



Building Resilient Communities for Sustainable Development

**REQUEST FOR PROPOSAL**

**TOR CONSULTANCY SERVICE FOR ENVIRONMENTAL AND SOCIAL IMPACT ASSESMENT (ESIA) FOR  
WATER PROJECTS IN MANDERA COUNTY.**

**RURAL AGENCY FOR COMMUNITY ASSISTANCE AND DEVELOPMENT (RACIDA) IN  
COLLABORATION WITH THE CONCERN WORLDWIDE AND IRISH AID**

**October 2024**

**Synopsis of the Request for Proposal (Individual Consultant / Registered firm)**

Solicitation Reference No.	<b>ToR/HANAANO-KEN/002/ ENVIRONMENTAL AND SOCIAL IMPACT ASSESMENT (ESIA) FOR WATER PROJECTS IN MANDERA COUNTY.</b>
Title of Solicitation	<b>CONSULTANCY SERVICE FOR ENVIRONMENTAL AND SOCIAL IMPACT ASSESMENT (ESIA) FOR WATER PROJECTS SUPPORTED BY RACIDA IN COLLABORATION WITH THE CONCERN WORLDWIDE AND IRISH AID IN MANDERA COUNTY IN MANDERA COUNTY.</b>
Issuing Office & Address	<b>RURAL AGENCY FOR COMMUNITY ASSISTANCE AND DEVELOPMENT (RACIDA)</b> Website: <a href="http://www.racida.org">www.racida.org</a>
Point of contact for clarifications, questions and amendments	Racida General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Email Address for submission of Proposals/ Quotes	Racida General Procurement, <a href="mailto:Procurement@racida.org">Procurement@racida.org</a>
Solicitation Issue Date	October 9 <sup>th</sup> , 2024
Initial Deadline for Submission of Proposals	October 14 <sup>th</sup> ,2024 at 10:00am
Anticipated Award Type	<b>CONSULTANCY AGREEMENT</b>

## Terms of Reference

### 1. INTRODUCTION

RACIDA with funding from Irish Aid through Concern Worldwide Kenya is implementing the “Preventing Wasting in the Mander Triangle (PwiMT)-Hanaano programme”. The Hanaano programme is an integrated cross-border project (Kenya, Ethiopia, and Somalia) implemented by local partners and the Concern Worldwide country offices in each of the three countries. RACIDA is implementing the Hanaano programme in Kenya’s Mander County targeting 12 communities in three sub-counties. The integrated project covers activities in the nutrition, WASH, and food security/livelihoods sectors. The Hanaano project aims to prevent child wasting in the most vulnerable communities and households through three main pathways: 1) improving feeding and caring behaviors for infants, young children, adolescents, and women of reproductive age; 2) enhancing food security and supporting engagement in profitable, climate-resilient livelihood strategies; and 3) informing and influencing relevant country and regional strategies to prevent wasting by demonstrating evidence of what works, particularly at the community level. By rehabilitating the two water infrastructures, the project will enhance access to safe water and boost food production at the household level through kitchen gardening initiatives led by mother-to-mother support groups, thereby reducing malnutrition for both mothers and infants. Integrating WASH (Water, Sanitation, and Hygiene) interventions into these pathways ensures a holistic approach to health and nutrition, addressing both the direct and underlying causes of malnutrition.

## 2. PROJECT BACKGROUND

Mandera County, located in the northeastern region of Kenya, is one of the country's arid and semi-arid lands (ASALs). According to the 2019 census, the county has a population of 1,200,890, covering an area of approximately 25,797 square kilometers, it shares borders with Ethiopia to the north and Somalia to the east, making it a strategic location with cross-border interactions. The county has six sub-counties: Mandera West, Mandera East, Mandera North, Banisa, Lafey, and Kutulo, with Mandera town serving as the administrative headquarters.

The county is characterized by a hot and dry climate, with temperatures often exceeding 30°C and rainfall averaging between 255 mm to 270 mm annually, primarily during the short rainy seasons of April-May and October-November. The scarcity of water resources presents significant challenges for the residents, affecting agriculture, livestock rearing, and access to clean drinking water.

Mandera County is predominantly inhabited by ethnic Somali communities, with clans playing a critical role in social, cultural, and economic activities. The local economy is primarily based on pastoralism, which is a key livelihood activity due to the arid environment. However, recurring droughts, conflict over scarce resources, and limited infrastructure have contributed to high levels of poverty and vulnerability among the population.

The county faces numerous development challenges, including limited access to healthcare, education, clean water, and sanitation services. Security issues related to cross-border conflicts and inter-clan tensions also pose significant risks. Despite these challenges, the county has opportunities for development through investments in water resource management, renewable energy, infrastructure, education, and healthcare to improve the livelihoods and resilience of the local communities. The overarching goal of the programme is to contribute to increased community resilience and adaptation to climate change through sustainable, peaceful use of natural resources including improved access to water and sanitation services in the target ASAL Counties. RACIDA in partnership with the County Government of Mandera therefore seeks to contribute to improving the water and sanitation situation in the target locations. The specific interventions include rehabilitation and augmentation of water supply schemes in each of the two projects and enhancing rainwater harvesting through improved storage capacities of proposed Earth pan of which is proposed to hold at least 80,000m<sup>3</sup> of water.

### 2.1 PROJECT AREA

The two project areas are situated in Banisa sub county, Mandera County. The specific project areas targeted include Lulis and Hullo villages.

Lulis Earth Pan

Coordinates; Lat/long: 4.024721, 40.332161

Hullow Borehole  
 Coordinates Lat/long:4.2826166, 40.8011068

**Table 2.1: Targeted water facilities and proposed activities**

#	NAME OF PROJECT	WATER FACILITY	PROPOSED ACTION	LOCATION		
				Village	Ward	Sub-County
<b>HANAANO PROJECT</b>						
1		Lulis Earth Pan	Rehabilitation and water supply infrastructure.	Lulis	Banisa	Banisa
2		Hullow water scheme	Rehabilitation & Augmentation of water supply infrastructure	Hullow	Malkamari	Banisa

### 3.0 THE CONSULTANCY ASSIGNMENT

The proposed Consultancy involves carrying out Environmental and Social Impact Assessment with a view to establishing the impact on the environment and social effects of the proposed works outlined above.

#### 3.1 EIA Study Objectives

The objectives of Environmental and Social Impact Assessment are to:

- Take into account environmental, social, economic, cultural and legal considerations in regards to the proposed works as described above.
- Identify the anticipated environmental and Social impacts of the proposed works of the project and the scale of the impacts
- Analyse and evaluate the anticipated impacts of the proposed works of the project on the physical, biological, social cultural and social economic environment
- Propose mitigation measures to be taken during and after the implementation of the proposed works of the project
- Develop an Environmental and Social Management Plan with mechanisms for monitoring and evaluating the compliance and environmental performance which shall include the cost of mitigation measures and the time frame of implementing the measures.
- Identify and assess compliance of project activities with relevant statutory and internal requirements
- Establish mechanisms for monitoring and evaluating compliance and time frame for implementing effects mitigation measures

### 3.2 SCOPE OF WORK.

The consultant shall perform all works necessary.

The assignment consists of: -

- Define the location of the project including the physical area that may be affected by the proposed project and identify and predict the physical, ecological, economic and social-cultural impacts of the proposed project
- Collect, collate and present baseline information on the environmental characteristics of the study area
- Evaluate the activities that shall be undertaken during the project construction, operation and decommissioning phases
- Establish the materials to be used, products and by-products, including waste to be generated by the project and the methods of disposal
- Evaluate the potential environmental and social impacts of the project and the mitigation measures to be undertaken during and after the implementation of the project
- Evaluate plan to ensure the health and safety of the workers and the neighboring communities.
- Provide any other information that the proponent may be requested to provide by NEMA

The consultant is expected to cooperate fully with the concerned agencies of the Government of Kenya while providing necessary support services related to and necessary for the completion of the assignment.

It should further be noted that the consultant is responsible for the final submission of the ESIA report to NEMA in consultation with the client. Where any issues are raised by NEMA after the submission of the final report, the consultant is expected to address them expeditiously.

#### 3.2.1 Detailed Scope of the Consulting Services

The Consultant shall conduct analysis which shall detail the positive and negative effects of the development of the project on the environment and prepare an ESIA report recommending appropriate solutions to minimize any undesirable effects resulting from the rehabilitation works.

The analyses shall include, but not limited to the following discussed in the Table below.

Task	Description
Detailed Desk Review	The consultant is to review all existing documentation, and previous ESIA / SPR reports developed for the area. They shall further undertake a detailed study of the proposed works and then, the consultant shall then concisely describe the project location including its geographical, ecological and the general layout of associated infrastructure including maps at appropriate scale where necessary.
Description of the Baseline Environment	<p>The Consultant is required to collect, collate and present baseline information on the environmental characteristics of the proposed project site. This description should involve but not limited to:</p> <ul style="list-style-type: none"> <li>➤ Physical environment (topography, land cover, geology, climate and meteorology, air quality, hydrology, etc.)</li> <li>➤ Biological environment (i.e. flora and fauna types and diversity, endangered species, sensitive habitats etc.)</li> <li>➤ Social and cultural environment, including present and projected. Where appropriate i.e. population, land use, planned development activities, community social structure, cultural/religious sites and properties, vulnerable groups and indigenous populations etc.)</li> <li>➤ Economic activities i.e. agriculture, livestock, small scale industries etc.</li> </ul>
Legislative and Regulatory Framework	The Consultant shall identify and describe the pertinent regulations and standards - both local and international, governing the environmental quality, health and safety, protection of sensitive areas, land use control at the national and local levels and ecological and socio-economic issues.
Occupational Health and Safety Concerns	The Consultant shall analyse and describe all occupational health and safety concerns brought about by activities during all the phases of the project. The Consultant shall make recommendations on corrective and remedial measures to be implemented under the Environmental Management Plan.
Identification and Development of Environmental and Social Management Plans	<p>The Consultant shall develop a comprehensive Environmental Management Plan. The plan should recommend a set of mitigation, monitoring and institutional measures to eliminate, minimize or reduce to acceptable levels of adverse environmental impacts and/or maximize socio-economic benefits.</p> <p>The Consultant should provide cost outlays for the proposed mitigation measures as well as their institutional and financial support,</p>

Task	Description
	time frame and responsibility. This shall be provided for all phases of the project.
Development of Monitoring Plan	<p>The Consultant is required to give specific descriptions and technical details of monitoring measures including the parameters to be measured, methods to be used, sampling locations, frequency of measurements, and definition of thresholds that will signal the need for corrective actions as well as deliver monitoring and reporting procedures.</p> <p>The Consultant should provide a time frame and implementation mechanism, staffing requirements and cost outlays</p>

### 3.4 Reports

All reports shall be in the English language and prepared on A4 metric size paper. The following Reports shall be prepared and submitted for comments or approval by the Client: -

- a) **Inception Report**: This report shall comprise of a brief of the project, description of baseline information and project overview including summary of the initial perception or findings. The Consultant shall further give defined proposals covering the Environmental and Social Impact Assessment of the projects.
- b) **Draft Final ESIA Report**: This report shall summarize the findings, analysis, results and recommendations of the assessment including consultative public participation and shall contain all supporting material. The Report shall be presented to the stakeholders for review, inputs and contributions.
- c) **Final ESIA Report**: This report shall incorporate all revisions and comments proposed by NEMA and other stakeholders. - Original, 1 copy and a digital copy to Client.

### 4.0 LIASON WITH THE RACIDA

The Program coordinator shall be the Project Manager who will carry out all project management, oversight activities, supervisory roles and reviews. It will be the Consultant's duty to maintain close contact with the Project Manager on all aspects of the work. As a matter of principle, all formal communications relating to the work shall be directed to the attention of the Project Manager. Further, RACIDA has a WASH Officer based in



Mandera who shall be responsible for the day-to-day support and monitoring of the project activities. In particular, the WASH Officer, under the guidance of the Project Manager, and County Department of Water technical officer shall provide technical input, comments and guidance on the work plans and reports prepared by the Consultant for quality assurance and achievement of set objectives.

### 5.0 LOGISTICAL SUPPORT AND STAFFING

Within the technical the technical proposal, the Consultant shall elaborate on the envisaged logistical setup and deployment of appropriate skills for execution of the assignment. The minimum number of key experts including minimum qualifications for the expert consultant are indicated below. The Consultant is free to propose additional skills as are deemed necessary to execute the assignment within their stated methodology.

**Table 5.1: Staffing skills and experience**

Expert	Minimum Relevant experience (Years)	Minimum Qualifications
An EIA licensed Expert.	10	<p><b>Education:</b> Minimum Bachelor is degree in Environmental Science, Environmental Studies, Resource Conservation or any other relevant discipline.</p> <p><b>General experience:</b> Minimum of 10 years working experience</p> <p><b>Specific experience:</b> 8 years’ experience in Environmental and Social Impact Assessment. Shall be a Registered EIA expert in Kenya by NEMA.</p>

### 6.0 DURATION OF THE ASSIGNMENT

This assignment is expected to be executed between **20<sup>th</sup>, October 2024 to 30<sup>th</sup>, October 2024**. The Consultant shall provide a work plan for the proposed duration of the assignment not exceeding ten (10) days. These shall be detailed to scoping/desk reviews, Field activities and reports development (Draft, review and final a submissions). These shall be **based on each water facility**.

### 7.0 LANGUAGE

All reports will be written in English. The Consultancy Firm will need to be able to have staff that can communicate with various stakeholders.

### 8.0 REPORTING FORMAT

All the reports should be submitted to RACIDA in electronic format and in four (4) colored hard copies published in hard Cover.

## 9.0 TECHNICAL PROPOSAL

Prospective bidders are expected to submit a technical proposal with their bid, which shall include and not limited to:

1. A submission letter.
2. Of the Consultant or consulting firm including curriculum vitae of the proposed experts and personnel to be included in the execution of the assignment including but not limited to CVs, professional and academic certificates of proposed staff
3. Description of the methodology and work plan for performing the assignment and time schedules.
4. Past experience and its evidence on at least three similar assignments (submit LPO, Contracts, proof of payments, etc. as proof of the same);

The consultant/consulting firm is expected to submit this as an attached document to the profile/bidding documents.

## 10.0 FINANCIAL PROPOSAL

The consultant shall prepare and submit a separate sealed financial proposal. The financial proposal shall contain the following.

1. A submission letter indicating the total fees.
2. Summary of costs.
  - Breakdown of consultancy professional fees.
  - Breakdown of any reimbursable costs or expenses that the consultant/consulting firm expects to incur during this assignment. Unit rates for each reimbursable as well as the projected total cost of the same, based on experience of such works, should be detailed in totality to enable the client to make a competitive choice of award.
  - Any miscellaneous expenses that may be expected.
  - A final total contract sum MUST be submitted with a list of assumptions made to obtain the figure – the bidder should carefully consider this as this figure would be used for cost comparison and award purposes.

**Table 10.1: Summary of Detailed ESIA for Lulis Earth Pan.**

#	Activity description	Unit	QTY	Rate (Kes)	Amount
1	Transport cost to and from the field sites. Rate to include movement within field during data collection.	Item	1		
2	Reports production (typesetting, printing, and photocopying and binding)	Copies	4		
3	Professional fees	Item	1		
4	A.O.C specify.....)	Item	1		
	Total cost				

**Table 10.2: Summary of Detailed ESIA for Hullo water Supply Scheme**

#	Activity description	Unit	QTY	Rate (Kes)	Amount
1	Transport cost to and from the field sites. Rate to include movement within field during data collection	Item	1		
2	Reports production (typesetting, printing, and photocopying and binding)	Copies	4		
3	Professional fees	Item Item	1 1		
4	Any other costs (Please specify ..... )	Item	1		
	Total cost				

### 11.0 PAYMENT TERMS

- a. 20% after scoping activities
- b. 30% after submission of ESIA Draft Reports for each water facility targeted
- c. 50% after submission of Final report with approvals and NEMA licenses

### 12.0 PROCUREMENT METHOD AND EVALUATION CRITERIA

RACIDA will use the Request for Proposals (RFP) method in the procurement of the consultants to conduct this assignment. The purpose of the RFP process is to secure the service providers who are most capable of providing the services specified in these Terms of Reference. Selection of the service provider will be made solely based on the most responsive proposal submitted by a qualified proposer that satisfies all requirements described in this TOR.

### 13.0 SUBMISSION MODALITY AND EVALUATION

Prospective bidders are expected to prepare in four (4) copies (1 original and 3 copies) of technical proposals. The financial proposal should be prepared in the same number of copies sealed in a separate envelope.

Proposals will be evaluated based on the broad areas listed below:

- i. Approach and methodology for executing the assignment
- ii. Capability and relevant experience
- iii. Delivery Schedule
- iv. Financial proposal

### 14.0 EVALUATION PROCESS AND SELECTION METHOD (QCBS)

Quality and Cost Based Selection Method is a method that uses a competitive process that considers the quality of the proposal and the cost of the services in the selection of the successful firm.

The Specific Technical Evaluation Criteria will be based on the following:

<b>Preliminary Evaluation Criteria: Mandatory Requirements</b>			
a) Valid Tax Compliance Certificate from KRA.			
b) Valid EIA practicing license			
c) Submission of 1 original and 2 copies of tender document properly PAGINATED in the correct sequence and all pages MUST BE INITIALIZED.			
d) Individual has submitted a sealed financial proposal			
e) Dully filled and signed self-declaration that the person /tenderer is not debarred in the matter of Public Procurement and Asset Disposal Act 2015.			
f) Dully filled and signed self-declaration that the person /tenderer will not engage in any Corrupt or Fraudulent practice.			
<b>Only firms that are Responsive in all aspects of this stage are considered for evaluation of Technical Proposals</b>			
The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals: <i>[Note to Procuring Entity: Allocation of points shall be within the range provided for each criterion and sub-criteria]</i>			
S/NO	ITEM/DETAILS		
1.	Evidence of Qualified and experienced Key personnel to undertake the specified work. Verify from attached Curriculum Vitae and copies of academic, professional certificates of Key management and technical staff as well as practicing license ( <b>Lead Environmental Expert /ESIA Team Leader, Sociologist</b> )		
1.1	<b>Personnel</b>	<b>Years</b>	<b>Points</b>
	<b>Team leader:</b>	<b>10</b>	<b>20</b>
	Qualification and Skills		8
	General professional experience		4

	Specific professional experience		8
1.2	<b>Lead Environment Expert</b>	<b>8</b>	<b>15</b>
	Qualification and Skills		5
	General professional experience		4
	Specific professional experience		6
1.3	<b>Sociologist</b>	<b>6</b>	<b>15</b>
	Qualification and Skills		5
	General professional experience		4
	Specific professional experience		6
	<b>Subtotal 1</b>		<b>50</b>
2	Well elaborated methodology with work plan for the assignment		
2.1	Elaborate Methodology		20
2.2	Detailed work plan		15
3	Experience of the firm in undertaking similar assignments matching award letters, LSOs, agreements and recommendation letters;		10
4	Comments on Terms of Reference		5
	<b>Subtotal 2 (item 2, 3 &amp; 4)</b>		<b>50</b>
	<b>Total Technical Score</b>		<b>100</b>

## 15.0 RESPONSIBILITIES

### i. RACIDA (The Client)

- RACIDA shall provide the consultant with all relevant project documents to guide the ESIA report.
- For the execution of the activity, RACIDA shall ensure that the local authorities are informed accordingly.
- RACIDA shall inform and update the consultant on the security situation, or changes therein.
- RACIDA's Code of Conduct and Safeguarding Policies
- County level staff for necessary support in the field.

### ii. The Consultant

- Prepare and deliver consultancy services as per the TOR
- Deliver the key deliverables in time; submit a final report duly approved by RACIDA after full incorporation of views and editions from the client.
- Facilitate debriefing sessions before and after the field mission.
- The consultant and his team will make their own arrangements on accommodation and meals during the duration of the assignment.

## 16.0 SUBMISSION OF BID DOCUMENTS

Interested and qualified consultants are invited to submit their proposals (Technical & Financial), comprising a detailed methodology, work plan, timeline, CV, relevant experience, proposed budget, and three professional references by **October 14<sup>th</sup>, 2024** at 10:00am.

The Proposal submission address is:

### **RACIDA**

Nairobi Head Office

Kindaruma Road,

Top Plaza Ground floor,

Unit 9-12, 1 P.O. BOX 37928 – 00100

Tel: **0769117307**

**Email:** [Procurement@racida.org](mailto:Procurement@racida.org), indicating subject line as ToR/HANAANO-KEN/002/ ENVIRONMENTAL AND SOCIAL IMPACT ASSESMENT (ESIA) FOR WATER PROJECTS IN MANDERA COUNTY