



1. GENERAL INFORMATION

Title of Consultancy:	Baseline on enhancing access to environmental justice in the solid waste management sub sector through Alternative Justice Systems (AJS) in Nairobi County
Assignment Duration:	20 days
Supervisor:	Programmes Manager
Closing Date:	23rdApril 2021.

2. PROJECT BACKGROUND

2.1 About KARA

The Kenya Alliance of Resident Associations (KARA) is the umbrella body representing the voice and proactive action of Resident Associations on consumers and taxpayers' rights countrywide. The Alliance was registered in September 2000, (under the Societies Act Cap. 108, section 10), as an apex body wholly mandated to facilitate formation of resident's association and coordinate their activities with a view to tackling service delivery challenges in a structurally unified voice. KARA is keen on enhancing access to public service delivery through continuous advocacy especially on good governance and public accountability; effective information, education and communication on the rights, roles and responsibilities of the public in service delivery agenda

KARA is currently implementing a project on enhancing access to environmental justice in the solid waste management sub sector through Alternative Justice Systems (AJS) in Nairobi County with the support from UNDP (Amkeni Wakenya Programme). Amkeni Wakenya is supported by the EU under PLEAD Programme to provide support to CSOs providing legal aid services; enhancing community awareness of legal aid schemes and strengthening alternative dispute resolution (ADR), working with alternative justice systems (AJS) and community paralegal systems. The support for KARA under this programme by Amkeni Wakenya seeks to enhance advocacy for the accelerated delivery of legal aid and access to formal and informal justice systems for special interest groups (marginalized youth and women, prisoners, persons with disabilities, persons living with HIV (PLHIV), vulnerable children, the aged, refugees and marginalized minorities.

2.2 Project Implementation Context

The population of Nairobi has been increasing rapidly at 4% per annum and is projected to be 5 million by 2025 (Urban Ark and APHRC 2017). The increase in the number of residents in the city coupled with economic growth has led to increased solid waste generation. Nairobi County generates over 2,400 tons of garbage per day and it is projected to reach 3,200 tons per day by year 2022 (Nairobi County Integrated Development Plan, 2018-2022). Over 70% of the waste generated in Nairobi is from residential areas (domestic waste). The solid waste collection and disposal in Nairobi has been characterized by general inefficient, unfavorable and inadequate organizational set-up. Less than 60% of generated waste ends up at the final disposal point. Approximately 10% of generated waste is recycled with the remaining up inappropriately disposed of in rivers, open landfills or dumpsites that are mostly located in close vicinity of residential areas.

The inability of the Nairobi County to provide infrastructure services for the waste disposal to match the rapidly growing population, commercial and industrial demand has led to problems such as poor

solid waste management along with actors whose activities are poorly controlled and regulated. The situation has consequently led to increased conflicts among the actors in the solid waste management sector (Resident Associations, Waste Pickers, Environmental Defenders and the Government Agencies in charge of environment)

Within Nairobi County, almost 75% of informal waste pickers in the residential places are women and youth. Unfortunately, strategies to formally integrate these waste pickers into the waste management system and manage constant emerging conflicts between the waste pickers themselves and the resident associations on waste collection and disposal are lacking, further fueling their exclusion in the waste governance and policy processes in Kenya. There is documented evidence of the waste pickers being harassed, intimidated, attacked and arbitrarily arrested due to disputes and also cases where they engage in criminal activities and illegal dumping of waste

2.3 Project Description

The proposed project focuses on increasing access to environmental justice in the solid waste management sub sector through Alternative Justice Systems (AJS) in Nairobi County. The project is a response to the need for inexpensive, alternative means of resolving disputes within the solid waste management subsector in Nairobi County. Key players in the subsector include youth waste pickers, Resident Associations (RA) members, local authorities, environmental ombudsman among others.

In order to achieve the project goal, the project will work towards strengthening the community level structures (The local Resident Associations) to sustainably deliver AJS services at the local level by supporting and strengthening the skills of the RAs' Executive Committee Members (ECM) and engaging with local authorities (County government officials) on matters pertaining to AJS in the solid waste management sub sector. KARA will facilitate training of the Executive Committee Members (ECM) of the RAs on AJS. The project will also sensitize waste pickers (formal and informal) and environmental justice defenders working in the targeted project areas in Nairobi County on the recently launched AJS policy.

Additionally, Community led advocacy for sustainable Partnership, Coordination and Linkages will be created for improved environment which will be key in enhancing access to justice through AJS and for the project sustainability. Community awareness campaigns through sensitization meetings will also be organized at the residential level in partnership with county government department of environment and NEMA officials. This awareness campaigns will target members of the Resident Associations

2.3.1 Project Goal and Outcomes

Project Goal

To increase access to environmental justice in the solid waste management sub sector through AJS in Nairobi County

Project Outcomes

Outcome 1: Actors (Resident Associations, Informal and formal waste workers, environmental ombudsman, County government Department of environment) in the Solid Waste management subsector are empowered to utilize the AJS in dispute resolution

Outcome 2: Coordination and Resolution of Solid Waste Management Disputes and Complaints through AJS is improved in Nairobi County

Key Project Intervention Strategies:(i) Capacity Development; (ii) Research and Policy Advocacy; (iii) Linkages, Networking and Partnership Building; (iv) Digital Service Request to Improve Service, Voice, and Accountability; and (v) Monitoring, Evaluation, Reflection, Learning and Documentation

3. THE BASELINE STUDY

3.1 Purpose and Objectives

KARA seeks the services of a consultant to undertake a baseline study whose purpose is to collect baseline data on the outcome indicators included in the results framework, against which the project's progress and achievement will be evaluated.

The specific objectives of the baseline study are:

- I. To assess the level of knowledge and awareness on AJS among the community level actors within the solid waste management subsector;
- II. To determine the current level of access to AJS services among the community level actors within the solid waste management subsector
- III. To establish the functionality of the community AJS systems.

The key recipients and users of the evaluation are: KARA Senior Management Team, Project staff, UNDP Amkeni Programme, Departments of Health and Environment Nairobi County and other NGOs working in the environment sector.

3.2 Scope of Work

The Consultant is required to:

- I. Undertake a desk review of relevant documents related to AJS and design the baseline study, in consultation with KARA project team;
- II. Conduct data collection in specific project areas and locations with the Nairobi City County;
- III. Analyse all the data collected during the study;
- IV. Compile a baseline study report and share it with the project team.

The study will primarily focus on Nairobi County and its 17 sub counties

3.3 Methodology

The consultant should propose and design the most appropriate baseline study methodology relevant to the project. The study approach must integrate COVID-19 safety measures as per the MOH/GOK guidelines.

A combination of both quantitative and qualitative methods with opportunity for secondary data sourcing first, complemented with primary data collection will be preferred.

3.4 Deliverables

The following deliverables are expected of the consultancy:

- **Inception Report** detailing the study methodology and sample selection procedures, study tools (should be attached), work plan and scheduling of activities. ;
- **Data Collection Tools:** to be developed/provided alongside the inception report for timely review by the project team;
- **Draft Baseline Survey Report:** the report shall be produced following a triangulated analysis of the data collected and will be subject to an internal validation team composed of the consultant, the project team and KARA's Monitoring and Evaluation Department;
- **Final Baseline Survey Report** incorporating inputs of the internal validation meeting. This will be expected within not more than one week after the validation meeting.
- **Approved Final Report** Upon validation and approval by the Project Team. The Approved final report shall be provided in soft and three well bound hard copies sent to the Chief Executive Officer.

3.5 Timeframe

The consultancy will take twenty (20 working days) taking into consideration all the measures provided by the government in controlling the Covid 19 pandemic. The consultant is expected to adhere to the provided timelines so that the generated information and data can be used by KARA in programming

4. MANAGEMENT OF THE CONSULTANCY AND REPORTING

The consultant will work closely with the Programmes Manager, Monitoring & Evaluation Officer and Programme Officer at KARA to ensure quality and timely delivery on the expected deliverables. The following are deadlines for submission of key deliverables:

Report	Format	Due Date
Inception report; Data collection schedule and tools	Soft copy in PDF /MS Word	Within 3 days of commencement
Draft Survey Report;	Soft copy in editable format	7 days after inception report
Final Survey Reports	Soft copy in editable format and PDF	7 days after submission of draft report
Approved final report	3 Hard copies and Soft copy in editable format and PDFs	3 days after submission of final report

5. BUDGET

The consultant will provide a quote for consultancy fee only broken into specific budget line items and number of days. The specific line items include-

- Participation in inception meeting and develop survey design/inception reports
- Develop and finalize data collection tools
- Work on and use online data collection platform for quantitative survey
- Facilitate training of data collection team
- Coordinate, support and supervise data collection and ensure data quality and ensure daily submission of collected data into the server.
- Conduct data analysis and interpretation and construct a draft survey report
- Conduct baseline report validation with Project Technical Team, stakeholders and incorporate review comments
- Develop and share the final baseline Report

The consultant should submit the total budget in the proposal with detail breakdown including applicable government taxes

6. REQUIRED QUALIFICATION

This consultancy is open to an individual consultant or a firm. The lead consultant must possess a minimum of the following qualifications;

- Minimum of a Master's degree in a relevant field; including M&E, Development Studies, Applied Research, Economics, Law or any other relevant field.
- Demonstrated minimum of 5 years of experience in conducting program evaluations. Preference will be given to those who have a minimum of 5 years of experience in evaluating human rights programs.
- Evidence of previous similar assignments
- Demonstrable evaluation design and data collection and analysis skills.
- Demonstrable report writing and facilitation skills.

7. SELECTION CRITERIA

Assessment of proposals submitted will be on the Quality and Cost Based Selection as per the criteria as listed below.

7.1 Technical evaluation

Technical evaluation will be on a point - system out of a maximum 70. Only proposals that score at least 50 points at this stage of evaluation will proceed to the next stage. Scores will be awarded as per below matrix:

NO	Description	Maximum Score
	General Technical Approach	
1	Experience in surveys relevant to this request	10
2	Qualification of Lead Consultants	5
3	Experience in online data collection platforms	5
4	Evidence of ability to develop an effective survey methodology	15
5	Experience and expertise in relevant data analysis	10
6	Demonstrated ability to ensure data quality management/control	5
7	Effective report writing and presentation	5
8	Availability to conduct the survey within schedule	5
9	Evidence of meeting specific requirements in the ToR	10
	TOTAL SCORE	70

7.2 Financial Evaluation

All substantially responsive proposals that score 50 points or more from the Technical submission evaluation shall have their financial proposals opened and evaluated.

NB: Please note that the Financial Proposal **MUST** be submitted separately from Technical Proposals. Applications with both technical and financial proposals as one document will not be considered

8. PAYMENT SCHEDULE

Instalment Period	Deliverable	% of payment
1 st Instalment	Approved inception Report	50%
2 nd Instalment	Draft Report and Approved Final report plus all attachments	50%

APPLICATION PROCESS

To apply the consultant(s) should submit an Expression of Interest of not more than 10 pages including the attachments/annexes. This should contain:

- The consultant's understanding of the TOR;
- How the consultant(s) will undertake the survey
- How the consultant(s) meet the requirements of the survey;
- Proposed technical work plan and financial proposal quoted in Kenya Shillings for the whole assignment
- CVs of the lead consultant and any other personnel to be involved in the assignment

Interested candidates should submit their Expression of Interest through: procurement@kara.or.ke

Applications must be received on or before **Friday, April 23rd 2021**.