

TERMS OF REFERENCE

NATIONAL INDIVIDUAL CONSULTANT

Post Title	Project Support Officer – Environment and Resilience, Coast
Agency/Project Name	Integrated Response and Recovery of Livelihoods for Communities affected by Crises in Kenya
Country of Assignment	Kenya
Duty Station	NDMA, Kilifi County
Duration	3 Months
Reference	KEN/IC/2021/019b –Project Support Officer – Environment and Resilience, Coast
Languages Required	English
Submission Deadline	5.00 P.M on Wednesday, 11 August 2021.

1. Background

Kenya has recorded sustained economic growth and progress in human development over the past five years. In 2020, Kenya experienced multiple shocks which resulted in a complex humanitarian crisis threatening to derail the country from achieving its human security and development goals outlined in the country's Vision 2030 and third Medium-Term Plan (MTP III).

The country experienced unprecedented floods, mudslides and landslides which at their peak had affected 36 of the country's 47 counties. During the year floods affected over 800,000 people with more than 160,000 people displaced and 237 dead¹. As at July 2020, data from the Famine Early Warning Systems Network (FEWSNET) indicated that IPC Phase 3 "crisis" outcomes persist in the Tana River Basin and Mandera Riverine zones driven by the impact of flooding and insecurity along the Kenya-Somalia border. Further, the country suffered the worst locust invasion on 70 years affecting 27 counties, leading to loss of crops and pasture in the marginal and pastoral areas. The country also suffered from the impacts of global COVID 19 pandemic which affected all the 47 counties, with over 90,000 reported cases and 1600 deaths; and pushing over 2 million people into poverty by the end of 2020. Measures put in place to control the pandemic have also resulted widespread loss of jobs, livelihoods and markets.

The impact of these crises was compounded by intercommunal conflict which left at least a dozen dead in incidents between communities in Narok, Baringo and Kajiado counties. Incidents of violent extremism were reported in the eastern and north eastern parts of the country leading to loss of lives and assets.

In Garissa county, Al-Shabaab militants launched several attacks on police camps, notably in Yumbis village on 22 July, leaving a police officer and 5 insurgents dead in the ensuing altercation; in Wajir county Al-Shabaab on 7 July abducted eight civilians; and in Mandera county, Al-Shabaab on 10 July attacked a police post². The combined impacts of the multiple crises have left the country in an unprecedented humanitarian context which has led to loss of jobs and livelihoods, diversion of development funds for emergency response, and further inter communal conflict and radicalization.

¹ <https://www.capitalfm.co.ke/news/2020/05/237-dead-800000-displaced-in-kenya-floods/>

² <https://www.crisisgroup.org/crisiswatch/august-alerts-and-july-trends#kenya>

The proposed project aims to enhance response and recovery of communities affected the complex humanitarian context in the country. This will be achieved through humanitarian response and recovery for disaster affected communities, capacity building for preventing violent extremism and linking the humanitarian action to development by supporting alternative livelihoods and employment opportunities. The project will integrate capacity development for peace building and social cohesion through the national and county peace architecture. The project will build on the humanitarian-development nexus through short-term community level activities to address immediate needs while addressing long-term development through recovery and resilience building.

The project is being implemented under a NIM modality with the Ministry of Devolution and ASALs as the implementing partner while NDOC, NCTC, NSC, Toyota Foundation and CORE will act as responsible parties to specific components. To achieve this, the project seeks the services of an Individual Consultant (IC) to provide technical and project management support for implementation in the Coast Region of Kenya.

2. Objective of Assignment

The objective of the assignment is to finalize the project activities implementation in the coast region while liaising closely with the Project Implementation Unit and the Environment and Resilience Unit. The Officer will work with the Team Leader, Environment and Resilience Unit to support realization of specific project activities.

Specifically, the IC will;

- Lead in the development/review of Disaster Risk Management policies and Bills for the five coast counties of Kilifi, Tana River, Lamu, Kwale, and Garissa
- Work closely with NDMA county and National staff to ensure procurement of equipment for groups under Stabilization and Recovery Component is completed in expeditiously and in complete adherence to UNDP and Government rules. Ensure reporting of the related expenditure (advance) by 30th July 2021.
- Work with the ERU to compile monthly reports on the progress of implementation of the project by providing data from the project sites.
- Work with ERU to ensure donor reports of high quality and are submitted in a timely manner.
- Support NDMA on the mobilisation and start of 75 Youth and Women Groups entrepreneurship trainings

3. Key Deliverables of Consultancy

The main deliverables under this consultancy are specified below:

- i) Inception report of the current status of county mapping and workplan on the assignment execution.
- ii) Revised draft Disaster Risk Management bills for Garissa, Tana River, Lamu and Kwale counties
- iii) Technical report summerising the progress of implementation of the project including procurement and delivery of income generating equipment to the youth groups currently ongoing with NDMA
- iv) A Final report on project achievements of the individual consultancy during the assignment, including summary of activities undertaken and their impacts; and capacities developed.

4. Reporting

The Individual Consultant will be hosted by the National Drought Management Authority (NDMA) and will work hand in hand with the UNDP Programme Officers under the leadership and supervision of the UNDP Environment and Resilient Unit Team Leader.

5. Project Officer – Environment and Resilience, Coast Region roles and responsibilities:

The Project Officer – Environment and Resilience, Coast Region will be charged with the following key duties and responsibilities: Specifically, the IC will undertake the following tasks:

- Provide leadership and technical support in drafting, review and finalization of Disaster Risk Management Policies and Bills in the five target counties ensuring mainstreaming of climate change, environment, disability and ‘leaving no one behind’ aspects.
- Provide capacity building for CEC’s, MCA’s and County Technical Officers on disaster risk reduction, disaster risk management, climate change and resilience.
- Support county governments in the planning and budgeting process to ensure that DRM is mainstreamed in the early stages of the 2021/2022 national budget preparation cycle beginning August.
- Provide support to the Implementing partners for capacity building on hazard profile and utilization of county hazard maps in the budgeting process working in close collaboration with other identified partners as necessary
- Support other implementing partners (NSC, NCTC, CoG) in identification and training of at-risk youth under the peace building and PVE components of the project.
- Provide technical support to the county and national government in coordination of disaster preparedness, response and recovery in the coastal region.
- Ensure project implementation is aligned to national priorities including the Ending Drought Emergencies Framework, Nation NRM Strategies, and other relevant policies and frameworks.
- Coordinate project implementation in the Coastal Counties in close collaboration with the other responsible parties including CoG, NDOC, NDMU and other implementing partners.
- Ensure programme activities in the respective counties are implemented in a timely manner and in line with the Annual Work Plan (AWP).
- In close collaboration with the designated Programme Officer at NDMA Nairobi ensure that procurement and other administrative issues at the county level are in line with UNDP and Government rules and regulations.
- Provide liaison between the project and county governments within the target counties.
- Conduct regular field monitoring of activities and outputs to ensure high quality of works and adherence to work-plans and designs.
- Provide regular narrative and financial reports to the NDMA including monthly reports and donor visibility materials.

6. Project Officer – Environment and Resilience, Coast Region , Competencies and Evaluation Criteria

Key competencies for the Project Officer – Environment and Resilience, Coast Region are detailed below:

- 1) University degree in the relevant field preferably in the areas of environment, disaster management, and social sciences. – (15 marks)
- 2) Minimum 3 years’ experience in project management, environment, and resilience – (20 Marks)

- 3) Broad understanding of livelihoods, environment and disaster risk reduction technical area including development of related legislation – (25 Marks)
- 4) Experience in working with, partnerships and knowledge networks. - (15 marks)
- 5) Management and good logistical and co-ordination skills. - (10 marks)
- 6) Ability to communicate and work effectively and in close coordination with many individuals, groups, and divisions to complete tasks. - (10 Marks)
- 7) Experience in producing reports in English – (5 marks)

7. Payment Terms

Schedule of payments and amount	Outputs
20%	Inception report of the current status of county mapping and workplan on the assignment execution
40%	Technical report summerising the progress of implementation of the project including procurement and delivery of income generating equipment to the youth groups currently ongoing with NDMA
40%	A Final report on project achievements of the individual consultancy during the assignment, including summary of activities undertaken and their impacts; and capacities developed.

8. Submission of Financial Proposal

Submission of Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offeror's letter to UNDP). **The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses accommodation, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.**

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offeror's letter to UNDP- template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be received through the UNDP e Tendering Portal on or before Wednesday, 11 August 2021, by 5.00 P.M (GMT+3.00)

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:
Business Unit: **UNDP1**
Event ID:
- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:
Username: **event.guest**
Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/procurement/business/resources-for-bidders>

Email submission of applications will not be accepted.

Queries about the position can be directed to undp.kenya.procurement@undp.org