructure designs
- c) A minimum of five (5) years of experience in profiling the “*urbanization process*”, engagement in high level policy dialogue, providing advice and improving understanding on the necessary transition towards a more flexible and responsive urban design process.

8.6 Livelihood Support Specialist

- a) A minimum of Master Degree in social development, or equivalent from a recognized university in Kenya, specializing in social development,
- b) A minimum of eight (8) years general experience in working with community to establish livelihood systems
- c) A minimum of eight (8) years of specific experience in community participation and working with NGOs. He / She will have experience in working with vulnerable groups and outreach to women and other marginalized populations. He/ she should possess demonstrable experience in safeguard issues; implementation of restoration of livelihood support framework

8.7 Institutional Specialist

- a) A minimum of a Master’s Degree in a relevant field with a background in urban governance, public administration, or decentralization with a bias in political sciences, economics or law from a university recognized in Kenya.

- b) Validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
- c) A minimum of eight (8) years general experience in the legal and institutional aspects of urban planning and governance and with national level policy dialogue.
- d) A minimum of five (5) years of specific experience working in at least 2 similar assignments in urban areas

8.8 Urban Planning - GIS operator

- a) A minimum of a bachelor's degree in geography or environmental sciences, or equivalent, from a university recognized in Kenya.
- b) Validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
- c) A minimum of eight (8) years general experience in operating GIS software including use of Remote Sensing Tools
- d) A minimum of five (5) years of specific experience working in at least 2 similar assignments in urban areas

8.9 Urban Spatial Planning Specialist

- a) A minimum of a bachelor's degree in in geography, urban/land use planning or equivalent, with specialization in urban development analysis, land use planning, and investment programming
- b) Validly registered and holding current annual practicing license from a relevant professional body recognized in Kenya.
- c) A minimum of eight (8) years general experience in urban planning
- d) A minimum of five (5) years of specific experience working in at least 2 similar assignments in urban areas

8.10 Project Preparation and Programming Specialist

- a) A minimum of a Master's degree in civil engineering from a university recognized in Kenya.
- b) Validly registered and holding current annual practicing license from Engineers Board of Kenya
- c) A minimum of 10 years of general experience in the design and management of project preparation and investment decision-making facilities for urban infrastructure, and capacity development and organizational strengthening for urban management authorities
- d) A minimum of five (5) years of specific experience working in at least 2 similar assignments in urban areas.

8.11 Environmental Specialist

- a) A minimum of a Master's Degree in Environmental Science/ Environmental studies/Environmental Engineering and/or related discipline from recognized university.
- b) Registration with NEMA as practicing Lead Expert with valid license.
- c) Must possess a minimum of 10 years of professional experience in Environmental, Health and Safety risk management.

- d) A minimum of eight (8) years of specific experience in undertaking environmental and social impact assessments with at least 2 similar assignments in urban areas. In addition, experience in application of the World Bank PforR, climate risk assessment, alongside preparation and review of related E&S instruments

8.12 Sociologists

- a) A minimum of a Master's degree in social science, anthropology, or its equivalent from a recognized university
- b) A minimum 10 years' experience in social risk management, preparing of Abbreviated Resettlement Action Plans (ARAPS) monitoring and evaluation of community development projects, supervision and appraisal of urban community infrastructure projects with demand led participatory approach.
- c) A minimum of eight (8) years of specific experience in including Stakeholder Engagement Plans (SEPs), grievance redress mechanisms (GRM), and social risk management tools. Experience in social risk management in at least 2 similar assignments in urban areas. He / she must have a demonstrable experience in inclusive engagement processes involving women, youth, persons with disabilities, vulnerable and marginalized groups, and refugee-host communities where applicable.

8.13 Roads Engineer

- a) A minimum of BSc./B.Tech in Civil and Structural Engineering from a recognized university
- b) With a minimum of 10 years general experience in Roads designs and supervision.
- c) Registered Engineer in the category of Professional Engineer with Engineers Board of Kenya (EBK) or its equivalent; with a valid practicing license, experience in Project Management/Contract Administration and handling of Construction Claims,
- d) A minimum of eight (8) years of specific experience in design and supervision of urban roads with at least 2 similar assignments, and experience in construction site management and must be versed with computer aided contract/project management software (Ms Project & CAD).

8.14 Materials Engineer

- a) A minimum of BSc./B.Tech in Civil, Structural or Material Engineering,
- b) At least 10 years general experience in Civil and Roads/Highway Engineering projects,
- c) Registered Professional Engineer with EBK or equivalent with a valid practicing license.
- d) A minimum of eight (8) years of specific experience as Materials Engineer in Civil and Roads/Highway Engineering projects.

8.15 Electrical Engineer

- a) A minimum of BSc./B.Tech in Electrical Engineering,
- b) At least 10 years general experience in Electrical Engineering projects
- c) Registered Professional Engineer with EBK or equivalent with a valid practicing license.

- d) A minimum of eight (8) years of specific experience in Design & supervision of Electrical Engineering projects, preferably projects involving installation of high mast flood lights, or other urban infrastructure including public lighting systems, market electrification, fire station systems, and energy transition elements.

8.16 Surveyor Engineer

- a) A minimum of BSc. Surveying or Geomatic/Geospatial Engineering,
- b) At least 10 years general experience in Surveying works,
- c) Must be registered with a recognized Board(s) of Surveyors
- d) A minimum of eight (8) years of specific experience field experience in Engineering Surveying, and be conversant with conditions of Informal Settlements.

8.17 Procurement and contract management expert

- a) A minimum of a Bachelor's degree in Engineering, Procurement/Supply Chain Management, Commerce, Business Administration or equivalent.
- b) At least 10 years general experience in procurement and contract management,
- c) Must be registered with the relevant professional body, Kenya Institute of Supplies Management or equivalent, with a valid practicing license.
- d) A minimum of eight (8) years of specific experience in public procurement management and contract administration including preparation of procurement documents, bid evaluation, preparation of contracts, reviewing contract variations, claims and contractual disputes resolution,

In addition to the proposed Key Staff, the Consultant is expected to provide non-key staff. The Consultant will be responsible for their office support staff on site and head office. The cost of any support staff not highlighted in the list but which the consultant considers necessary will be deemed to have been included in the Consultant's Financial Proposal.

9.0 ESTIMATED TIMEINPUTS FOR KEY EXPERTS

Expert	No	Time-input (Staff Months)
1. Team Leader/ Urban Climate Change and Resilience Specialist	1	7
2. Municipal Infrastructure Specialist	1	7
3. Deputy Team Leader / Civil Engineer	1	7
4. Water & Sanitation Engineer	1	3
5. Climate Change, Disaster Risk & Urban Resilience Specialist	1	3
6. Livelihood Support Specialist	1	3
7. Institutional Specialist	1	3
8. Urban Planning Specialist (GIS Operator)	1	5
9. Urban Spatial Planning Specialist	1	3
10. Project Preparation and Programming Specialist	1	2
11. Environmentalist	1	6
12. Sociologist	1	6
13. Roads Engineer	1	5
14. Materials Engineer	1	5

15. Electrical Engineer	1	3
16. Surveyor Engineer	1	5
17. Procurement and contract management expert	1	2
Total	17	75

10.0 MANAGEMENT AND ACCOUNTABILITY OF THE ASSIGNMENT, REPORTING REQUIREMENTS AND OBLIGATIONS OF THE CONSULTANT

- (a) The consultancy will be administered by the State Department for Housing and Urban Development (SDHUD) through the KUSP II Program Coordinator. The day-to-day supervision will be provided by the Result Areas 3 Lead supported by the urban Infrastructure and Climate Resilience, Environmental and Social Development Specialists in the program.
- (b) The Consultant will report to the NPCT Coordinator on day-to-day operations, through the Result Area 3 Lead and will work closely with the Counties and municipalities in the region of work and cluster municipalities and the project staff in the execution and delivery of this consultancy.

11.0 OBLIGATIONS OF THE CLIENT

- (a) The client, State Department for Housing and Urban Development, through the National Program Coordination Team (NPCT) and the Council of Governors (CoG), will provide all the documents, i.e. Urban Governance Instruments, KUSP PAD and POM including the Environmental, Social, Health and Safety Management (ESHSM) Manual and any other developed and available policies that can assist in this assignment.
- (b) The client will provide introductory letters to key stakeholders to facilitate communication.
- (c) The Client will facilitate liaison with other program implementing partners.
- (d) NPCT and CoG will assist in organizing meetings with relevant stakeholders as may be required by the consultant.

12.0 OBLIGATIONS OF THE CONSULTANT

- (a) The Consultant will be responsible for the provision of their own office space, equipment and software as necessary for carrying out this assignment.
- (b) The Consultant will make his / her own travel, accommodation, insurance, communication and other associated costs arrangements for carrying out this assignment and during consultations with different stakeholders to ensure the assignment is carried out smoothly and seamlessly within the timeframe provided.
- (c) The Consultant will consult and include input from the stakeholders and is responsible for organizing, achieving the evaluation and delivering the final report.

13.0 PROPRIETY RIGHTS OF CLIENT IN REPORTS AND RECORDS

All the reports, data, and information developed, collected, or obtained from the implementing agencies, etc., client, and other institutions during this exercise shall belong to the client. The consultant shall not use them without prior written authorization from the client. Further, 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.