



Ministry of Transport,
Infrastructure, Housing and
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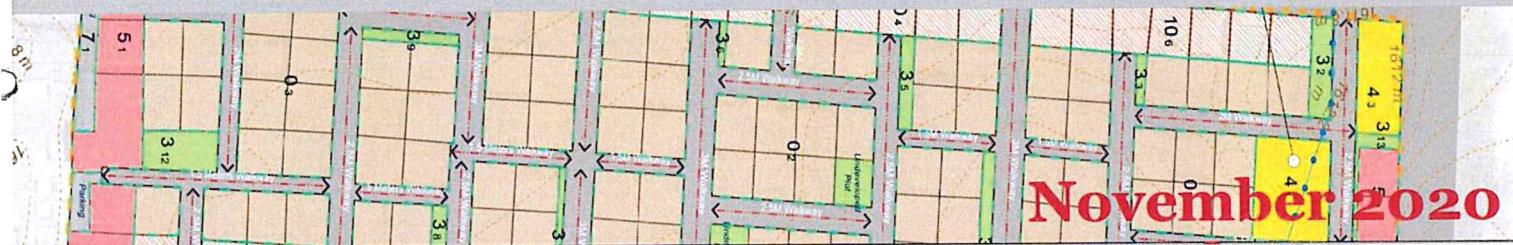
KENYA INFORMAL SETTLEMENT IMPROVEMENT PROJECT (KISIP)

Consultancy Services for Planning, Surveying and Preparation of RAPS
for 4 settlements in Kiambu, Embu and Nairobi Counties-Cluster 3

Contract No: MLHUD/KISIP/CS/9C/2018-2019



Final Completion Report



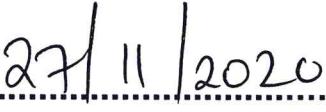
CERTIFICATION

This Final Report has been prepared upon conclusion of services rendered under the consultany services for planning, Surveying and Preparation of RAPs for 4 Settlements in Kiambu, Embu and Nairobi Counties (Cluster 3)- Contract No: **MLHUD/KISIP/CS/9C/2018-2019.**

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**MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN
DEVELOPMENT**

ACKNOWLEDGEMENT

The accomplishment and completion of this consultancy could not have been possible without a great deal of support, participation and contributions from several institutions, communities and personalities. For that reason, we wish to acknowledge the following:

- The general public – The Residents and Structure owners of Kahawa Soweto, Kambi Moto, Umoja and Kimangaru: for voluntarily participating in various stages of the plan preparation, surveying and RAP processes.
- The vibrant youth of the respective informal settlements under this consultancy: for being, honest and reliable field assistants during physical mapping and collaborative generation/collection of household socio-economic data that largely informed the approved plans proposals.
- Respective informal settlements SEC Chairs and committee: For playing watchdog role in all of the project processes, community mobilization and sensitization etc.
- Respective informal settlements' Area Members of County Assemblies, local political leadership and administration: show of political good-will, administrative support, contribution in preparation of the plans and attendance of various stakeholders' meetings etc.

Additionally, we appreciate the County Governments of Nairobi, Kiambu and Embu teams: for keen project processes overseeing, attending stakeholders' meetings, contribution in drafting of settlements' plans and coordination of citizen participation etc.

Crucial to this Consultancy was the final approval of the plans , and to this end we greatly appreciate the respective County Assemblies of Nairobi, Kiambu and Embu for the due consideration and finally approving all the final plans pursuant to the Physical and Land Use planning Act of 2019.

Ministry of Transport, Infrastructure, Housing & Urban Development (KISIP): offered supervisory and follow up role the project process, advisory role, attending all stakeholders' meetings, technical support in planning and surveying processes and facilitating ease of access to required data by the consultant etc.

Special mentions:

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- Ms. Celestine Wanjala – KISIP Liaison officer

- Mr. Anthony Kimosop- KISIP Deputy Liaison officer
- Mr. John Ireri – KISIP Social Safeguards Expert

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- Ms. Jane Ndiba – Deputy Chief Land Registrar
- Director of Surveys of Kenya

Without diminishing any efforts from the various stakeholders and any other person who participated in this project in one way or another; from data collection/generation, visioning, objective setting exercise, property boundary identification and verification, plans review and approvals, shared their knowledge, formulation of proposals and their commitment to this project's completion;

To all, we, the consultants, say "Thank You!"



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TABLE OF CONTENTS

CERTIFICATION.....	i
ACKNOWLEDGEMENT.....	ii
TEAM OF CONSULTANTS.....	iv
TABLE OF CONTENTS	v
LIST OF TABLES.....	vii
LIST OF FIGURES	vii
LIST OF ABBREVIATIONS	viii
EXECUTIVE SUMMARY.....	ix
CHAPTER 1: INTRODUCTION TO THE PROJECT	1
1.1 Project overview.....	1
1.2 Objectives of the Project	2
1.3 Brief of the Consultancy Firm	3
1.4 Scope of the Project.....	4
1.5 Historical Background to the Settlements.....	8
CHAPTER 2: APPROACH AND METHODOLOGY	10
2.1 Introduction	10
2.2 Phase 1: Projection Inception, Mobilization.....	13
2.3 Phase 2: Identification of Perimeter Boundaries, Preparation of Digital Base maps& Preparation of LIS	15
2.3.1 Survey and Geo-spatial data:	15
2.3.2 Preparation of Digital Base maps:	15
2.3.3 Preparation of LIS	15
2.4 Phase 3: Socio-Economic Surveys and Physical Mapping of the Settlements .	16
2.4.1 Physical mapping of structures and other features;.....	16
2.4.2 Beneficiary Identification and Enumeration:	16
2.4.3 Socio-Economic Surveys: The socio-economic surveys in each settlement was based on both primary and secondary data	17
2.5 Phase 4: Preparation of the LP&LUDPs.....	20
2.6 Phase 5: Cadastral Survey and Amendment of RIMs and Preparation of Deed Plans	21
2.7 Phase 6: Preparation of Abbreviated Resettlement Action Plans (RAPs)	21
2.8 Phase 7: Preparation of Titles	22

CHAPTER 3: REVIEW OF PROJECT DELIVERABLES	23
3.1 Achievement Matrix.....	26
CHAPTER 4: PROJECT VARIABLES	33
4.1 Budget	33
4.2 Scope changes	33
4.3 Project Timelines	34
CHAPTER 5: CHALLENGES, LESSONS AND RECOMMENDATIONS	35
5.1 Challenges	35
5.2 Lessons	35
5.3 Recommendations	36
CHAPTER 6: CONCLUSION	38
ANNEXES	39
Annex 1: Kick off Meeting Minutes; Consultant and KISIP	39
Annex 2: Correspondence letters	49
Annex 3: Notice of LP&LUDP Completion Publication on Local Dailies	70
Annex 4: Approved LP&LUDPs.....	71
Kahawa Soweto	71
Kimangaru	72
Kambi moto.....	73
Umoja	74
Annex 5: RIMS Amendments c/w Area Lists	75
Kahawa Soweto	75
Kimangaru	77
Umoja	82
Kambi Moto Deed Plan Forwarding Letter	84
Annex 6: Contract Variation	85
Annex 7: Terms of References (TORs)	87

LIST OF TABLES

Table 1: Contractual Details.....	3
Table 2: Scope of Work.....	4
Table 3: Summary of Approach and Methodology.....	11
Table 4: Community engagement meetings.....	23
Table 5: Overview of Challenges Matrix.....	25
Table 6: Achievement Matrix.....	26

LIST OF FIGURES

Figure 1: Methodology Graphical representation.....	10
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LIST OF ABBREVIATIONS

ARAP	Abbreviated Resettlement Action Plan
DOS	Director of Surveys
EIA	Environmental Impact Assessment
GIS	Geographical Information Systems
Ha	Hectares
KISIP	Kenya Informal Settlement Improvement Project
KURA	Kenya Urban Roads Authority
LIS	Land Information System
LP&LUDP	Local Physical and Land Use Development Plan
PAP	Project Affected Person/people
RAP	Resettlement Action Plan
RIM	Registry Index Map
SEC	Settlement Executive Committee

EXECUTIVE SUMMARY

The Kenya informal Settlements Improvement Project (KISIP) is an initiative of the Government of Kenya, through the Ministry of Transport, Infrastructure, Housing and Urban Development. The strategic objective of Kenya Informal Settlement Improvement Project (KISIP) was to improve the living and working conditions of informal settlements in selected cities and towns in Kenya. This was to be achieved by improving tenure security and investing in infrastructure, based on plans developed in consultation with the beneficiary communities.

KISIP was also expected to create and test a national framework for systematic improvement and continued investment in informal settlements. It was expected that such a framework will be replicated and implemented in all informal settlements in the short and long term. In addition to supporting improvements in existing informal settlements, KISIP also supports the Ministry of Transport, Infrastructure, Housing and Urban Development and County Governments in planning and management of future demands for housing and environmentally healthy neighborhoods in urban areas.

To achieve these objectives, the Government of Kenya secured funds from the World Bank, the Swedish International Development Cooperation Agency (SIDA), and the French Development Agency (AFD) to finance the activities of KISIP. KISIP has four main components; strengthening institutions and project management, enhancing tenure security, investing in settlements restructuring and infrastructure, and planning for urban growth.

Under component 2 on enhancing tenure security, **E&G Spatial Consultants Limited** was commissioned to undertake Planning and surveying of four no. settlements in Nairobi, Kiambu and Embu Counties. The specific informal settlements assigned were; Kahawa Soweto and Kambi Moto in Nairobi County, Umoja in Kiambu County and Kimangaru in Embu County, under contract no. **MLHUD/KISIP/CS/9C/2018-2019 for Consultancy services to undertake Planning, Surveying and Preparation of Resettlement Action Plans for 4 no. Informal Settlements in Embu, Kiambu, and Nairobi- Lot 2.**

Tenure regularization was a deliberate process that was aimed at bringing the informal and unauthorized settlements within the official, legal, and administrative system of land management. The process consisted of two main approaches; the Juridical (or tenure regularization) and the Physical or (material regularization). However, a comprehensive regularization process contained components of both.

The Physical component contained the spatial re-organization of informal settlements to allow for the material creation and/or improvement of physical infrastructure including dwelling structures; basic urban services such water, and sanitation facilities; social amenities such as schools and health facilities, etc. Tenure regularization on the other hand entailed the granting of legal recognition of rights in land held by informal settlers. This process entailed both the physical and the juridical component with a main aim of granting legal recognition to land for the people living in the project selected informal settlements.

The approach and methodology employed by the Consultant in fulfilling this objective was interactive, field based and participatory in nature to ensure that the beneficiaries are fully involved in preparation of the final LP&LUDP. The consultant started by mobilizing and sensitizing the community for engagement in the project, followed by Preparation of settlements' Base maps bearing unique parcel IDs. This was followed by stakeholders identification and analysis, where the consultant identified the various stakeholders that would affect or be affected by the project including the community members stratified as - (SEC members, plot owners, tenants, Youths, Elderly, Institutional facilities, business community etc.); National and County KISIP Teams; NLC; Various community service providers, etc. The Consultant thereafter embarked on undertaking socio-economic survey and physical mapping of the respective settlements, an activity that included structure owners/beneficiaries identification, census survey of all the residents in the settlements capturing other household characteristics which played a crucial role in preparation of the LP&LUDP. This was then followed by data analysis and interpretation using statistical data packages and GIS platforms.

From the socio-economic survey a ***preliminary List of Beneficiaries*** was generated which was a key output of this assignment. The lists have since gone through various processes of verification to generate a final list of beneficiaries.

Additionally, the main findings of the socio-economic survey included: diverse and unique characteristics of the project settlements despite all of them being unified in one aspect of lack of land tenure security. In some instance, it came into fore the efforts the informal settlers put up to improve their living conditions. While the residents of Umoja had initiated their process of acquiring a title for their land, those in Kambi Moto had already improved their structures to permanent status and multistoried albeit the fact that the structures are very small in size. On the other hand, Soweto and Kimangaru exhibited organic settlement layouts with barely no support infrastructure. This was attributed to lack of security of tenure thus skeptical of doing any meaningful developments.

Other cross-cutting aspects in the settlements included; youthfully dominated population; low transition rate from primary level to subsequent levels especially for females;

characteristic of informal supported economy settlements which was largely subsistence; lack of adequate and motorable road sizes, deplorable road conditions; lack of a proper solid waste management systems (open dumping was common); reliance on pit latrines for human waste disposal, dilapidated housing conditions in some settlements, largely made of timber, iron sheets and earthen floors, among other issues.

The Consultant thereafter embarked on Preparation of local Physical and land use Development Plans (LP&LUDP) of the settlements, guided by the information collected from the socio-economic surveys, secondary sources as well as consultations with the respective communities and key stakeholders on key planning matters. Three planning options were tested against various variables. This included ***Status Quo Option (Nil Intervention)*** which assumed that the settlements existence and development would continue without any planning intervention, in which case then, the ills that are already manifested in the settlements would persist including insecurities of land tenure and unorganized/organic developments. This alternative generated no PAPs. ***Conventional Option*** was the second option which applied conventional planning standards towards upgrading of the settlements. This option generated a relatively big number of PAPs and was therefore not considered as a preferred option in the short term especially towards achievement of the project's main objective of enhancing tenure security for Kahawa Soweto, Kambi Moto and Umoja. However, the conventional option applied for Kimangaru settlement. Even though, the conventional alternative can be implemented gradually as the settlements will be redeveloped. The third alternative was the ***Adaptive Option***, which was a compromise between planning standards and community approaches. This was formulated on the understanding that upgrading of informal settlements takes place in already developed settlements, and therefore calls for a more pragmatic planning intervention that would ensure minimum interruptions of the community setting in existence. This planning approach considered improving of the living conditions of the settlements' inhabitants through issuance of security of tenure as paramount to other planning needs. The approach started with the existing situation without necessarily banking on new proposals and worked towards improving the livelihoods of the residents in-situ through proposals for the provisions of physical infrastructure and basic public services such as piped water and improved sanitation through trunk sewer system, improved roads, health services, proper solid waste disposal and removal, provision of social support facilities, among others. Thus, it was selected as the ***Best Planning Alternative*** for Kahawa Soweto, Kambi Moto and Umoja due to its ability to have minimum human settlement interruptions while at the same time gradually bringing the informal settlements into the formal planning realm.

The preparation and approval of the LP&LUDPs paved way for cadastral surveying and beaconing of the resultant plots/blocks as per the approved plans. Upon completion of the cadastral survey, survey plans, beacon certificates and the computation files were

submitted to the Director of Survey for approval. Thereafter, RIMs were amended, signed and sealed for Kahawa Soweto, Kimangaru and Umoja settlements, whereas a Deed Plan was prepared for Kambi Moto settlement.

With the approved LP&LUDP and approved Survey Plans, the process of preparing the Abbreviated Action Plans begun. Considering that, the impact was minimal, and the affected beneficiaries were less than 200 in each settlement, Abbreviated Resettlement Action Plans were prepared, as per the World Bank's specifications in the Resettlement Policy Framework.

Approved LP&LUDPs, Signed and sealed RIMs, Deed plan (for Kambi moto settlement) and verified & adopted lists of beneficiaries were forwarded to the Ministry of Lands and Physical Planning for preparation of title deeds.

The main challenges experienced during the process included striking a balance between conventional and adoptive planning approaches. With no existence of any regulations on upgrading of informal settlements, it was difficult for some of the plans to go through the approval processes given that conventional planning standards were not fully complied with (exception for Kimangaru). Boundary dispute in Umoja settlement led to late commencement of the project activities and along the project period, KURA also demarcated a road reserve that affected about 1/3 of the settlement. External interests demanding allocation of parcels in the settlements, was also a significant challenge.

As a general highlight, it was notable that KISIP intended to improve the living and working conditions of those in informal settlements. However, in large settlements such as Kahawa Soweto, it was observed that there were some structure owners who lived outside the settlement. This should be a key point of discussion in subsequent works of this nature.

CHAPTER 1: INTRODUCTION TO THE PROJECT

1.1 Project overview

The Kenya informal Settlements Improvement Project (KISIP) was an initiative of the Government of Kenya, through the Ministry of Transport, Infrastructure, Housing and Urban Development. The strategic objective of Kenya Informal Settlement Improvement Project (KISIP) was improving the living and working conditions of informal settlements in selected urban areas and towns in Kenya. This is to be achieved by improving tenure security and investing in infrastructure, based on plans developed in consultation with the beneficiary communities. KISIP is expected also to create and test a national framework for systematic improvement and continued investment in the informal settlements, which can reach all informal settlements in the short and long term. In addition to supporting improvements in existing informal settlements, KISIP also supported the Ministry of Transport, Infrastructure, Housing and Urban Development and the County Governments in planning and management of future demands for housing and environmentally healthy neighborhoods as the towns in the Counties expand.

To achieve those objectives, the GoK secured funds from the World Bank, the Swedish International Development Cooperation Agency (SIDA), and the French Development Agency (AFD) to finance the activities of KISIP. KISIP had four main components;

- (i) Strengthening Institutions and Project Management;
- (ii) Enhancing Tenure Security;
- (iii) Investing in settlements restructuring and infrastructure; and
- (iv) Planning for urban Growth.

Tenure Regularization

Regularization was a deliberate process aimed at bringing the informal and unauthorized settlements within the official, legal, and administrative system of land management. The process consists of two main approaches; the Juridical (or tenure regularization) and the Physical or (material regularization)-though a comprehensive regularization may contain components of both. The physical component contained the spatial re-organization of informal settlements to allow for the material creation and/or improvement of physical infrastructure including dwelling structures; basic urban services such water, and sanitation facilities; social amenities such as schools and health facilities, etc. Tenure regularization on the other hand entailed the granting of legal recognition of rights in land held by informal settlers – that was the end result of this assignment.

Tenure regularization did employ a variety of tools, as follows;

Formalization: This referred to the political and administrative acknowledgement or recognition of informal settlements and their subsequent absorption into the formal city fold. The process may include actions such as Gazzetement of settlement areas as 'urban renewal' zones or 'special planning areas; or enactment of anti-eviction laws. The result was that residents of informal settlements became formally eligible to participate in urban economic opportunities that could improve their livelihoods.

Legalization: This referred to the process of providing some legal backing to the tenure systems operating within informal settlements. This was achieved through the recordation and maintenance of legal rights to land at the community or municipal level. The process required legislative and administrative adjustments to accommodate such a transformation.

Titling: This referred to formal adjudication, cadastral survey and registration of individual or group rights to land in the legal land register; and the concomitant issuance of certificates of title. Titling entails the transformation of informal rights into formal rights registrable under statutory provisions. **This was the main form of tenure regularization that was employed in this project.**

1.2 Objectives of the Project

The main objective of this assignment was to undertake planning and surveying of informal settlements in Nairobi, Kiambu and Embu Counties to facilitate provision of security of tenure to people living in those settlements, namely **Kahawa Soweto, Kambi Moto, Umoja and Kimangaru informal settlements**. Tenure regularization is a deliberate process aimed at bringing the informal and unauthorized settlements within the official, legal, and administrative system of land management.

The following activities were undertaken in this project;

- a) Community mobilization and sensitization for stakeholder engagement
- b) Identification and preparation of digital base maps of the assigned informal settlements
- c) Socio-economic surveys and physical mapping of the settlements and respective communities
- d) Undertook environmental screening to determine if an Environmental Impact Assessment (EIA) was required, and prepare an EIA if required
- e) Preparation of Local Physical and Land Use Development Plans for the respective informal settlements and submission for approval.
- f) In conjunction with the community, Identification of Project Affected Persons (PAPs) and preparation of Resettlement Action Plans (RAPs)
- g) Surveying of resultant plots, preparation of survey plans and submission to the Director of Surveys for approval
- h) Signing of beacon certificate by beneficiaries upon pointing out of individual plot/block boundaries and attach the certificate with other completion documents to be forwarded to the Director of Survey

- i) Ensuring approval of the settlement surveys by the Director of Survey and obtain amended Registry Index Maps c/w area lists.
- j) Preparation of a Land Information System for each informal settlement that was compatible with the GIS system in KISIP.

1.3 Brief of the Consultancy Firm

E&G Spatial Consultants Ltd is a Kenyan based Firm, which was started in 2008 and later incorporated into a limited company in 2014, under registration **Certificate No CPR 2014/166781**. The Firm is a multi-disciplinary consultancy firm, consisting of experienced consultants providing comprehensive consultancy services in the following professional fields;

- Physical and/or Land use planning;
- Land surveying;
- Environmental planning and management;
- Undertaking Socio-economic surveys/feasibility studies and;
- Geo-spatial information management.
- Land Acquisition

Contractual details

Table 1: Contractual Details

Project Name	Consultancy Service for Planning, Surveying and Preparation of RAPs for 4 settlement in Kiambu, Embu and Nairobi Counties-Cluster 3
Contract No.:	MLHUD/KISIP/CS/9C/2018-2019
Client	Ministry of Transport, infrastructure, Housing and Urban Development
Client Representative	Charles Hinga Mwaura- Principal Secretary State Department of Housing and Urban Development
Client Contact person	Mrs. Peris Mang'ira- KISIP National Coordinator
Financiers	World Bank, the Swedish International Development Cooperation Agency (SIDA), and the French Development Agency (AFD)
Name of Consultant	E&G Spatial Consultants Ltd.
Consultant's representative/contact person	Plan. Esther Muthoni Githinji- Principal Consultant

Project Duration	10 months
Project start date	14th February 2019
Project End date	30th November 2019

1.4 Scope of the Project

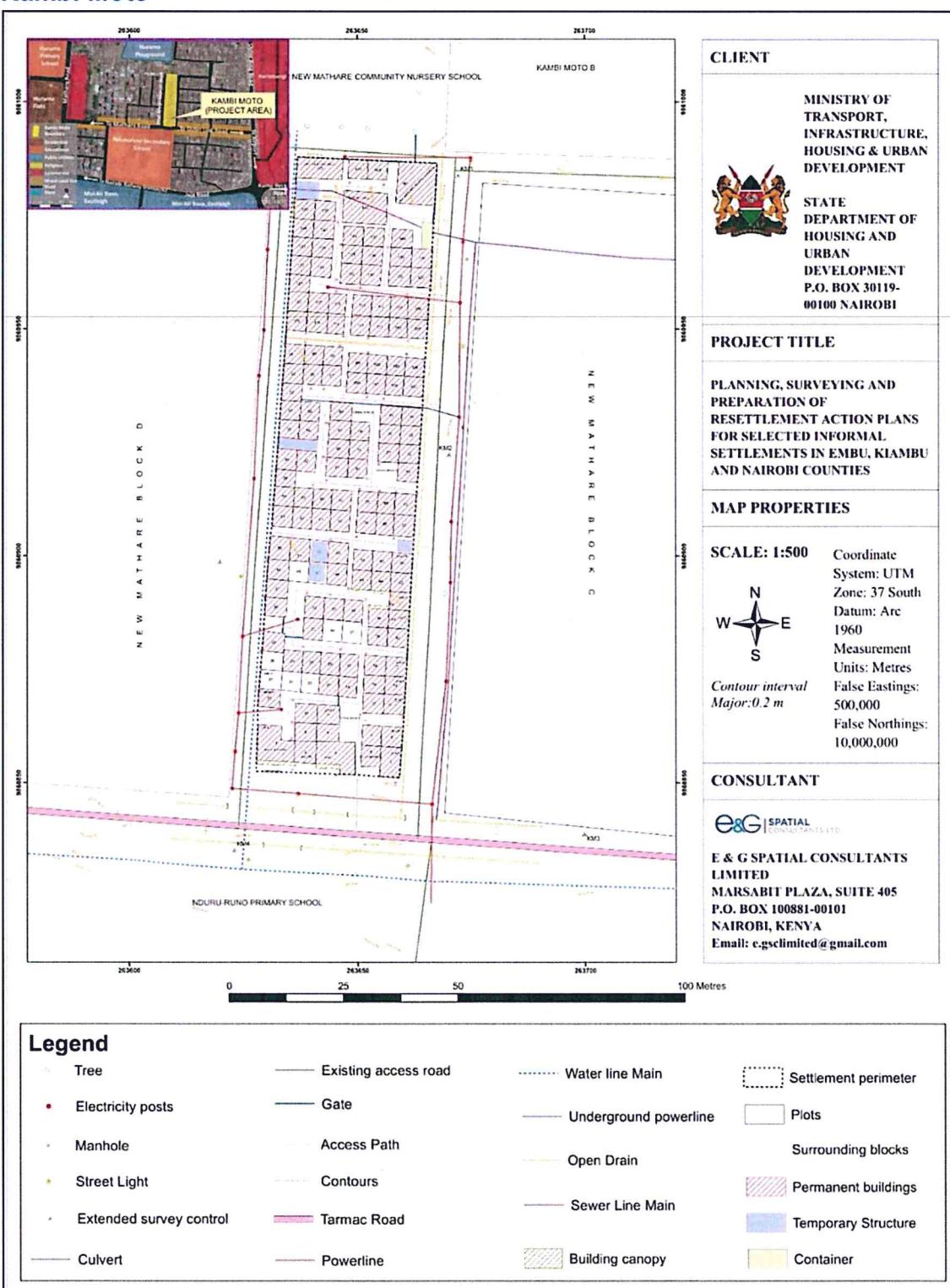
The scope of this assignment was limited to four (4) informal settlements located in Nairobi, Kiambu and Embu Counties. The largest settlement was Kimangaru with an area of 16.97 Ha while Kambi Moto was the smallest with an area of 0.43 Ha. As shown in the table 2 below, the number of parcels/blocks was based on the best achievable tenure options preferred for each settlement.

Table 2: Scope of Work

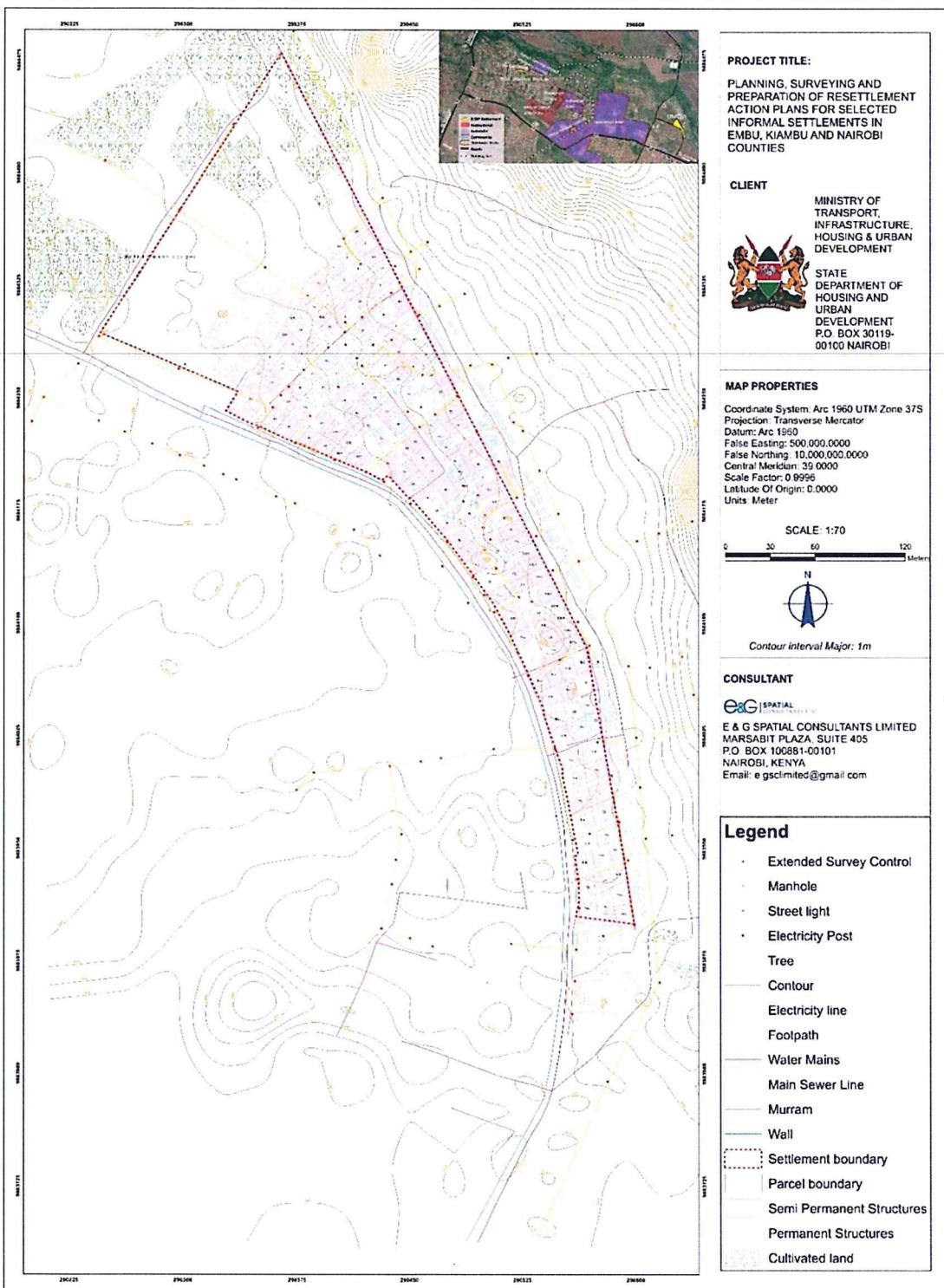
No.	Settlement	Settlement location	Area (ha)	Resultant parcels/blocks	No. of Beneficiaries	Population
1	Kimangaru	Embu	16.97	149 Parcels	136	398
2	Kahawa Soweto	Nairobi	8.99	23Blocks and Five individual parcels	796	4045
3	Kambi Moto	Nairobi	0.43	145 Parcels	157	698
4	Umoja	Kiambu	4.83	63 Blocks	169	1752

The maps below represent the spatial extents of the project areas.

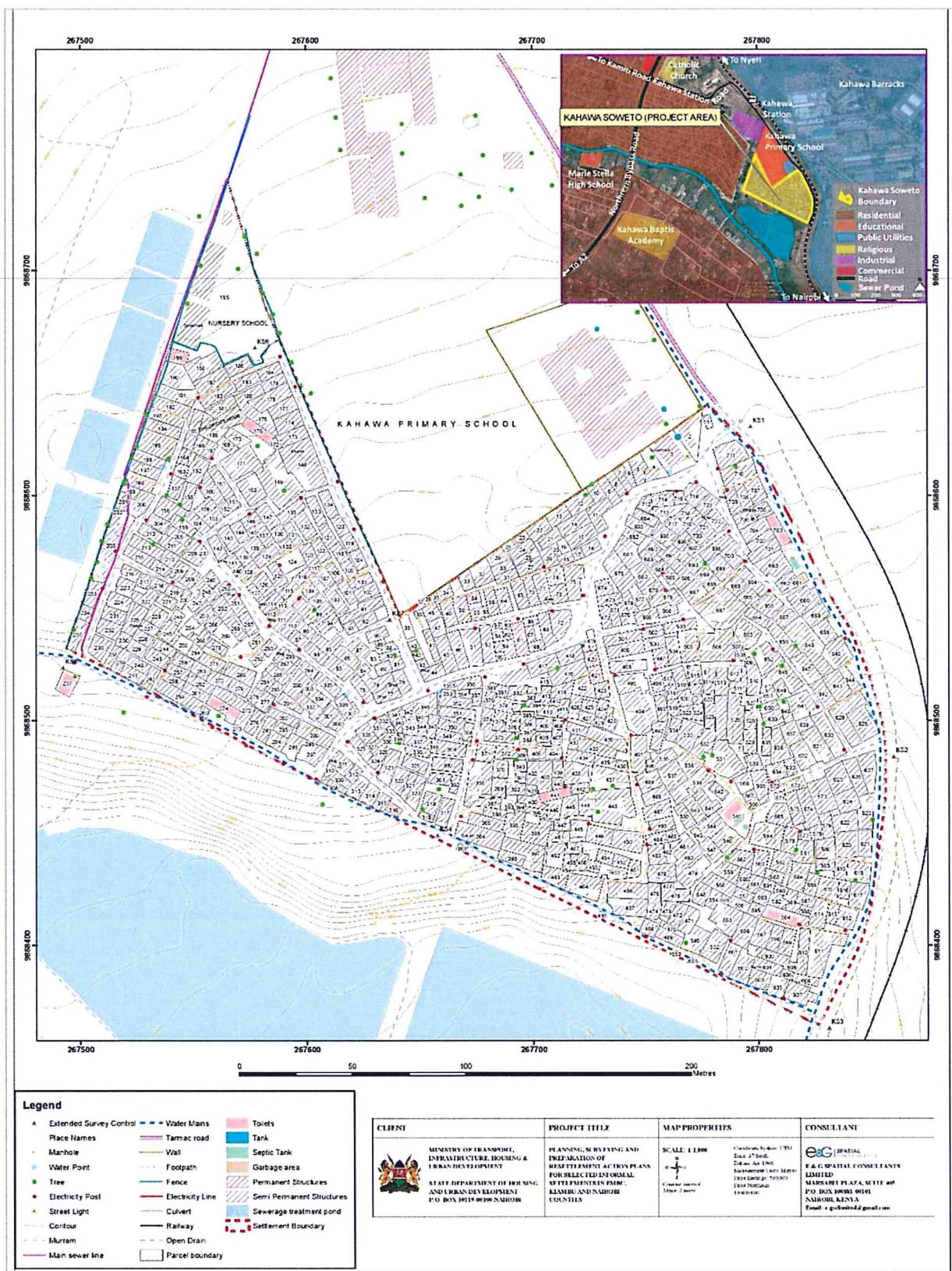
Kambi Moto



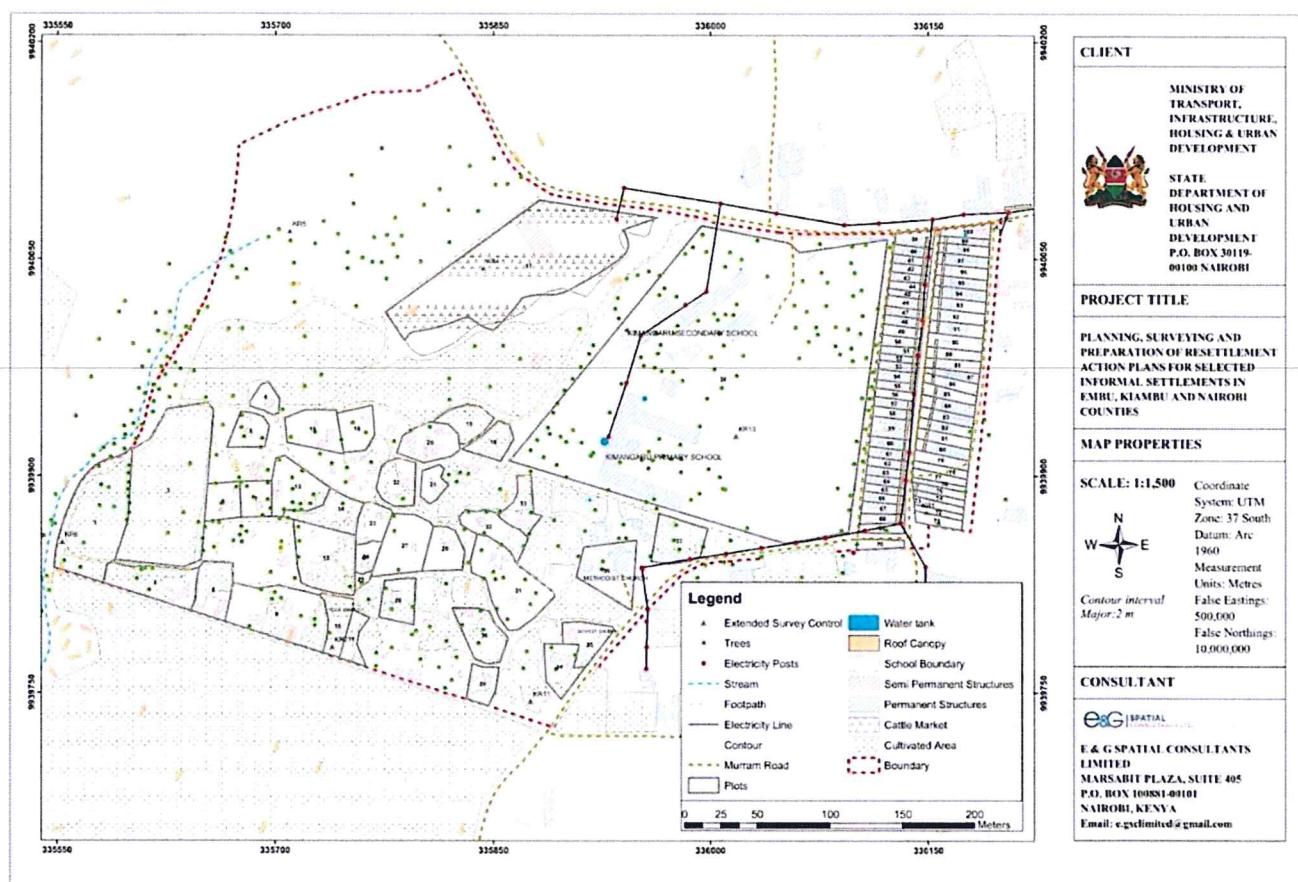
Umoja



Kahawa Soweto



Kimangaru



1.5 Historical Background to the Settlements

Kahawa Soweto Informal Settlement started in the late 1970s, with the first inhabitants settling in 1977. The land was initially occupied by a White man who used it for cattle keeping. The land was later taken over by the defunct Nairobi City Council (presently, Nairobi City County Government) under the then Councilor, who later became the Mayor, Mr. Ngumba. He assigned a group of wazees (elders) who were responsible for showing people where to settle. The proportions given were basically enough for 5-tiny rooms for accommodation. With the increased population, the size was reduced to a space that would allow construction of just 2-rooms, which predominantly characterize the settlement presently.

Kambi Moto informal settlement came up in early 2000s. The land settled on, was initially designated for car parking by the adjacent Nairobi City Council Housing Estate (block D and E). The settlers put up one-roomed "mabati" structures. As the population increased, extensions were made onto the access ways leading to congestion. The settlement was thereafter characterized by incessant infernos. This resulted to the name 'Kambi Moto' a Kiswahili phrase meaning –a camp of fire. Through the intervention of NGOs (Pamoja Trust and Muungano wa Wanavijiji) and the defunct

Nairobi City Council in collaboration with the local community, they sought applicable and affordable approaches for upgrading of the informal settlement.

The community member were directly engaged in upgrading of the settlement *in-situ* using blocks. The community opted for *incremental* construction of these structures. As a result, this enabled the creation of through access paths with some open space squares also provided for. Currently, most of the settlement is built-up and occupied, with characteristic high-rise structures (3 floors high), with rooms measuring 16x14 ft. This, according to the community, is a perfect example of successful informal settlement upgrading model driven by the community.

Umoja informal settlement's history dates back to 1996, when the defunct Thika Municipal Council allocated 118 acres of land to 600 squatters in Umoja estate through a presidential order by the then President Daniel Arap Moi. Even though the site had been designated for a cemetery, the Municipal Council approved the change of user to residential. The plague of tenure security had been haunting the locals ever since they were resettled in Umoja. The last scuffle was in 2014 where residents were forcefully evicted from their homes by a private developer and their structures demolished. Before KISIP intervention, the residents still lived in constant fear of eviction due to lack of tenure security.

Kimangaru Informal Settlement begun in the late 1960s. The early settlers were stone quarry workers who worked at the adjacent quarry, which has since been closed. The occupants did not have any organized settlement pattern leading to haphazard spatial organization, which exists until present. Each household had a homestead compound with irregular extension portions used as farmyards.

CHAPTER 2: APPROACH AND METHODOLOGY

2.1 Introduction

This chapter details out the approach and methodology that was employed during the process of Planning and Surveying of the four informal settlements under this consultancy. An integrated and participatory approach was used in planning and surveying of all the informal settlements under this consultancy, and specifically during carrying out physical mapping, socio-economic survey and preparation of the LP&LUDP plan through the community participatory process. Three key steps including situation analysis, synthesis of findings and formulation of land use proposal were employed in undertaking this assignment. All these processes hinged on community participation, which was a key pillar throughout the project period and plan-preparation process. Effective community participation measures were implemented during the process to ensure that the community becomes part of the project by understanding and being partners as opposed to being passive recipients.

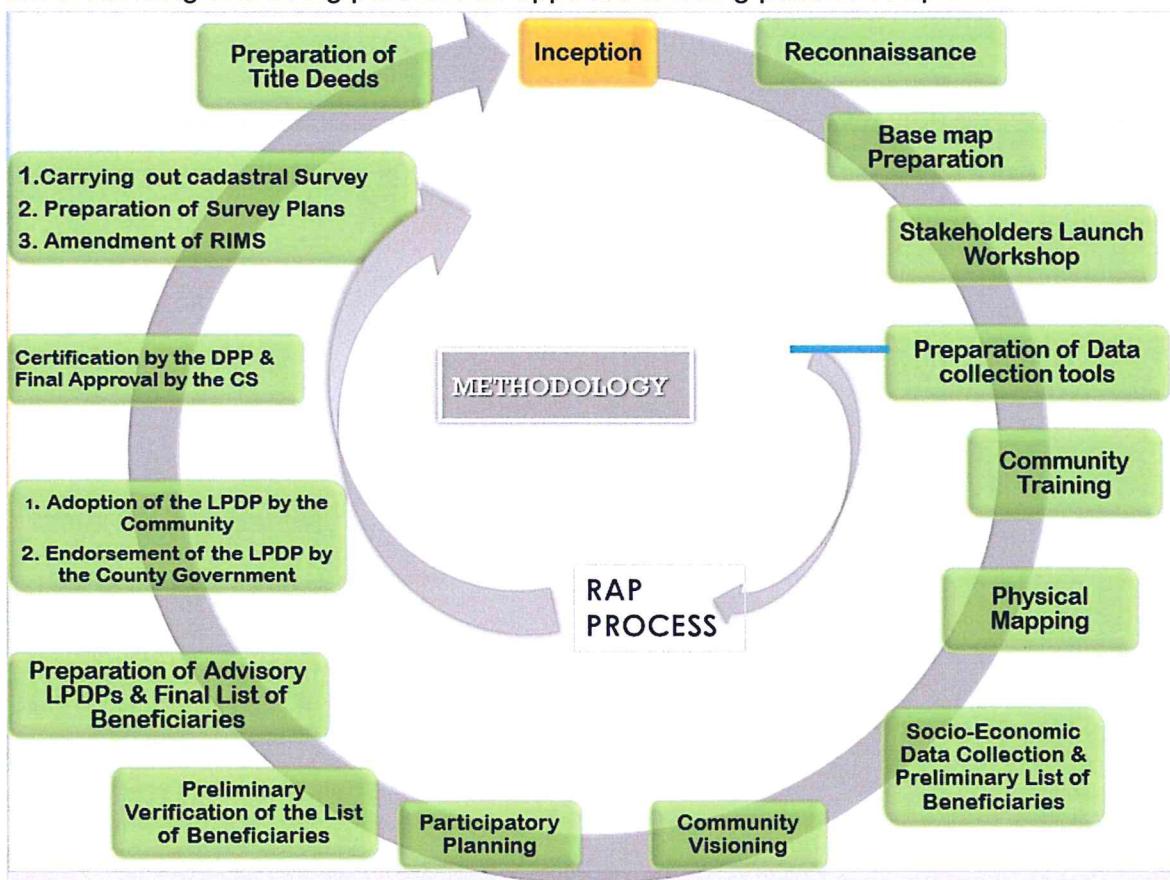


Figure 1: Methodology graphical representation

Table 3 below represents a summary of the methodology employed to undertake this assignment.

Table 3: Summary of Approach and Methodology

PHASE	DESCRIPTION OF ACTIVITIES	COMPLETION STATUS
PHASE I: project Inception & Mobilization	<p>1.1 First Stakeholders Workshop – Introduction to SEC and the Community</p> <p>1.2 Initiation of desk Study/Literature Review</p> <p>1.3 Mobilization of Project Team & Kick Off Meetings</p> <p>1.4 Recce (Reconnaissance Survey)- Including Preliminary Data Collection</p> <p>1.5 Preparation of Inception Report</p> <p>1.6 Stakeholder's Identification and Analysis</p> <p>1.7 Community mobilization and sensitization for stakeholder engagement</p> <p>1.8 Preparation of Community Mobilization and Sensitization Report & Stakeholder's Identification and Analysis Report</p>	All activities completed
PHASE II: Identification of Perimeter Boundaries, Preparation of Digital Base maps& Preparation of LIS	<p>2.1 Survey and Geo-Spatial Data Search</p> <p>2.2 Establishing of Geodetic Control Networks</p> <p>2.3 Identification, Verification and Confirmation of Perimeter Boundaries and Acreages</p> <p>2.4 Preparation of Digital Base maps</p> <p>2.5 Verification and Finalization of Digital Base maps</p> <p>2.6 Preparation of the base map report</p> <p>2.7 Preparation of Land Information System (LIS) – activity continued throughout the project</p> <p>2.8 Second Stakeholder's Workshop – Project Launch</p>	All activities completed
PHASE III: Socio- Economic Surveys and Physical Mapping of the Settlements	<p>3.1 Physical Mapping of Beneficiaries & Structures</p> <p>3.2 Socio-economic survey (Beneficiary Identification and census Enumeration)</p> <p>3.3 Situation Analysis-Spatial & Land use surveys</p> <p>3.4 Data Analysis, Interpretation & Integration of Primary and secondary data</p> <p>3.5 Preparation of Socio-Economic and Physical Mapping Reports</p> <p>3.6 Third Stakeholders' Workshop – Presentation of Socio-Economic Findings, Validation of Base maps and Community Visioning and Participatory Planning</p> <p>3.7 Preliminary Verification of the List of Beneficiaries</p>	All Activities completed

PHASE IV: Preparation of Screening Reports and LP&LUDPs	<p>4.1 Environmental and Social Screening and report preparation</p> <p>4.2 Preparation of Draft LP&LUDPs</p> <p>4.3 Fourth Stakeholders Workshop – Community Plan adoption</p> <p>4.4 Final Verification of the List of Beneficiaries including Issuance of identification documents to structure owners</p> <p>4.5 Preparation of Draft Final LP&LUDPs</p> <p>4.6 Technical Review of the Draft Final LPDPs – County Governments of Nairobi, Kiambu and Embu, Ministry of Lands and Physical Planning, KISIP Teams and the Consultant</p> <p>4.7 Submission of the Final LP&LUDPs to the respective Counties for Approval</p>	<p>All activities completed;</p> <p>Advertisement of completion of the LP&LUDP was done in 18th October 2019</p> <p>All the LP&LUDPs were approved by the respective county assemblies and submitted</p>
PHASE V: Surveying of Resultant Plots and preparation of Survey Plans	<p>5.1 Cadastral Surveying of Resultant Plots/blocks</p> <p>5.2 Cadastral data processing and production of survey plans</p> <p>5.3 Signing of Beacon Certificates upon pointing out of the parcel boundaries</p> <p>5.4 Introduction of the RAP process</p> <p>5.5 5th Stakeholders Workshop –Community Sensitization Meeting by the Chief Land Registrar</p> <p>5.6 Submission of Survey plans to the Director of Survey for Approval</p> <p>5.7 Preparation of Area Lists</p> <p>5.8 Amendment and sealing of RIMs / Preparation of deed plans</p>	<p>All activities were completed</p> <p>RIMS were prepared for Kahawa Soweto, Umoja and Kimangaru settlements; while a Deed Plan was prepared for Kambi Moto settlement</p>
PHASE VI: Preparation of ARAPs	<p>6.1 6th Stakeholders Workshop – Consultative RAP Meeting</p> <p>6.2 Socio-economic / Census of the PAPs and Valuation of Properties</p> <p>6.3 Data Analysis & Interpretation</p> <p>6.4 Socio-economic / Census of the PAPs and Valuation of Properties</p> <p>6.5 Preparation of Draft ARAP Report & Valuation Roll</p> <p>6.6 Preparation of Final ARAP Reports</p> <p>6.7 Preparation of Title Deeds</p>	<p><i>All activities were Completed except preparation of title deeds which is being undertaken by the Client.</i></p>
PHASE VII: Project Completion	7.1 Submission of Final Completion report to KISIP	Activity Completed

2.2 Phase 1: Projection Inception, Mobilization

Phase 1 Constituted of the following activities;

- 1.1 **Introduction to the SECs and community members:** SECs were constituted by the Client in all the settlements, in collaboration with the respective County Governments. This was done within the first month of the project. The Settlement Executive Committees played a very critical role of linking the Consultant to the Community. The membership of SEC was representative of the various interest groups within the settlements, including structure owners, tenants, the elderly, the youths, the; The Minority Group (Vulnerable group) - People with Disabilities, Widows & Orphans and the Elderly; and Ex-officio members that constituted the local administration and the political arm.
- 1.2 **Desk Study/Literature Review** (Including Planning and surveying Policies, guidelines, standards, and Legislations – the Constitution of Kenya; Physical and land use Planning Act; County Governments Act; Land Act; Land registration Act; Survey Act; The Intergovernmental Relations Act; Environmental Management and Coordination Act; The National Land Commission Act; NSP; World Bank Policies; KISIP Operational Manual, ESMF, RPF and Pad; Physical Planning Handbook etc.). This process commenced at the initial stages of the project and remained active until project completion. The legal and policy framework remained particularly important in guiding in preparation of plans, undertaking survey works, tenure regularization and preparation of RAPs.
- 1.3 **Project initiation; Mobilization of Project Team & Kick off Meetings;** This task commenced immediately after award of contract. Activities under this stage included mobilization of the consultant's team; Review of the background and objectives of the assignment, proposed approaches, methodologies and work plan, reporting and decision-making processes, Procedure and timing for the submission and review of reports and any other items included by the client.
- 1.4 The Kick-off meeting between KISIP National Team and all the Consultants was held on 14th February 2019. Introduction of the Consultant by the KISIP National Team to the Counties of Nairobi, Kiambu and Embu were held on (27th February, 20th May, 13th March 2019 respectively), and the meeting was hosted and chaired by the Director of Lands and Physical Planning.
- 1.5 **Recce (Reconnaissance Survey)** - Including Preliminary Data Collection was carried on 27th February, 2019 (Kahawa Soweto Kambi moto settlements), 13th March, 2019 for Kimangaru settlement and 30th May 2019 for Umoja settlement. The team comprised of the KISIP national and county representatives, SEC members and the Consultant's team.
- 1.6 **Preparation of the inception report;** this was an important output of this project. Among other issues, the inception report presented preliminary data collected about the project areas (project area profiles); revised work plan;

revised approach & methodology and the TORs to ensure they remained appropriate for the successful completion of the assignment.

- 1.7 Stakeholder's Identification and Analysis:** This task involved a deliberate choice of the stakeholders to participate in the project. This was an inclusive representation of people who affected or were affected by the project. The stakeholders that participated in this project were as follows;

Category	Stakeholders
National government	KISIP National Team; Director General of Physical Planning; Director of Survey; National Land Commission Land Registrar Secondary stakeholders – Area MPs
County Governments	KISIP county Coordinators and their respective departments, CECM in charge of Lands and Physical Planning, Chief officers in charge of Lands and Physical Planning, County Director of Physical Planning; Technical officers in the departments of lands and physical planning, Various county directorates / departments (on need basis), County Surveyor, Land administrators; and community development officers Administration - Deputy County Commissioners (DCC); sub county administrators and Ward administrators
Communities	<ul style="list-style-type: none"> ▪ Primary Stakeholders; SEC members, structure owners, tenants, Youths, women, The Minority Group (Vulnerable group); - people living with Disabilities, Widows, Orphans and the Elderly; and the Area Chief ▪ Secondary Stakeholders; local leadership - MCAs, Area Chiefs and sub chiefs.

- 1.8 Community mobilization and sensitization for stakeholder engagement;** this activity involved introduction of the team to the specific communities/Informal settlements and creating awareness to the stakeholders of the government objectives in the improvement of the informal settlements and particularly land tenure regularization (including the criteria and eligibility) and the benefits that accrue from the exercise.
- 1.9** All-inclusive introductory stakeholders' workshops were held in each settlement. During this stage, the Consultant together with the specific communities formulated a road map for future engagements on the exercise. This included setting up dates for future community meetings/workshops/focus group discussions.

2.3 Phase 2: Identification of Perimeter Boundaries, Preparation of Digital Base maps& Preparation of LIS

2.3.1 Survey and Geo-spatial data:

This task involved data mining for relevant geospatial data for the project areas (settlements) from survey of Kenya, County surveyor's office, County Planner's office and from commercial sources. This included the following set of data;

- a) High resolution aerial images obtained from UAV mapping conducted by the consultant
- b) Previously surveyed cadastral control points within the settlement or properties adjoining project areas.
- c) Registry Index Maps (RIMS)
- d) Cadastral plans of any surveyed plots within the settlements or adjoining properties
- e) Topographical maps
- f) Datum plans within the settlements or of abutting properties

2.3.2 Preparation of Digital Base maps:

The process of preparation of Digital Base maps for the settlements started with desk study to establish the required topographical survey maps, cadastral maps and control data from survey of Kenya and the County survey office. Registry Index Maps (RIMs) and Survey Plans falling within and abutting the project areas were acquired from survey of Kenya. Topographical sheet SOK 1/50,000 series were purchased and were used in geodetic control and planning. This was done by georeferencing the topo sheets of the project areas and the environs. Extraction of the grid coordinates of trig locations was done before the actual ground search. The trig charts for the located trig stations were acquired from survey of Kenya and were used as controls in geodetic processing and adjustments. Registry Index Maps and abutting survey plans for the project areas were used in locating the areas to ensure proper cross-referencing during survey. The survey plans were used to indicate and guide all the surveyed plots in Nairobi, Kiambu and Embu settlements. They were also used to establish surveyed abutments such as road reserves to avoid any encroachment during the survey.

2.3.3 Preparation of LIS

While the client (KISIP) was tasked with development of the system to run the LIS, the consultant task was to package the data to fit seamlessly into the system. The consultant packaged the data according to the structure suggested/given by the client. The following three main steps/processes were followed by the consultant in development of the LIS database design:

- i. **External schema/design-** This entailed establishment of a data needs assessment and plan on how to structure data so that it can seamlessly integrate within the LIS system.
- ii. **Conceptual schema/design-** This conceptual schema or model was developed from the synthesis of the External models into an E-R Diagram; demonstrating the entity types, definite entity attributes and specified relationships that can exist between instances of those entity types.
- iii. **Logical schema/design-** Logical schema or model entailed design and normalization of the relational tables according to the entities, attributes and relations identified from conceptual modeling.

Other entities in the entire data structure such as: general base map data, contours, Infrastructure dataset, social economic data and utility datasets are supportive and weak entities within the entire LIS system. It is also important to note that the relationships and attributes in the logical schema can be expanded, updated and revised.

2.4 Phase 3: Socio-Economic Surveys and Physical Mapping of the Settlements

2.4.1 Physical mapping of structures and other features;

Physical mapping of structures was done at first to establish the total number of structures within each settlement and secondly to assign each parcel and structure a unique parcel ID and a unique structure ID for purposes of beneficiary identification and enumeration, as well as to facilitate the administration of questionnaires. The parcel and structure IDs were formulated, starting with code assigned for each settlement e.g. KAS for Kahawa Soweto, UMJ for Umoja, KAM for Kambi Moto and KMU for Kimangaru followed by the code of each parcel as it appeared on the Base map. Structure IDs were thereafter generated from Parcel IDs, meaning that each structure ID would bear the Parcel ID in which it is located, as the first part of its ID. Thus, a typical Parcel ID and Structure ID in Umoja settlement for instance, was as follows;

Name of the County	Name of Settlement	Parcel Code on the Base map	Generated parcel ID	Generated Structure ID
Kiambu	Umoja	77	KBU\UMJ\77	KBU\UMJ\77\1.....

2.4.2 Beneficiary Identification and Enumeration:

The first task was to identify the beneficiaries living in these settlements and their categories. This task was spearheaded by project Sociologist who was assisted by the

SEC members and the County Officials. At the initial stages before the socio-economic surveys were undertaken, the following categories of beneficiaries were identified;

- Structure owners (including a special category of absentee structure owners)
- “Plot owners”
- Tenants
- Business owners

This process also helped in preparation of the questionnaires

N/B: Most of the beneficiaries claimed to be plot owners/structure owners, although the settlements sat on public land.

2.4.3 Socio-Economic Surveys: The socio-economic surveys in each settlement was based on both primary and secondary data

• Secondary Data Collection

Studies undertaken from relevant publications, county documentaries and settlement profiles were reviewed to understand the background of the issues of socio-economic condition in the area of interest as well as the neighboring areas and existing challenges for development. These materials were analyzed to draw national and regional context of the socio-economic conditions. Knowledge sought from literature review, also enabled the consultant to understand the issue, developing questionnaire for primary data collection and getting information through personal observations were the basis from which the interpretations were drawn.

• Primary Data Collection

Primary data collection was the main method used to undertake this exercise to obtain current and accurate information. This was done using the following methods;

- a) Use of questionnaires to collect socio-economic data for households, institutions, businesses, industries and key informants. The questions were both structured and open ended.
- b) Narration – this method was used during collection of information on historical background of the settlement
- c) Use of checklists to collect information on availability of services
- d) Photography
- e) Mapping of various settlement issues for a spatial representation
- f) Observation techniques – these were used to reinforce data collected through various other methods.

• Identification and Selection of Enumerators and Involvement of SEC

To further engage the community and foster ownership of the project, the consultant involved the SEC and the settlement youths for the socio-economic

and physical mapping exercise of their settlement. Settlement Executive Committee played a critical role of introducing the Project and the exercise to the interviewees; locating any missing structure ("land") owners for interviews and solving arising disputes. The settlement youths on the other hand were involved in conducting the socio-economic surveys and physical mapping. Considering the subtle nature of the exercise, it was important to select enumerators that would undertake the exercise with minimal or no errors, thus necessitating that only those who had attained a particular level of education could be interviewed; a minimum of form four level for enumerators and a minimum of college education for supervisors.

- **Enumeration**

The enumeration exercise kicked off in April, 2019 for Kahawa Soweto Kambi Moto and Kimangaru Settlements and in June, 2019 for Umoja Settlement. The enumerators were divided into groups of fours and fives. One supervisor and 2 SEC members were assigned to each group. The enumeration was conducted in all households, enumerating both tenants and landlords/ structure owners. For those who were not available during the exercise, they were scheduled for enumeration at a later time/date.

Apart from obtaining critical ownership details from the respondents that aided the preparation of the list of beneficiaries, the information collected from the settlement enabled the consultant to identify the salient developmental, social and economic issues affecting the settlements that was instrumental in the preparation of Local Physical Development Plans. The following data was collected from the beneficiaries;

- a) Name of the household head, ID number and Gender
- b) Status of the household head (Tenant or structure owner)
- c) Details of all household occupants
- d) Number of years lived in the settlement
- e) Residence of structure owner (for the tenants)
- f) Education levels of household members
- g) Households' Income and expenditure
- h) Unit size
- i) Structure construction materials
- j) Locations of employment
- k) land/house use: residential, business, agricultural, public facility, institution or mixed use
- l) Nature of house/structure: size, building materials
- m) Availability and distance to the nearest social amenities (health, education, recreation, places of worship, etc.)
- n) Availability of infrastructural facilities (sewerage networks, roads, electricity, water)

During the enumeration process, all the respondents that participated in the survey were given an enumeration certificate, of which they appended their signatures to show that they had participated in the exercise. Photos of the structure/land owners were also taken to be used during the verification process of the list of beneficiaries.

- **Data Entry and Analysis**

Data entry and analysis was done using SPSS and Excel soft wares. Descriptive statistics analysis from SPSS was used in data cleaning and subsequently in the analysis of various questionnaire variables; generating frequency tables, charts and graphs giving information that has been used in this report in understanding various dynamics in the settlement.

- **Preparation of Lists of Beneficiaries**

The first drafts of the lists of beneficiaries were prepared from the data collected during socio-economic surveys. Three verification exercises (Preliminary Verification; Second Verification and the Final Verification) were conducted in each settlement, which allowed the beneficiaries to validate their details as captured in the lists of beneficiaries. After the verification exercises, final lists of beneficiaries were prepared and signed by the SEC officials, and thereafter submitted to the County Government for approval. The verified beneficiaries were also issued with ID cards that contained important information of each landowner, including name of the owner, name of the settlement & Village, Parcel ID, national ID number, and a photograph of the owner. The cards bore the stamp of the Consultant to prevent possible duplication.

The verification processes involved all the Key stakeholders including KISIP National Team, County Government KISIP Teams, National Land Commission, Sub county Physical Planners, Sub county ward administrators, area chiefs and the Consultant.

The lists of beneficiaries for Kahawa Soweto, Umoja and Kimangaru settlements were synchronized with the amended RIM assigned Nos.

- **Preparation of Environmental and Social Screening Reports**

The main objective of conducting environmental and social screening of the settlements was to identify and highlight environmental and social issues that needed to be taken into account during planning and surveying of the informal settlements. The Environmental Expert in collaboration with the RAP Expert, the Urban Planner and KISIP Social Safeguards team conducted this process. This process was grounded by various legal and policy frameworks including the Environmental Management and Coordination Act (EMCA Land Act of 2012; The County Governments Act 2012; The Physical and Land Use Planning Act of 2019; Occupational Health and Safety, 2007; Public Health Act Cap 242; Public Roads and Roads of Access Act (Cap 399); World Bank

Safeguard Policy 4.01- Environmental Assessment; World Bank Safeguard Policy 4.04 - Natural Habitats; World Bank Safeguard Policy 4.36 – Forests; World Bank Safeguard Policy 4.11 – Physical Cultural Resources; World Bank Safeguard Policy 4.10 – Indigenous People; and World Bank Safeguard Policy 4.12 – Involuntary Resettlement

The settlements were categorized under Category C of the World Bank Projects due to their minimal environmental and social impacts. They therefore did not require preparation of an EIA or ESIA report to achieve their objective of tenure regularization; however, it was established that implementation of some of the individual projects/programs that were proposed in the LPDP may require preparation of EIA reports in the future by the County or other implementation agencies.

Screening of Kahawa Soweto, Kimangaru, Umoja and Kimangaru settlements established that the settlements would have minimal negative impacts on the beneficiaries upon implementation of the LP&LUDPs and were therefore necessitated preparation of ARAPs. These negative impacts included; partial demolition of structures including latrines and houses and relocation of informal businesses.

2.5 Phase 4: Preparation of the LP&LUDPs

The preparation of Local Physical and Land Use Development Plan (LP&LUDPs) of the project areas was largely based on the practical realities of planning informal settlements. Upgrading of informal settlements in Kenya and most parts of the world is a post development endeavor and therefore makes it quite difficult to achieve and adhere to conventional planning standards, such as standard road sizes, unit sizes, appropriate plot coverage, land use zoning, provision of public facilities and open spaces.

Following the community participatory planning activity, the consultant embarked on preparation of two planning models, namely, conventional planning model and adoptive planning model (for each settlement) incorporating the visions, the needs and aspirations of the communities. The two alternatives were thereafter presented to the community, while highlighting the pros and cons of each option. The adoptive models were most preferred in three of the settlements (Kahawa Soweto, Umoja and Kambi Moto) while Kimangaru was well conformed to conventional plan guidelines , principally because they generated minimal number of PAPs, and it was easier to accommodate them in the respective settlements. However, it is anticipated that redevelopment and densification of the settlements in the long-term would happen. Should this happen, the adoption of the conventional planning approach will happen but incrementally.

The Adoptive approach borrowed heavily from the community proposals and aspirations obtained from the visioning and participatory planning exercises. The

consultant integrated most of the community proposals and at the same time minimized possible relocations and/or interruptions that may emanate from the planning exercise.

The plans were thereafter presented to the communities for validation and endorsement, which was done by all the settlements through stakeholders' workshops. KISIP National and County teams, County government officials, NLC County representatives, the larger community and the Consultant attended the workshops. The communities confirmed that the adoptive plans were their best choice and that the plans had been prepared with their inputs.

All the LP&LUDPs were finally endorsed and approved by the respective county assemblies of Nairobi, Kiambu and Embu Counties.

2.6 Phase 5: Cadastral Survey and Amendment of RIMs and Preparation of Deed Plans

The preparation of the final LP&LUDPs paved way for cadastral surveying and beaconing of the resultant plots as per the approved plans. The plans were implemented through placing of Beacons with Iron-Pin in Concrete (IPC) that marked plot/block boundaries – an exercise undertaken in the presence of the enumerated plot owners in Kimangaru and blocks/clusters representatives in the other three settlements in collaboration with the SEC. Each enumerated beneficiary/block trustees signed a beacon certificate confirming that they were satisfied with the placed boundaries.

Upon completion of the cadastral survey, the survey plans, beacon certificates and the computation files were submitted to the Director of Survey for approval. Thereafter, RIMs were amended, signed and sealed for three no. settlements; Kahawa Soweto, Umoja and Kimangaru Settlements, while a deed plan was prepared for Kambi Moto settlement. All the amended RIMs and the Deed Plan were submitted to KISIP as completion documents of the surveying process.

2.7 Phase 6: Preparation of Abbreviated Resettlement Action Plans (RAPs)

With the approved LP&LUDP and approved Survey Plans, the process of preparing the Abbreviated Action Plans began. Considering that the various planning approaches adopted (adoptive approach for Soweto, Umoja and Kambi Moto) and conventional for Kimangaru, the impact was minimal and the affected beneficiaries were less than 200 in each settlement. Therefore, this caused preparation of Abbreviated Resettlement Action Plans, as per the World Bank's specifications in the Resettlement Policy Framework.

The process of preparation of ARAPs was introduced and explained to the community during the community plan adoption meetings. The meetings marked the end of

planning and surveying phase and the beginning of preparation of the ARAP. In these meetings and on several other workshop meetings held before, some of the community members that had their structures falling on the proposed roads, expressed their willingness to voluntarily move their affected structures upon facilitation. It was clarified to the communities that the impacts caused as a result of the plan generated under the KISIP project would be fully facilitated.

The project team made efforts to reduce the number of potential project affected persons. This included through:

- a) Use of adoptive planning model; This planning approach considered improving the living conditions of the settlements' inhabitants through issuance of security of tenure as paramount to other planning needs. Planning standards were relatively compromised, such as reducing the road sizes. However, other possible planning interventions were also proposed. The comparison between PAPs generated by Adoptive Planning Model were a total of 165 PAPs in the three settlements (Soweto-140, Umoja-14 and Kambi Moto-11) whereas Conventional Planning model could have created 100% PAPs in the aforementioned settlements. However, Conventional planning model in Kimangaru only led to 20 PAPs; this was owed to the rural nature of the settlement and its sparse population. Therefore, in total, there were 185 PAPs under this project.
- b) Engagement of the community throughout the planning and surveying process. As a result, the community was able to continuously give their views of their desired settlement structure. Despite their aspiration to have adequate provision for roads, they were not keen to have total displacement of any of them.

2.8 Phase 7: Preparation of Titles

Approved LP&LUDPs, three Signed and sealed RIMs and a Deed Plan together with the verified lists of Beneficiaries were forwarded to the Ministry of Lands and physical Planning for preparation of Titles.

It is notable that Kahawa Soweto and Kambi Moto settlements had duly registered self-help groups to facilitate tenure security in the settlements since it was impractical to attain individual titles.

CHAPTER 3: REVIEW OF PROJECT DELIVERABLES

This chapter highlights on all the activities that were undertaken towards realization of the deliverables under this consultancy.

	Settlement	Activities undertaken
1.	Kahawa Soweto	In each settlement, the activities undertaken were chronologically followed as detailed in the previous chapter 2 above.
2.	Kambi Moto	
3.	Kimangaru	
4.	Umoja	

Public engagement meetings in the respective settlements are listed in the table 4 below:

Table 4: Community engagement meetings

Settlement	Meeting Objective	Date of Meeting
KAHAWA SOWETO	Introduction of Consultant to SEC	27/2/2019
	Introduction of the Surveyor	15/3/2019
	Project Launch	27/3/2019
	Consultative meeting with Kahawa Soweto SEC members	8/4/2019
	Presentation of Socio-economic Survey Findings, Community Visioning and Planning	24/5/2019
	Presentation and Adoption of the Draft Plan by the community	29/7/2019
	Land tenure options sensitization	23/8/2019
	PAPs meeting	02/9/2019
	Final stakeholders meeting at the community	4/9/2019
KAMBI MOTO	Introduction of Consultant to SEC	27/2/2019
	Introduction of the Surveyor	14/3/2019

	Project Launch	27/3/2019
	Presentation of Socio economic Survey	30/5/2019
	Findings, Community Visioning and Planning	
	Presentation and Adoption of the Draft plan community meeting	26/7/2019
	PAPs meeting	21/8/2019
	Final Stakeholders meeting at the community	4/9/2019
KIMANGARU	Introduction of Consultant to Embu County Director of Housing	13/3/2019
	Introduction of Consultant to Kimangaru SEC	13/3/2019
	Project Launch	28/4/2019
	Presentation of Socio economic Survey	31/5/2019
	Findings, Community Visioning and Planning	
	Launch of the Verification of the Preliminary L.O.B Exercise	18/4/2019
	Presentation and Adoption of the Draft plan community meeting	22/7/2019
	PAPs meeting	22/8/2019
	Final stakeholders' workshop	2/9/2019
UMOJA	Informal Introduction to Umoja Sec Members	14/3/2019
	Introduction to Kiambu Governor	25/3/2019
	Introduction to Umoja Sec Members	25/3/2019
	Official Introduction of consultant to Umoja SEC Members	20/5/2019
	Official Introduction of consultant to Umoja Community and Project Launch	20/5/2019
	Presentation of Socio economic Survey	4/7/2019
	Findings, Community Visioning and Planning	
	Presentation and adoption of the draft plan community meeting	1/9/2019
	PAPs meeting	7/9/2019

Overview of the key challenges encountered during the project period:

Table 5: Overview of Challenges Matrix

Settlement	Challenge	Mitigation
Kahawa Soweto	Haphazardly, densely and organically built settlement with poor accessibility	Applied adoptive planning measures
	Lack of main official direct access road into the settlement	The plan proposed for a 9m access road
	Structure owners preferring individual title deeds while their average structure sizes were below 50m ²	Settlement was grouped into 23 clusters/blocks where each cluster was registered as a self help group for titling. Under tenancy in common joint ownership, beneficiaries in the respective clusters were therefore entitled to an equal 1 share.
	Some beneficiaries had settled on the private land neck-extension and on the railway reserve	Since they were regarded as part of the Soweto Community, all were accommodated within the adjacent clusters
Umoja	Settlement boundary dispute that even delayed commencement of activities in the settlement	After engagement with the County government, KISIP and the local community, it was resolved that the project be done on already the settled land
	Contest between KURA and the community on the claims of a 30m road passing through the settlement (that would cut off about 1/3 of the settlement)	After consultative meeting with relevant agencies and offices, it was agreed that a practical 12m road was adequate and it was adopted in the plan and the final survey
Kambi Moto	The settlement had undergone some upgrading and had about 97% permanent storey structures	The plan adopted the existing settlement layout.

Settlement	Challenge	Mitigation
	built. The internal accesses ranged less than 4m	The internal accesses were classified as foot paths
	Small storey building footprint sizes of 4mx4m (16m ²) and beneficiaries preferring individual title deed	Section titling was recommended for the settlement
	Failure to obtain approved building plans for the settlement to enable processing of sectional title	Community title was resorted as the best option All the beneficiaries were registered under one
Kimangaru	Grave sites falling on the proposed roads	Plot boundaries were adjusted to accommodate the graves within the respective beneficiaries' plots
	Boundary dispute between the primary and secondary schools	Through the involvement of the county education officials, KISIP and County officials, the issue was resolved
	External/political interests that demanded allocation of 15 empty parcels that resulted from the plan	All were registered under the County government of Embu

3.1 Achievement Matrix

Table 6 below represents the achievement matrix for all the key project steps.

Table 6: Achievement Matrix

	Deliverable	Scheduled completion date	Actual completion date	Variance explanation	Change request
1.	Signing of Contract	Soon after award of contract	<ul style="list-style-type: none"> • 1st week • 14/02/2019 (Refer annex 2-1) 	-	-
2.	Project Kick-off	First Week After Signing the Contract	<ul style="list-style-type: none"> • 1st week • 14/02/2019 (Refer annex 1) 	-	-

	Deliverable	Scheduled completion date	Actual completion date	Variance explanation	Change request
3.	Inception report summarizing how the consultant intends to execute the assignment to achieve the expected results	2 weeks	<ul style="list-style-type: none"> • 1st month • Submitted on 21st March 2019 • Approved on 22nd March 2019 	<ul style="list-style-type: none"> • Delayed introduction of the consultant to the respective settlements and • Addressing comments from the client 	-
4.	Updated base maps including the Base map reports for each settlement	2 weeks week after Signing the Contract	<ul style="list-style-type: none"> • 3 months • Draft submitted on 11th April 2019 • Approved on 14th May 2019 • REF: MTIHUD/HU D/SUD/8/21/ Vol. 4 (129)- Refer annex 2-3 	<ul style="list-style-type: none"> • Addressing comments raised by the client • Delay in ascertaining perimeter boundary of umoja settlement 	-
5.	A stakeholder's analysis and community Mobilization report for each settlement	1 month after signing the contract	<ul style="list-style-type: none"> • 2.5 months • Draft submitted on 7th May 2019 • Approved on 9th May 2019 • REF: MTIHUD/HU D/SUD/8/21/ Vol. 4 (116)- Refer annex 2-4 	<ul style="list-style-type: none"> • Addressing comments raised by the client 	-

	Deliverable	Scheduled completion date	Actual completion date	Variance explanation	Change request
6.	Social economic survey report, and approved lists of beneficiaries for each settlement	3 months after signing the contract	<ul style="list-style-type: none"> • 5th month • Draft submitted on 30th May 2019 • The reports were approved on 10th July 2019 • REF: MTIHUD/HU D/SUD/8/21/ Vol. V (56)- Refer annex 2-5 	<ul style="list-style-type: none"> • Addressing comments raised by the client 	-
7.	Draft local physical development plan and report for each settlement	5 months after signing the contract	<ul style="list-style-type: none"> • 8th month • Draft LPDPs for Kahawa Soweto, Kambi Moto and Kimangaru were Submitted on 11th & 12th September 2019 • Comments from KISIP were issued on 26th September 2019- Refer annex 2-6 	<ul style="list-style-type: none"> • Addressing comments raised by the client 	-

	Deliverable	Scheduled completion date	Actual completion date	Variance explanation	Change request
8.	Final Resettlement Action Plans (RAPs)	8 months after signing the contract	<ul style="list-style-type: none"> Between 18th & 19th month Approved ARAPS for Kimangaru was submitted on 4th August 2020 whereas for Kahawa Soweto, Kambi Moto and Umoja were submitted 16th September 2020 REF: MTIHUD/HU D/SUD/8/21/ Vol. 9(130)- Refer annex 2-10 	<ul style="list-style-type: none"> Addressing comments raised by the client Delayed approval procedures by the client 	-
9.	Final local physical and Land Use Development plan and report for each settlement	8 months after signing the contract	<ul style="list-style-type: none"> 9th month The final LPDPs for all the settlements were submitted on 3rd October 2019 KISIP acknowledged receipt on 16th October vide 	<ul style="list-style-type: none"> Due to enactment of Physical and Land Use planning act (2019) towards the tail end of the consultancy which required that County Assemblies approve the LPLUDP, thus, sensitization of 	-

	Deliverable	Scheduled completion date	Actual completion date	Variance explanation	Change request
			<ul style="list-style-type: none"> • REF: MTIHUD/HU D/SUD/8/21/ Vol. 6 (149)- Refer annex 2-7 • Notice of completion was published on 18th October 2019- Refer annex 3 • Advertisement for comments lapsed on 7th November, 2019. • Final LP&LUDPs were approved by the respective county assemblies (see annex 2-9) 	the various county assemblies delayed the approval process.	
10.	Final survey maps and beacon certificates for each settlement signed by all respective parties within the settlement	8 months after signing the contract	<ul style="list-style-type: none"> • 10th month • Were prepared and submitted to the DOS for inspection and amendment of RIMs, for all the 	Delay of the preceding outputs (LPLUDPs) upon which surveys are carried out	-

	Deliverable	Scheduled completion date	Actual completion date	Variance explanation	Change request
			<p>settlements on 29th November, 2019</p> <ul style="list-style-type: none"> • Submitted to KISIP on 29th November, <p>2019 (Refer annex 2-8)</p>		
11.	<p>Three signed and sealed RIMs complete with the area lists and 1 deed plan & Beneficiaries' list Synchronized with RIM Nos.</p>	8 months after signing the contract	<ul style="list-style-type: none"> • Between 19th and 22nd month • Three of the settlements- Soweto(August-2020), Umoja and Kimangaru (November-2020) had their RIMs amended, sealed, signed and Area Lists produced (Refer to Annex 5, 2-11 and 2-12) • A deed plan was prepared for one of the settlements (Kambi Moto- November-2020)- (Refer to Annex 5) 	<ul style="list-style-type: none"> • Delayed approval of the final plans as a result of Covid 19 pandemic that slowed functions at government offices 	-

	Deliverable	Scheduled completion date	Actual completion date	Variance explanation	Change request
12.	LIS/GIS data base that incorporates social economic data and beneficiaries, planning data, survey data	8 months after signing the contract	<ul style="list-style-type: none"> • 10th month • The final GIS/LIS database was submitted to KISIP on 29th November, 2019 (Refer annex 2-8) 	<ul style="list-style-type: none"> • Submission of LIS was pegged on completion of other outputs 	-
13.	Progress Reports	Monthly	<ul style="list-style-type: none"> • Submitted monthly until the month of October, 2019 • Approved for ALL months 	-	-
14.	Final Completion Report	8 months after signing the contract	<ul style="list-style-type: none"> • 22nd month • Submitted on 27th November 2020 	<ul style="list-style-type: none"> • Delayed approval of the final plans by the respective county assemblies which spilt over to approval of survey works 	-

CHAPTER 4: PROJECT VARIABLES

4.1 Budget¹

Original Approved	Latest Approved	Final	Variance (\$/%)	Comments
68,904,000	70,255,400	70,255,400	2%	Occasioned by significant increase in Kahawa Soweto scope

4.2 Scope changes

Indicate what scope changes there were. Include dates and reason for change.

Item	Original Approved (Ha) ²	Latest Approved (Ha) ³	Final Acreage (Ha) (Executed by the Consultant)	Variance (ha) ⁴	Comments
Kahawa Soweto	5.83	8.99	8.99	+3.16	Resulted from inclusion of Kahawa Primary and Health centre. This was critical to enable creation of an official direct access road into the settlement as well as having the public facilities secure tenure under this project. (Refer annex 6-letter dated 25/11/2019)
Umoja	6.02	4.83	4.83	-1.19	Area reestablished from the perimeter identification

¹ Reference annex 6-2

² As was provided in the TORs

³ Acreages duly established during settlements' perimeter boundaries establishment

⁴ Acreages change in Kimangaru, Kambi Moto and Umoja were reasonable within the project margins. However, for Soweto requisited for variation of the contract.

Item	Original Approved (Ha) ²	Latest Approved (Ha) ³	Final Acreage (Ha) (Executed by the Consultant)	Variance (ha) ⁴	Comments
					exercise during base map preparation
Kimangaru	15.96	16.97	16.97	+1.01	Area reestablished from the perimeter identification exercise during base map making
Kambi Moto	0.56	0.43	0.43	-0.13	Area reestablished from the perimeter identification exercise during base map making
Total	28.37	31.22	31.22	+2.85	

4.3 Project Timelines

Indicate any changes in the timelines of the project.

Project Variable	Original Approved	Latest Approved	Final	Variance (calendar days)	Variance Explanation
Start Date:	14 th February, 2019	14 th February, 2019	14 th February, 2019	-	-
End Date:	30 th November, 2020	30 th November, 2020	30 th November, 2020	-	Delay in Final approvals by the respective County Assemblies Emergence of Corona virus pandemic that interrupted and delayed government functions

CHAPTER 5: CHALLENGES, LESSONS AND RECOMMENDATIONS

Despite having successfully completed the assignment, the following are some of the key issues that were encountered and some of the recommendations that would work towards improving the project initiative in the future.

5.1 Challenges

The Challenges encountered in the Project were as follows;

1. The project was caught up with the unprecedented COVID 19 world pandemic that slowed down functions of various (government) institutions. This resulted to unforeseen delays in the approvals processes of LP&LUDPs and survey plans
2. Enactment of the new physical and land use planning act of 2019 which requires approval of the plans by the respective county assemblies posed a logically lengthy process with factors beyond the consultant's control.
3. It was also a delicate balance between generation of PAPs and observing the expected Planning standards. Compromise of the conventional planning standards was done in most of the settlements
4. Change of scope of Umoja and Kahawa Soweto settlements that was effected towards the end of the project delayed submission of the final outputs and subsequent approvals
5. Lack of accurate planning and survey data for effective due diligence processes during the commencement of the project. This caused substantial delays especially in Umoja settlement
6. Delays in formation of the dispute resolution committees delayed the process of disputes redress
7. Political interferences in some settlements by the local leadership
8. Lack of approved building plans for Kambi Moto led to failure of processing sectional titles that were most preferred by the beneficiaries
9. Cases of absentee structure owners delayed processes that required consensus amongst the community members

5.2 Lessons

Regularization and formalization of the urban informal settlements remains a work in progress. The following aspects should be critical in guiding processes.

- i It is not sufficient to "legalize the illegal" without instituting changes in the legal-urban system that led to the illegality in the first place⁵.

⁵ https://www.lincolninst.edu/sites/default/files/pubfiles/regularization-informal-settlements-latin-america-full_0.pdf

- ii Evaluation: More systematic efforts and performance evaluations also are needed for alternative modes of addressing regularization issues on a case-by-case basis.
- iii Customized Approaches: regularization and formalization programs need to be adapted to the facts, context, and history of each informal settlement, since a single approach is unlikely to work well across all situations.
- iv Regularization should be considered as part of a broader social policy aimed at social integration. This may mean that program elements go beyond infrastructure services
- v Appropriate Titling: such as leasehold, joint, cooperatives, land trusts, sectional or communal ownership, may be more appropriate in informal settlements that are highly irregular in physical layout/densely populated
- vi Gender Equity: Regularization programs should ensure gender equity is attained
- vii Financing: informal settlements regularization needs to be more self-sustaining financially. What will happen if the Donor funding is terminated?
- viii Research and Analysis: More consistently definitions of informality should be based on readily available data, such as census reports/surveys, so that informal settlements can be tracked reliably over time and credible determination can be made if the situation is improving or worsening.
- ix For progress to be made, more work is needed to prevent the establishment of additional informal settlements, particularly when they are thought to be caused by regularization programs themselves.

5.3 Recommendations

1. The issue of who are the real beneficiaries of the tenure regularization efforts should be reviewed given in some settlements there are beneficiaries with structures who do not reside within the settlements but use them as economic sources especially for renting.
2. KISIP would consider getting into housing improvement in addition to the tenure and infrastructure components to attain fully regularized and formalized settlement since some beneficiaries would still remain deplorable houses despite having the tenure regularized and infrastructure networks installed.
3. Formulation of regulations and standards guidelines tailored for application in planning of informal settlement especially where conventional standards cannot be realized.
4. Audit should be done to asses if the regularization and formalization of informal settlements achieves the expected transformation of the respective settlements
5. Government should adopt a detailed database for easier information retrieval/referencing to avoid 'professional squatters' who can be recurring as a beneficiary in more than one settlement.

-
6. Planning authorities should be supported in ensuring updated plans of their jurisdictions are done and revised regularly as well as functional development control sections. Any new upcoming informal settlement should be addressed so that the vicious cycle of informality can be arrested.
-

CHAPTER 6: CONCLUSION

KISIP lot II has done tremendous efforts in trying to formalize the informal settlements which accommodate most of the vulnerable groups- socio-economically in the few selected the urban areas. However, it is notable there are several other such settlements countrywide. Therefore, there is the real need to have a wider coverage to bring on board the other informal settlements which have not be addressed into the urban realm.

It is also worth to note that the bottom-up planning approach (through comprehensive community participatory planning) enables the sensitization of the local communities on their active participation to seek solutions to their problems as well as their rights when it comes to land ownership.

ANNEXES

Annex 1: Kick off Meeting Minutes; Consultant and KISIP

MINUTES OF KICK OFF MEETING HELD ON 14TH FEBRUARY 2019 AT KISIP BOARDROOM WITH CONSULTANTS UNDERTAKING CONSULTANCY SERVICES FOR PLANNING, SURVEYING AND PREPARATION OF RAPS FOR INFORMAL SETTLEMENTS DONE UNDER LOT 2 CONSULTANCY.

ATTENDANCE

No	Name	Organization/position	Telephone	Email
1	George Arwa	KISIP-Head, Comp 2	0722712891	garwa2005@yahoo.com
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4	Prof. Leornard Mulongo	E&G Spatial-Team leader	0726496898	lmulongo@yahoo.com
5	Vintage Mwangi	Two Ems-Planner	0706854978	vintagemwangis@gmail.com
6	Dr.Silas Muketha	Two Ems-Surveyor	0722647157	smmketha@gmail.com
7	Paul Chege	LER-Team leader	0722509244	pgchege@gmail.com
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12	Monica Odeny	KISIP-Procurement	0721298950	odenymonica@yahoo.com
13	Zenah Kurui	KISIP-Component 2	0725989357	zenahkurui@yahoo.com
14	Eunice Opondo	KISIP-Environmental Expert	0724646857	opondoeunice@yahoo.com
15	John Ireri	KISIP-Social safeguards	0722613831	edakenya@yahoo.com
16	Winnie Wairimu	KISIP-Component 1	0723736245	wwwairimu@gmail.com
17	Dr.Otiato Wafula	LER-Sociologist	0720271711	unyaluoma@gmail.com

Page 1 of 10

18	Ragalo Akach	KISIP-Planner	0724352671	akachcornel@gmail.com
19	Celestine Wanjala	KISIP-GIS	0722677903	wanjalacnina2@gmail.com
20	Godwin Sakwa	KISIP-Social safeguards	0721686959	godwinsakwa@gmail.com
21	Evans Omagwa	KISIP-Land Admin	0721649143	emagwa@yahoo.com
22	Salma Sheba	Two Ems-Sociologist	0722754367	sheba38@gmail.com
23	Salesio Kaburu	KISIP-Land Admin	0722853907	sjkaburu@gmail.com
24	Faith Birir	KISIP-Component 2	0722462989	birir.faith@gmail.com
25	Joakim Nyarangi	LER Consult-Planner/GIS	0721224735	tojoakim@yahoo.com
26	Wagura Theuri	KISIP-Finance	0722560005	wagurat@gmail.com
27	Anthony Kimosop	KISIP-Component 2	0717841556	mastakoi@yahoo.com

AGENDA

1. Introduction and Opening Remarks from the Chair
2. Confirmation of availability of key personnel
3. Agreeing on contractual deliverables and Timing
4. Commencement of work
5. A.O.B

MINUTE	AGENDA ITEM	RESPONSE
1/14-2-2019	<p><u>INTRODUCTION AND OPENING REMARKS FROM THE CHAIR</u></p> <p>The meeting started at 11:20 a.m. with a prayer. The chair then welcomed participants to the meeting and asked each member to make self-introductions.</p> <p>Before giving his opening remarks, the chair confirmed that all the 3 Firms selected were present in the meeting. All the 3 firms (TWO EMS Associates, LER Consult</p>	

Page 2 of 10

	<p>and E&G Spatial Consultants) affirmed their presence in the meeting.</p> <p>In his opening remarks, the chair congratulated the firms for demonstrating performance in the past assignments. He noted that it was due to this performance that KISIP sought permission from the Principle Secretary and other agencies to consider them to undertake this assignment. He further noted that these firms were selected based on the fact that they had in the past completed assignment with KISIP successfully. Thus an indication that they were able to work and deliver on time. He noted that the project phase I will be ending in November 2019 with no further extension.</p> <p>He noted that there was need for completing work under Lot 2 that the previous consultant (Voyants) did not complete since the communities have been eagerly waiting land tenure security documents as promised.</p> <p>He noted that RAP has been a major challenge to the project due to massive displacement caused by conventional planning standards with no alternative land for settling Project Affected Persons. He reiterated the fact that the World Bank policy on social safeguards requires that the livelihoods of the project affected persons be restored based on appropriate compensation before issuance of title certificates.</p> <p>He therefore urged the Consultants to approach the work appropriately from the start to mitigate high displacement.</p> <p>He informed the meeting that KISIP had increased its internal technical capacity by hiring of 3 social safeguard experts, 1 physical planner and 1 environmental expert to enhance efficiency in project delivery.</p> <p>The chair read out the settlements and respective county for each Cluster/Consultant as below:</p>	
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	<p>Cluster 1- Two Ems</p> <table border="1"> <thead> <tr> <th>County</th><th>Settlement</th></tr> </thead> <tbody> <tr> <td>Nairobi</td><td>Ghetto</td></tr> <tr> <td></td><td>Redeemed</td></tr> <tr> <td>Mombasa</td><td>Likoni 203</td></tr> </tbody> </table> <p>Cluster 3-E&G Spatial</p> <table border="1"> <thead> <tr> <th>County</th><th>Settlement</th></tr> </thead> <tbody> <tr> <td>Nairobi</td><td>Kahawa Soweto</td></tr> <tr> <td>Kiambu</td><td>Umoja</td></tr> <tr> <td>Embu</td><td>Kimang'aru</td></tr> <tr> <td>Nairobi</td><td>Kambi Moto</td></tr> </tbody> </table> <p>Cluster 4- LER Consult</p> <table border="1"> <thead> <tr> <th>County</th><th>Settlement</th></tr> </thead> <tbody> <tr> <td>Nairobi</td><td>Kinyago Kanuku</td></tr> <tr> <td></td><td>Kitui</td></tr> <tr> <td></td><td>Embakasi</td></tr> <tr> <td>Mombasa</td><td>Chaani (Kalahari, Mathare, Kwarasi)</td></tr> </tbody> </table>	County	Settlement	Nairobi	Ghetto		Redeemed	Mombasa	Likoni 203	County	Settlement	Nairobi	Kahawa Soweto	Kiambu	Umoja	Embu	Kimang'aru	Nairobi	Kambi Moto	County	Settlement	Nairobi	Kinyago Kanuku		Kitui		Embakasi	Mombasa	Chaani (Kalahari, Mathare, Kwarasi)	
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	<p>He further advised the consultants to carry out an immediate reconnaissance and rapid assessment of the settlements to determine any potential challenges that may affect timely delivery of the expected deliverables. He noted that such feedback should be given to client in the inception report to enable decision on intervention be made in good time.</p>																													

2/14-2-2019	<p><u>CONFIRMATION OF AVAILABILITY OF KEY PERSONNEL</u></p> <p>The chair read out the names of the firms and asked them whether they were ready to take up the assignment.</p> <p>He also inquired whether all the key staff were available for this assignment.</p>	<p>The team leaders/Principal Consultants who responded on behalf of the firms confirmed availability of key staff. They said they had signed the acceptance letter. It was noted that some of the key team members/staff of the Firms were not in the meeting (due to short notice) but will be available for the assignment.</p>
3/14-2-2019	<p><u>AGREEING ON CONTRACTUAL DELIVERABLES AND TIMING</u></p> <p><i>Contract</i></p> <p>Procurement reported that status of Contract signing was in the process of finalization.</p> <p>The chair said due to time limitation, there was need for Consultants to start preparing to execute the assignment as the other procurement processes are being fast tracked.</p> <p><i>Assignment</i></p> <p>The chair recapped on the status of output submitted by Voyants and the pending processes. He then asked the Consultants whether they understood the terms of reference for completion of work and the expected deliverables.</p> <p>Consultants were informed of the fact that community members are now very sensitive and almost fatigued with the process due to the time taken. Thus proper approach through sensitization and engagement was critical.</p> <p><i>Timeline</i></p>	<p>Consultants said they understood the assignment as stipulated in the TOR. However, they requested that previous reports and maps/plans be provided to enable them undertake desk review and prepare adequately.</p> <p>The chair said the documents will be provided in the course of the day, but cautioned the</p>

	<p>The chair said that KISIP I will end in November 2019 and all activities including preparation of ownership documents and RAP implementation are expected to have been completed. To achieve this, deliverables, the Consultants should seek to align their workplans with the following timelines:</p> <ul style="list-style-type: none"> - Inception report- 2 weeks (<i>latest 1st March 2019</i>) - Stakeholder consultation report-1 month (<i>latest 15th March 2019</i>) - Detailed updated report on inventory of beneficiaries, enumeration of existing structures, structure owners' /land owners- 3rd Month (<i>latest 15th May 2019</i>) - Identification documents/cards for all beneficiaries as enumerated, discussed and agreed with by the Settlement Executive Committee (SEC) and the Community- 3rd Month (<i>latest 15th May 2019</i>) - Updated Socio-economic report and Updated Base maps- 3rd Month (<i>latest 15th May 2019</i>) - Local Physical Development Plans and reports Amended draft LPDPs- 3rd month (<i>latest 15th May 2019</i>) Final LPDPs-4th Month (<i>latest 15th June 2019</i>) - Draft RAPs- 3rd month (<i>by 15th May 2019</i>) - Survey plans-4th Month(<i>by 15th June 2019</i>) - Beacon Certificates signed by the beneficiaries- 4th Month (<i>15th June 2019</i>) - Signed and sealed RIMs- 7th month (<i>15th September 2019</i>) - 3 copies of Resettlement Action Plans (RAPs) Reports 6th Month (<i>15th August 2019</i>) <p><u>RAP Preparation</u></p> <p>It was noted that this being a key deliverable and lessons learnt derived from past RAPs reviews, discussions on basic requirements for RAP to be approved were</p>	<p>Consultants in using the data/information since the Plans prepared by Voyants were causing a lot of displacement.</p> <p>It was further said that Component 3 had prepared infrastructure upgrading plans for some settlements, which would be provided as additional sources of secondary data for reference.</p> <p>Consultants were in agreement with the timelines and promised to deliver on time.</p>
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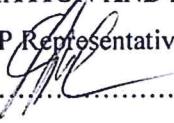
	<p>important to be agreed on in order to avoid delay in RAP approval.</p> <p>Consultants were also asked to avoid gaps in processes since RAP issues are not independent, rather integrated into the planning and surveying processes. This therefore would require the representation of the RAP expert in all planning and surveying meetings with the community. It was also noted that deliberations made by stakeholders must be well captured and documented. Further, it was reported that the minimum requirements for a quality and acceptable RAP discussed during the meeting would be shared with the Consultants. (The document is attached to this minutes)</p> <p>It was agreed that at least one KISIP safeguards expert will be attached to each Cluster for guidance.</p> <p><u><i>Submission of LPDPs and Survey Plans to respective offices</i></u></p> <p>Consultants were reminded that participatory planning process would be key, noting that LPDP and List of Beneficiary must be endorsed by Community and County Governments and forwarded by CECM in charge of Lands.</p> <p>The Consultants were also advised to ensure that the preferred tenure option is discussed at early stage of engagement and agreed on by all the stakeholders.</p> <p><u><i>Land Information System</i></u></p> <p>The chair said that the data generated should be submitted to GIS expert in the agreed format as in the previous submissions (Lot 4)</p> <p><u><i>List of Beneficiary</i></u></p> <p>The team from Land Administration advised the Consultants on effective techniques that they should use to capture details of public utilities and community facilities in the list of beneficiary. They emphasized on the need for correct information/data. The officers</p>	Consultants in response requested the Client through the land administration to assist in getting the information
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	<p>further elaborated on relevant documents needed during registration i.e. attachment of registration documents for institutions like churches and mosques.</p> <p>Consultants were also reminded to ensure that they do due diligence on ownership status of settlement before finalizing on the list of beneficiary. An example was given of a scenario where churches lease land within settlements and it is assumed to be owned by the institution during regularization.</p>	<p>when required. They have faced a challenge in the past in trying to establish the correct position.</p>
Min 4/14-2-2019	<p><u>COMMENCEMENT OF WORK</u></p> <p>KISIP reported that sensitization of stakeholders had been undertaken in Kiambu and Mombasa Counties. The finding was that Community and County are eagerly waiting for Consultants to go to the ground to finalize the work.</p> <p>Schedule for introduction of consultant to the settlements will be prepared and shared with the consultants.</p> <p>Consultants were asked to start the assignment as soon as they are introduced to the community.</p> <p>The chair designated KISIP desk officers to be liaison persons for clusters as follows:</p> <p><u>Cluster 1- Two Ems Associates</u></p> <p>Liaison officer: Cornel Akach : Assisted by Faith and Winnie</p> <p><u>Cluster 3- E&G Spatial</u></p> <p>Liaison officer: Celestine Wanjala : Assisted by Kimosop and Ireri</p> <p><u>Cluster 4-LER</u></p> <p>Liaison officer: Zenah Kurui : Assisted by Faith and Sakwa</p>	<p>A concern was raised on ongoing housing interventions by other agencies (NGO) in some settlements within Nairobi. The chair responded that Consultants should understand what these agencies are doing and see whether they can integrate with KISIP activities.</p>

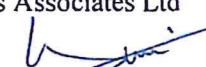
	The head of component 2, Urban Planner Consultant and Land Administration officers will provide overall guidance.	
Min 5/14- 2-2019	<p><u>A.O.B</u></p> <p>It was stated that since notices of intention to plan were done earlier, there will be no need to do another one. Upon completion of revision/amendment of plan, the notice of completion will be advertised.</p> <p>Consultants were urged to be cautious when engaging the community and should give the correct information.</p> <p>The chair said that KISIP will expect regular updates on the progress and Consultants should work closely with all stakeholders to achieve the objective of the consultancy.</p> <p>It was reported that joint presentation by all Consultants will be arranged.</p> <p>There being no other business, the meeting ended at 12:40 p.m</p>	

CONFIRMATION AND ADOPTION OF THE MINUTES

Chair/ KISIP Representative:

.......... Date..... 15/03/19

Two Ems Associates Ltd

.......... Date..... 15/03/2019

E&G Spatial Consultants Limited

.......... Date..... 15/03/2019

LER Consult Ltd

.......... Date..... 15/03/2019

Annex 1: Minimum Considerations for RAP Process

1. RAP must be integrated into planning and surveying: the two are not separate processes. Key concerns/processes related to planning are central to RAP approval e.g. no compensation for land should be discussed starting from first meeting, implications of roads and other decisions discussed e.g. loss of minimal land, process should show minimum level of required participation, gender (and Gender Based Violence) concerns in titling discussed.
2. Documentation is central. Planning minutes should detail what was discussed. All questions/queries by community need to be addressed and responded to, and documented.
3. Avoid gaps in processes. If the community was to discuss/deliberate on issues on their own in separate meetings, first ensure they do the documentation (list of attendance and signed minutes), then this becomes the starting point for the next meeting where the consultant validates what was discussed in their absence and gets a resolution passed – which must be documented in the consultant's minutes.
4. Every decision by the community needs a resolution/vote to show acceptance by the community and it is documented e.g. decision to have some members occupy certain space
5. Cut-off date should be clearly defined/declared with supporting documentation. If undertaken as start of census, must be coupled by a meeting/minutes/list of attendance. Best is to take it as the validation of the LPDP and recap it in all subsequent meetings. Inform the community not to move once beacons are placed.
6. Gaps between survey/beaconing and census of PAPs to be avoided – this has implications for some PAPs moving. Census is door to door or plot by plot. The RAP census must be concurrent with the survey (beaconing) process. This also requires a meeting right before the surveying to explain to the community the process.
7. Census and survey of PAPs is 100%...not a sample and includes all types of PAPs (even tenants) – KISIP will seek options to validate asset register before review of RAP. Survey should identify vulnerable persons and this informs the asset register. Minimum data for RAP/PAP survey will be provided.
8. Hold the PAP meeting immediately after.... minimum issues to be discussed include the recap of cut-off date, eligibility criteria for facilitation, facilitation options (land versus assets, in kind), Grievance Redress Mechanism, no movement of assets, notice to move and self-demolition, failure to self-demolish after facilitation, correct use of facilitation money
9. Entitlement matrix – stick to the Resettlement Policy Framework (RPF)! Valuation by registered valuer (Who will have to sign on the final PAP and asset register).
10. Key annexes should be included – evidence for participation (properly and detailed minutes (signed by SEC, Consultant and County representative), list of attendance, photos), asset and pap register.

Annex 2: Correspondence letters

1. Acceptance letter and contract signing excerpt



Physical/Spatial Planners | Land Surveyors | Environmental Auditors | GIS Experts

E&G Spatial Consultants Limited
Marsabit Plaza, Ngong Road, Suite 405
P.O Box, 100881-00101
NAIROBI
Email: e.gsclimited@gmail.com

Our Ref: E&G/KISIP/LOT 2/VOL.1/01

11th February, 2019

THE PRINCIPAL SECRETARY

Ministry of Transport, Infrastructure, Housing & Urban Development
State department of Housing and Urban Development
ARDHI HOUSE, 1ST NGONG AVENUE
P.O BOX, 30119-00100,
NAIROBI



Dear Sir,

RE: ACCEPTANCE LETTER

CONTRACT NO: MLHUD/KISIP/CS/9C-08/2018-2019 FOR CONSULTANCY SERVICES 4 SETTLEMENTS IN KIAMBU, EMBU AND NAIROBI COUNTIES - CLUSTER 3

We refer to your letter on notification of intent to award dated 7th February 2019, and reference no. MTIHUD/HUD/CON/6/IVOL.x/4 on the above mentioned consultancy.

We wish to confirm our acceptance to undertake this assignment and to sincerely thank you for the opportunity accorded to our firm. We pledge our commitment to complete the assignment successfully and within the stipulated contract period.

Yours faithfully,

Esther Muthoni – Principal Consultant

E&G Spatial Consultants Limited

E&G Spatial Consultants Limited | P.O Box 100881-00101 | Nairobi, Kenya | Tel: +254 710 000 421

I. Form of Contract

LUMP SUM

This CONTRACT (hereinafter called the "Contract") is made the ~~14~~¹⁵ February, 2019, between, on the one hand, Principal Secretary, Ministry of Transport, Infrastructure, Housing and Urban Development, State Department of Housing and Urban Development, Ardhi House, 1st Ngong Avenue, Off Ngong Road, P.O Box 30119-00100 NAIROBI, KENYA (hereinafter called the "Client") and, on the other hand, E&G SPATIAL CONSULTANTS LIMITED Marsabit Plaza Building, Suite 405, Ngong Road P.O BOX 100881-00101 Nairobi (hereinafter called the "Consultant"). For a total contract amount of Kshs 68,904,000.00 (Sixty-Eight Million, Nine Hundred & Four Thousand Only Inclusive of Value Added Tax (VAT)

WHEREAS

- (a) the Client has requested the Consultant to provide certain consulting services as defined in this Contract (hereinafter called the "Services");
- (b) the Consultant, having represented to the Client that it has the required professional skills, expertise and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- (c) the Client has received credit from the International Development Association (IDA)] toward the cost of the Services and intends to apply a portion of the proceeds of this credit to eligible payments under this Contract, it being understood that (i) payments by the Bank will be made only at the request of the Client and upon approval by the Bank; (ii) such payments will be subject, in all respects, to the terms and conditions of the financing agreement, including prohibitions of withdrawal from the [loan/credit/grant] account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by the decision of the United Nations Security council taken under Chapter VII of the Charter of the United Nations; and (iii) no party other than the Client shall derive any rights from the financing agreement or have any claim to the credit proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (a) The General Conditions of Contract
 - (b) The Special Conditions of Contract;
 - (c) The following Appendices:

- Appendix A: Terms of Reference
- Appendix B – Summary Of Costs
- Appendix C – Breakdown Of Reimbursable (Lump sum)
- Appendix D- Breakdown Of Price Per Activity
- Appendix E- Work Plan

[Signature]

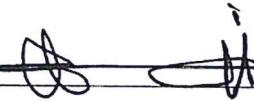
Appendix F- Staffing Time Schedule
Appendix G- Power Of Attorney
Appendix H- Minutes Of Contract Negotiations

2. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the Contract, in particular:
- (a) the Consultant shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Client shall make payments to the Consultant in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of Client

Signed: **Charles Hinga Mwaura,**



Principal Secretary,

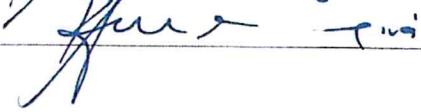
State Department of Housing and Urban Development,

Ministry of Transport, Infrastructure, Housing and Urban Development.

In the presence of (Name)



Sign

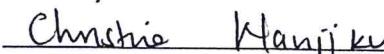


For and on behalf of the Consultant:

Signed: 

Ms. Esther Muthoni

E&G SPATIAL CONSULTANTS LIMITED

in the presence of (Name) 

Sign 

2. Final inception approval letter



MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT
STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
Kenya Informal Settlements Improvement Project

Telephone: (02) 2718050
Fax No. (20) 734886

ARDHI HOUSE
1ST NGONG AVENUE
OFF NGONG ROAD
P.O. BOX 30450-00100
NAIROBI

When replying please quote

REF: MTIHUD/HUD/SUD/8/21/Vol.3 (303)

DATE: 22nd March, 2019

E&G Spatial Consultants Limited
Marsabit Plaza, Ngong Road, Suite 405
P.O Box 100881-00101
NAIROBI

Email: e.gsclimited@gmail.com

CONTRACT NO: MLHUD/KISIP/CS/9C/2018-2019 FOR CONSULTANCY SERVICES FOR PLANNING, SURVEYING AND PREPARATION OF RAPS FOR 4 SETTLEMENTS IN KIAMBU, EMBU AND NAIROBI COUNTIES-CLUSTER 3
RE: SUBMISSION OF FINAL INCEPTION REPORT

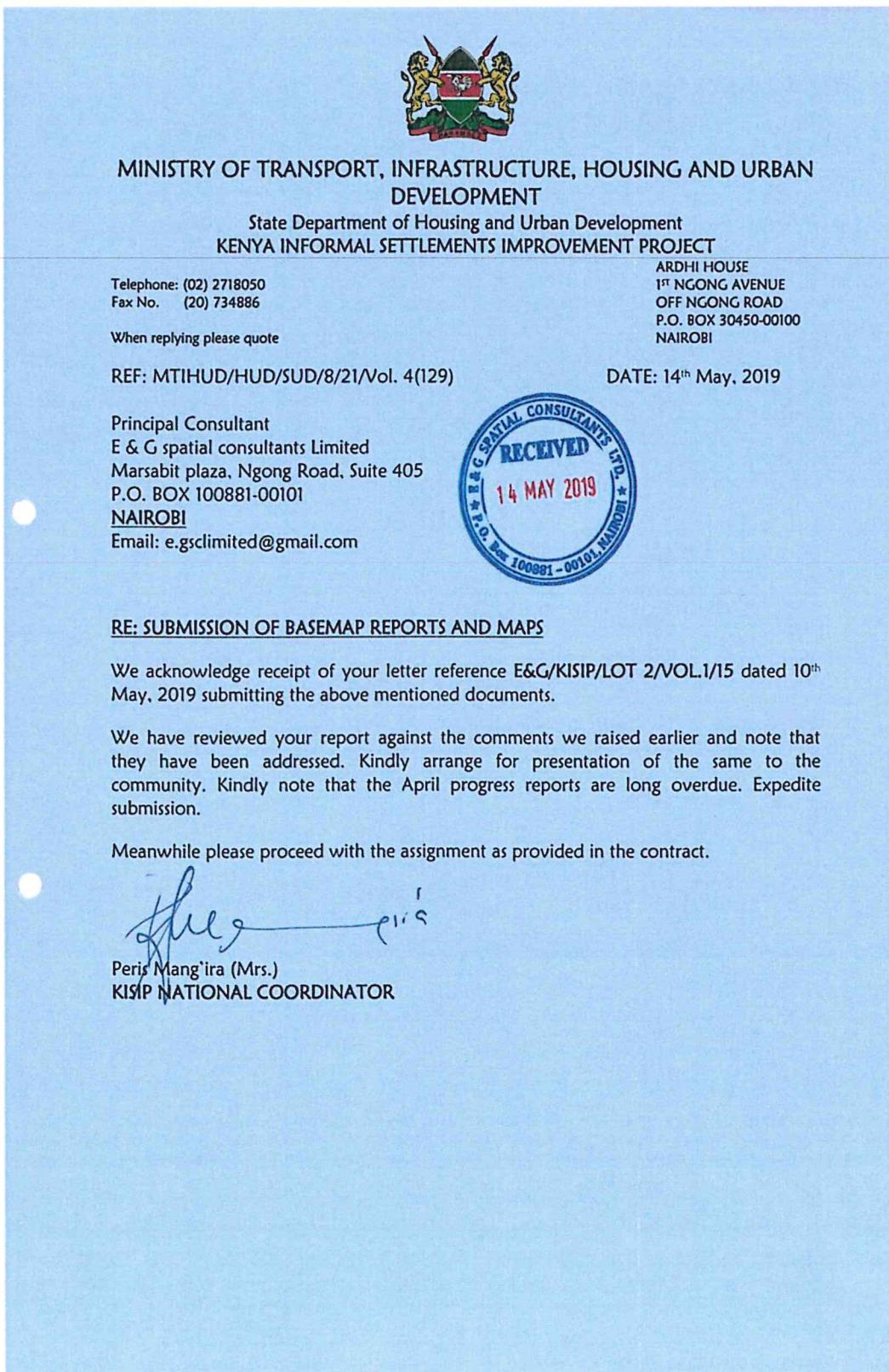
We acknowledge receipt of your letter Ref. E&G/KISIP/LOT2/VOL1/4 dated 21st March 2019 submitting the revised inception report incorporating the comments. The final report has addressed our comments and is hereby approved.

Please proceed to execute the assignment and strictly adhere to the timelines.

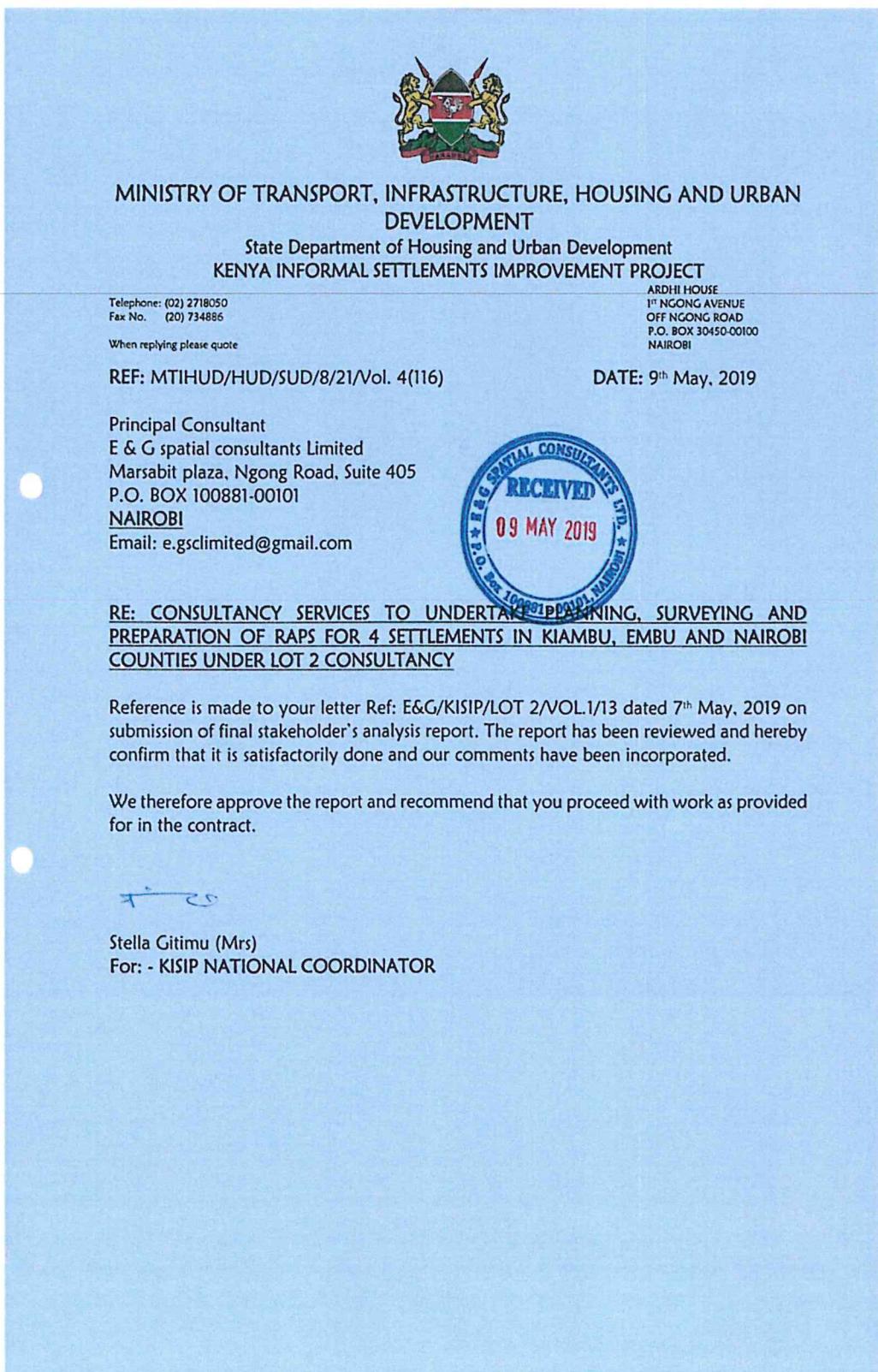
A handwritten signature in blue ink, appearing to read "Peris Mang'ira".

Peris Mang'ira (Mrs)
KISIP National Coordinator

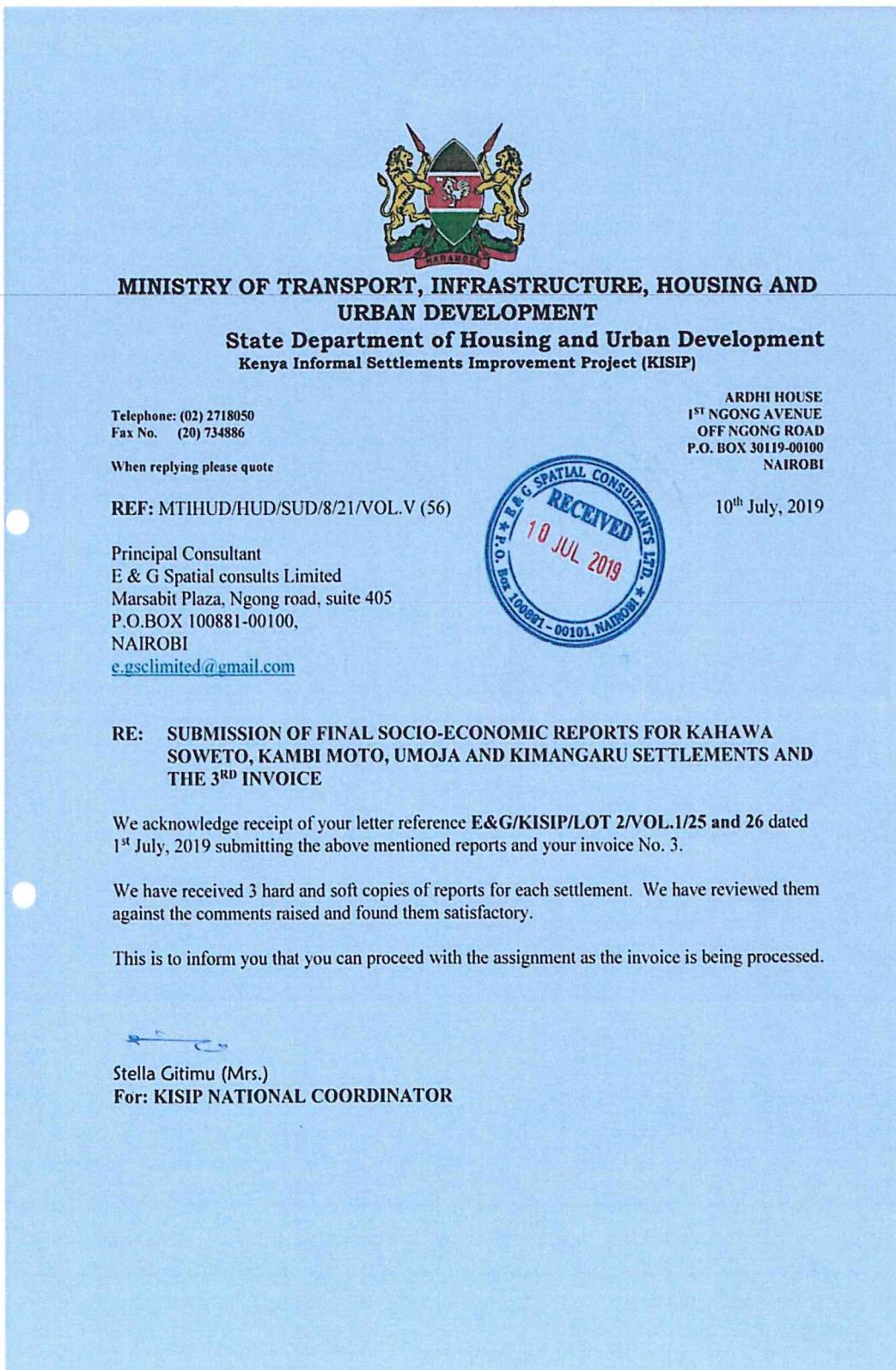
3. Base maps approval letter



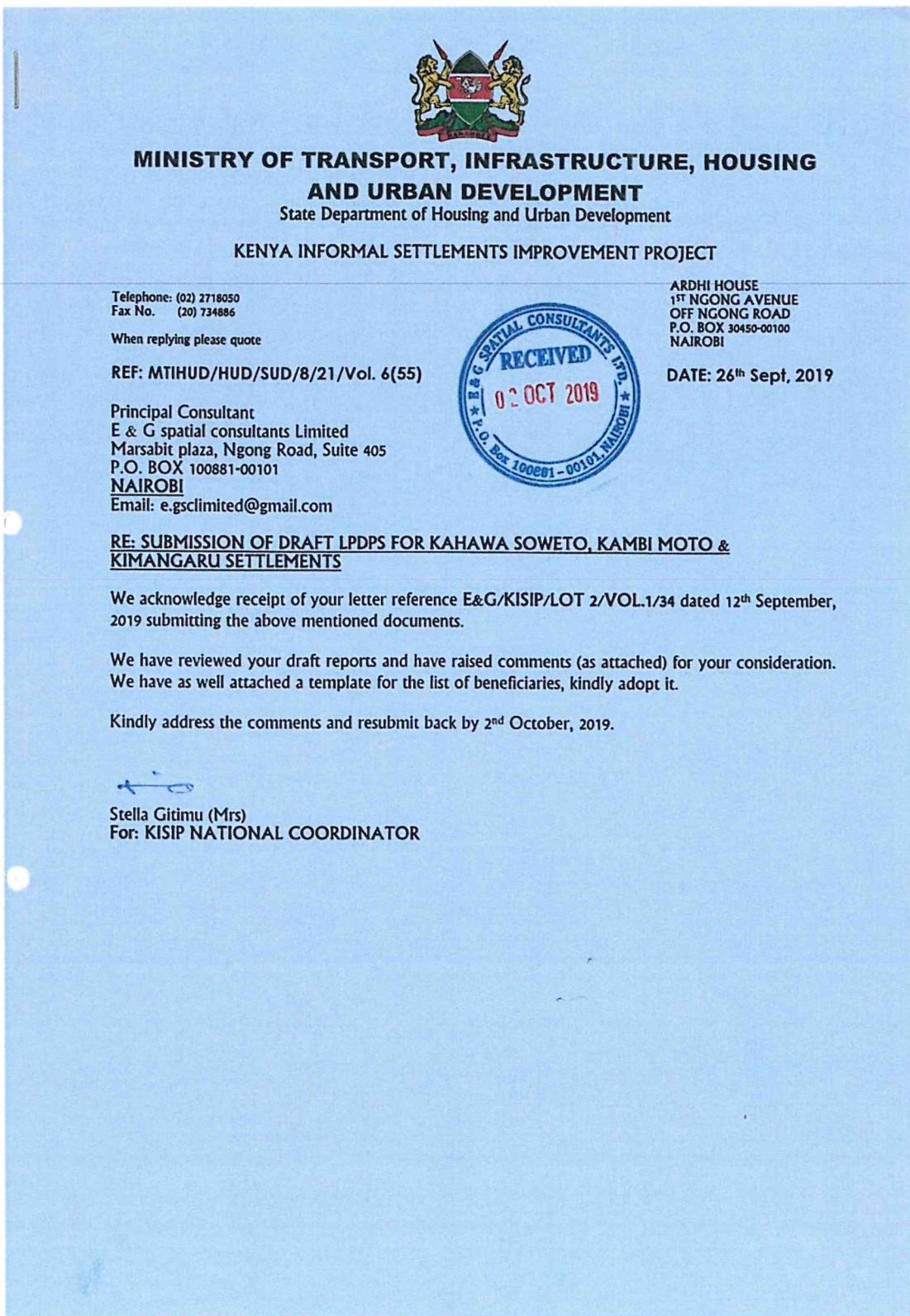
4. Final stakeholders Analysis Report approval



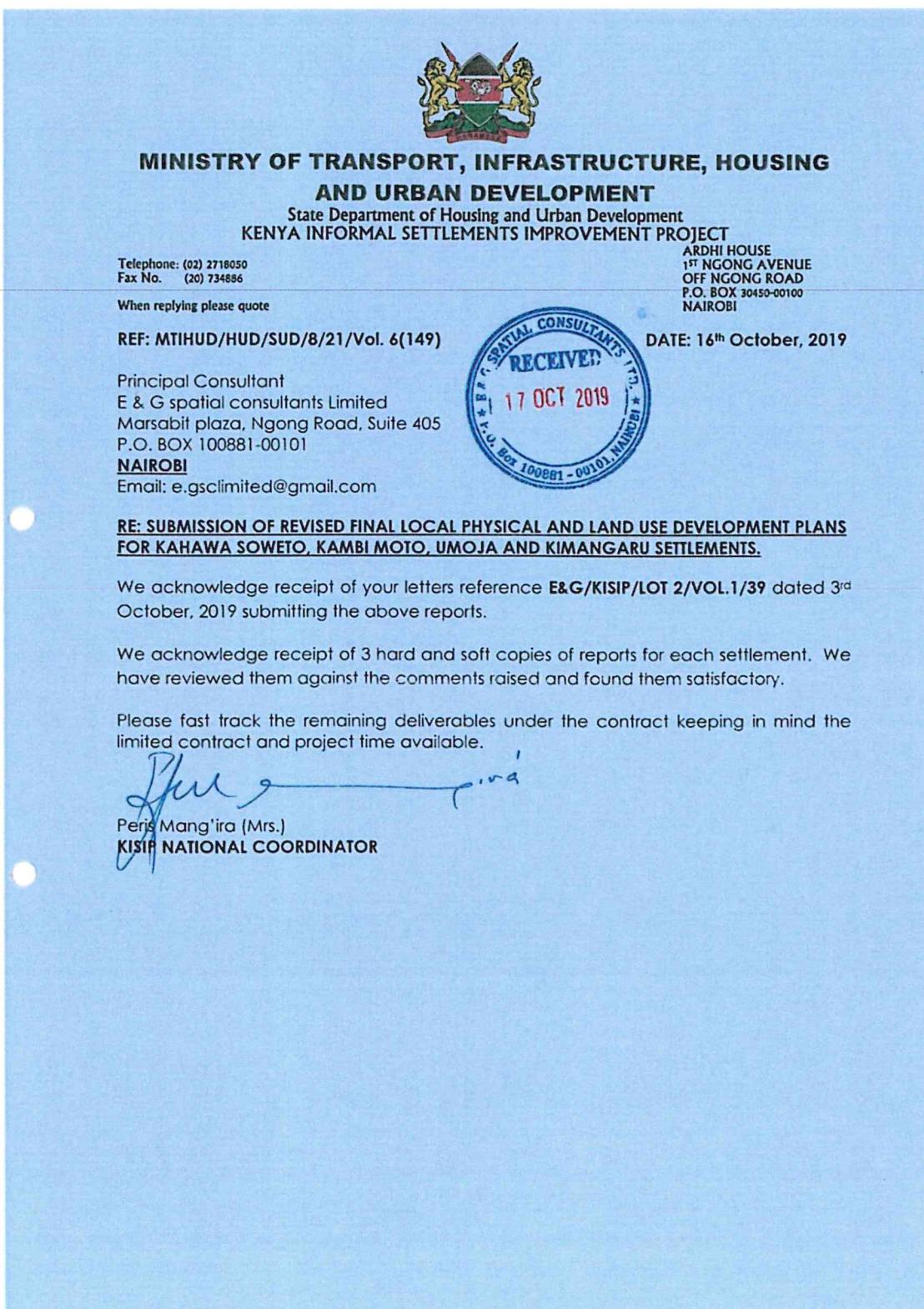
5. Final approval of Socio-economic reports



6. KISIP comments on Draft LPLUDP reports



7. KISIP receipt of the revised final LP&LUDPs



8. Submission of the final project Outputs


MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT
 State Department of Housing and Urban Development
KENYA INFORMAL SETTLEMENTS IMPROVEMENT PROJECT

Telephone: (02) 2718050
 Fax No. (20) 734886
 When replying please quote
 REF: MTIHUD/HUD/SUD/8/21/Vol. 7(14)

Principal Consultant
 E & G spatial consultants Limited
 Marsabit plaza, Ngong Road, Suite 405
 P.O. BOX 100881-00101
NAIROBI
 Email: e.gsclimited@gmail.com

ARDHI HOUSE
 1ST NGONG AVENUE
 OFF NGONG ROAD
 P.O. BOX 30450-00100
NAIROBI

4th December 2019



SUBMISSION OF FINAL RAPS AND SURVEY PLANS FOR FOUR SETTLEMENTS DONE UNDER LOT 2 CLUSTER 3 – EMBU, KIAMBU AND NAIROBI COUNTIES

The above subject refers.

We acknowledge receipt of the following documents via your letter reference E&G/KISIP/LOT 2/VOL.1/52 dated 29th November, 2019:

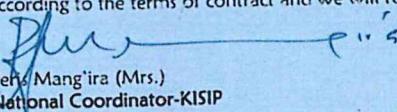
Settlement	LP&LUDP Reports	LP&LUDP Plans	Survey Plan	Final List of Beneficiaries	Final RAP Reports
Kiamangaru	3 copies	3 copies	1 copy	1 copy	3 copies
Kambi Moto	3 copies	3 copies	1 copy	1 copy	3 copies
Kahawa Soweto	3 copies	3 copies	1 copy	1 copy	3 copies
Umoja	3 copies	3 copies	1 copy	1 copy	3 copies

In addition to the above, we are also in receipt of:

- 3 soft copies of the LIS database.
- 3 soft and 3 hard copies of the final completion report.
- Submission letters for surveys to the Director of survey.
- Acknowledgement letters from Embu, Kiambu and Nairobi Counties for submission of LP&LUD Plans.

We also acknowledge receipt of your invoice No. KSP2019-05 vide letter reference E&G/KISIP/LOT 2/VOL.1/49 and invoice No. 6 vide letter reference E&G/KISIP/LOT 2/VOL.1/50 both dated 29th November, 2019.

We wish to inform you that the submitted outputs together with the invoices are being reviewed according to the terms of contract and we will revert back with our comments.


 Peris Mang'ira (Mrs.)
 National Coordinator-KISIP



MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN
DEVELOPMENT

State Department of Housing and Urban Development
KENYA INFORMAL SETTLEMENTS IMPROVEMENT PROJECT

Telephone: (02) 2718050
Fax No. (20) 734886

ARDHI HOUSE
1ST NGONG AVENUE
OFF NGONG ROAD
P.O. BOX 30450-00100
NAIROBI

When replying please quote

4th December, 2019

REF: MTIHUD/HUD/SUD/8/21/Vol. 7(29)



Principal Consultant
E & G spatial consultants Limited
Marsabit plaza, Ngong Road, Suite 405
P.O. BOX 100881-00101
NAIROBI
Email: e.gsclimited@gmail.com

**SUBMISSION OF INVOICE No. KSP2019-06: CONTRACT No. MLHUD/KISIP/CS/9C/2018-2019 FOR
CONSULTANCY SERVEICES FOR PLANNING, SURVEYING AND PREPARATION OF RAPS FOR 4
SELECTED SETTLEMENTS IN KIAMBU, EMBU AND NAIROBI COUNTIES – LOT2 CLUSTER 3**

The above subject refers.

We as well acknowledge receipt of your invoice No. KSP2019-06 vide letter reference
E&G/KISIP/LOT 2/VOL.1/50 dated 29th November, 2019.

The sixth invoice of 15% payment is pegged on submission of the following deliverables:

- Approved LPDPs
- Signed and Sealed RIMs
- Verified and adopted list of Beneficiaries
- Approved RAPs
- Final Completion Report

From our review, the above final documents are yet to be received. Please submit to facilitate
review of your invoice named above.

Peris Mang'ira (Mrs.)
National Coordinator-KISIP

9. Counties forwarding of the approved LP&LUDP Embu

REPUBLIC OF KENYA



EMBU COUNTY GOVERNMENT

KENYA INFORMAL SETTLEMENT
IMPROVEMENT PROJECT (KISIP)

Box 30119 - 00100, NAIROBI

Mobile: +254 771 204 003/+254 703 192 924 Tel: +254 68 30686/30656

Address: P.O. Box 36-60100 Embu. Location: Embu Town House Email: info@embu.go.ke Website: www.embu.go.ke

OUR REF: LWEN/LPPUD/Kim/PP 05/2020

Date: 27th March 2020

THE KISIP NATIONAL COORDINATOR

Ministry of Transport, Infrastructure, Housing & Urban Development

State department of Housing and Urban Development

P.O BOX, 30119-00100,

NAIROBI

Dear Madam

**Re: SUBMISSION OF APPROVED LOCAL PHYSICAL AND LAND USE
DEVELOPMENT PLAN FOR KIMANGARU SETTLEMENT IN EMBU COUNTY**

The above subject refers.

We wish to inform you that the above-mentioned plan for Kimangaru Settlement was approved by the County Assembly of Embu in accordance with the provisions of the Physical Planning and Land Use Act, 2019.

We hereby submit two sets of the Approved Plan, Report and the List of Beneficiaries for your further processing. We hope that the titles for the beneficiaries will be processed as soon as possible.

Thank you.

Yours Sincerely,

Hon. Josphat M. Kithumbu

C.E.C.M (County Executive Committee Member)

MINISTRY OF LANDS, PHYSICAL PLANNING, URBAN DEVELOPMENT, HOUSING,
WATER, IRRIGATION, ENVIRONMENT & NATURAL RESOURCES

EMBU COUNTY

Embu County Government - The Land of Opportunities

Nairobi

NAIROBI CITY COUNTY

Telephone: +254 20 2224281
web: www.nairobi.go.ke
Facebook: NairobiCityCounty
Twitter: @county-nairobi



City Hall, 2nd Floor
P.O. Box 30075 - 00100
Nairobi, Kenya

URBAN RENEWAL, HOUSING & PROJECT MANAGEMENT

UR&PM/HOU./48/113/MK/jc(ns)

27th February, 2020

Peris Mang'ira
KISIP National Coordinator
Ministry of Transport, Infrastructure, Housing & Urban Development
Ardhi House, 1st Ngong Avenue off Ngong Road
NAIROBI

RE: APPROVED LOCAL PHYSICAL AND LAND USE DEVELOPMENT PLANS AND LIST OF BENEFICIARIES FOR FIVE NO. INFORMAL SETTLEMENTS

The above matter refers.

Forwarded herewith please find the approved Local Physical and Land Use Plans and lists of beneficiaries for the following informal settlements undertaken through the Kenya Informal Settlements Improvement Project.

- | | | |
|---------------------------------|---|----------------------------|
| 1. Embakasi Village | - | UPR/UP&S/ZONE20/186/01/20 |
| 2. Kahawa Soweto | - | UPR/UP&S/ZONE 17/183/01/20 |
| 3. Kambi Moto | - | UPR/UP&S/ZONE 7/182/01/20 |
| 4. Mathare Valley Fire Victims- | - | UPR/UP&S/ZONE 7/185/01/20 |
| 5. Redeemed | - | UPR/UP&S/ZONE 7/184/01/20 |

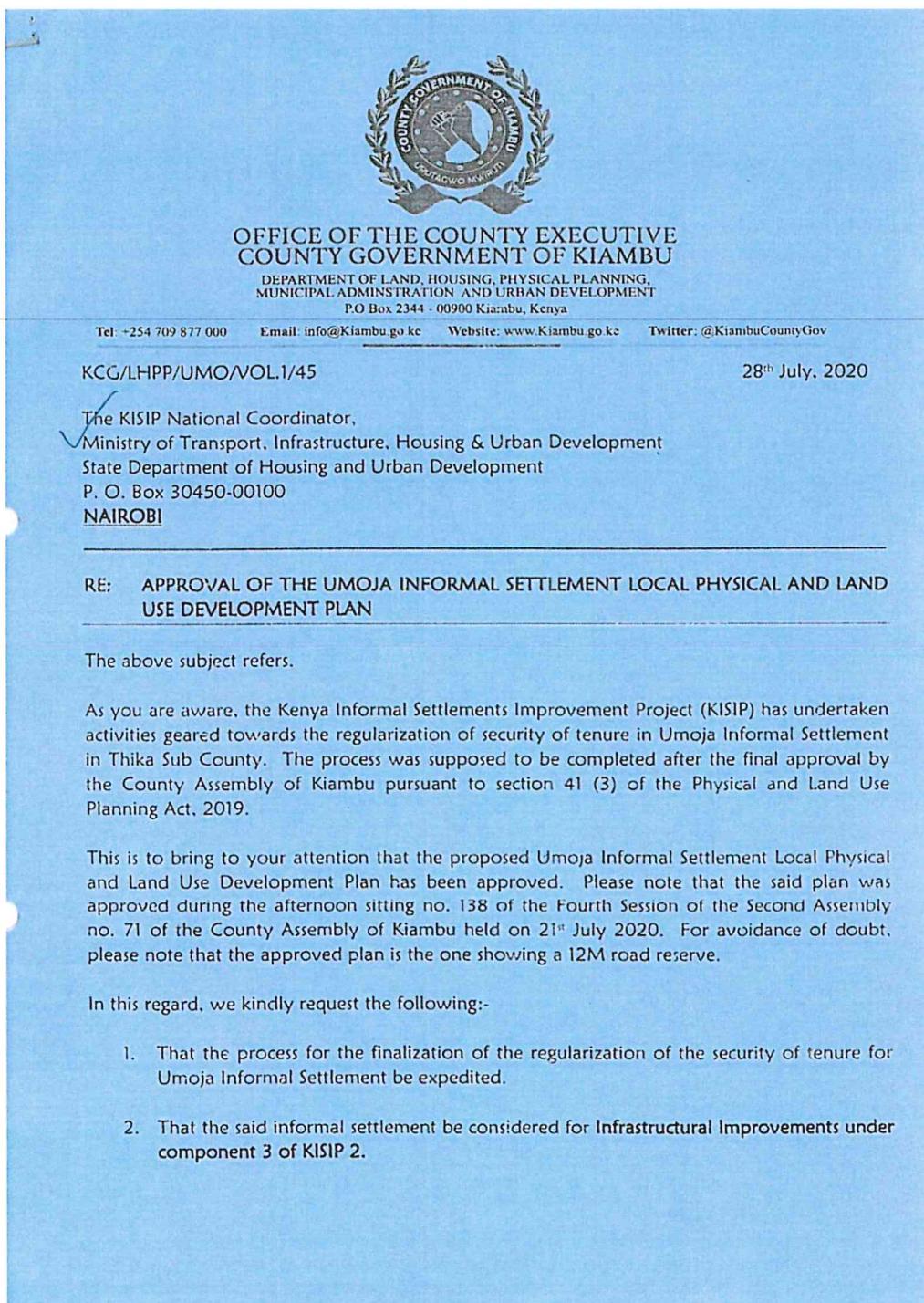
Please acknowledge receipt and inform us on the next steps towards formalization of tenure of the mentioned settlements.

Also find a copy of the Hansard on the County Assembly approval of Local Development Plans.

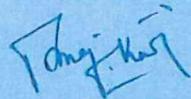

CHARLES KERICH
COUNTY EXECUTIVE COMMITTEE MEMBER – LANDS,
PLANNING URBAN RENEWAL, HOUSING AND PROJECT MANAGEMENT

“The City of Choice to Invest, Work and Live in”

Kiambu



Attached herewith please find copies of the Approved Plan, Certificate of Approval and the order of business from the Kiambu County Assembly.



Mugo Kimani

CECM - LANDS, HOUSING, PHYSICAL, MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT

/dhcd

CC. County Secretary

County KISIP Coordinator

Chief Officer Land, Housing & Physical Planning

10. Submission of ARAP reports



MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING, URBAN
DEVELOPMENT AND PUBLIC WORKS
State Department of Housing and Urban Development
Kenya Informal Settlements Improvement Project

Telephone: (02) 2718050
Fax No. (20) 734886

When replying please quote

ARDHI HOUSE
1ST NGONG AVENUE
OFF NGONG ROAD
P.O. BOX 30450-0010
NAIROBI

REF: MTIHUD/HUD/SUD/8/21/Vol. 9 (130)

DATE: 15th September 2020

Principal Consultant
E & G spatial consultants Limited
Marsabit plaza, Ngong Road, Suite 405
P.O. BOX 100881-00101
NAIROBI
Email: e.gsclimited@gmail.com



RE: SUBMISSION OF APPROVED RAP REPORTS FOR KAHAWA SOWETO, KAMBI MOTO AND UMOJA SETTLEMENTS CONTRACT No. MLHUD/KISIP/CS/2018-2019.

Please refer to your letter reference E&G/KISIP/LOT 2/VOL.1/63 dated 10th September 2020 submitting the above contractual RAP reports.

This is to acknowledge receipt and based on contractual terms, the RAP reports are acceptable.

Peris Mang'ira (Mrs.)
KISIP NATIONAL COORDINATOR



Physical/Spatial Planners | Land Surveyors | Environmental Auditors | GIS Experts

E&G Spatial Consultants Limited
Marsabit Plaza, Ngong Road, Suite 405
P.O Box, 100881-00101
NAIROBI
Email: e.gsclimited@gmail.com

Our Ref: E&G/KISIP/LOT 2/VOL.1/59

4th August, 2020

THE KISIP NATIONAL COORDINATOR

Ministry of Transport, Infrastructure, Housing & Urban Development
State department of Housing and Urban Development
ARDHI HOUSE, 1ST NGONG AVENUE
P.O BOX, 30119-00100,
NAIROBI

Received
KA
4/8/2020

Dear Madam,

RE: SUBMISSION OF THE APPROVED RAP REPORT FOR KIMANGARU SETTLEMENT

CONTRACT NO: MLHUD/KISIP/CS/9C/2018-2019 FOR CONSULTANCY SERVICES FOR PLANNING, SURVEYING AND PREPARATION OF RAPS FOR 4 SETTLEMENTS IN KIAMBU, EMBU AND NAIROBI COUNTIES - CLUSTER 3

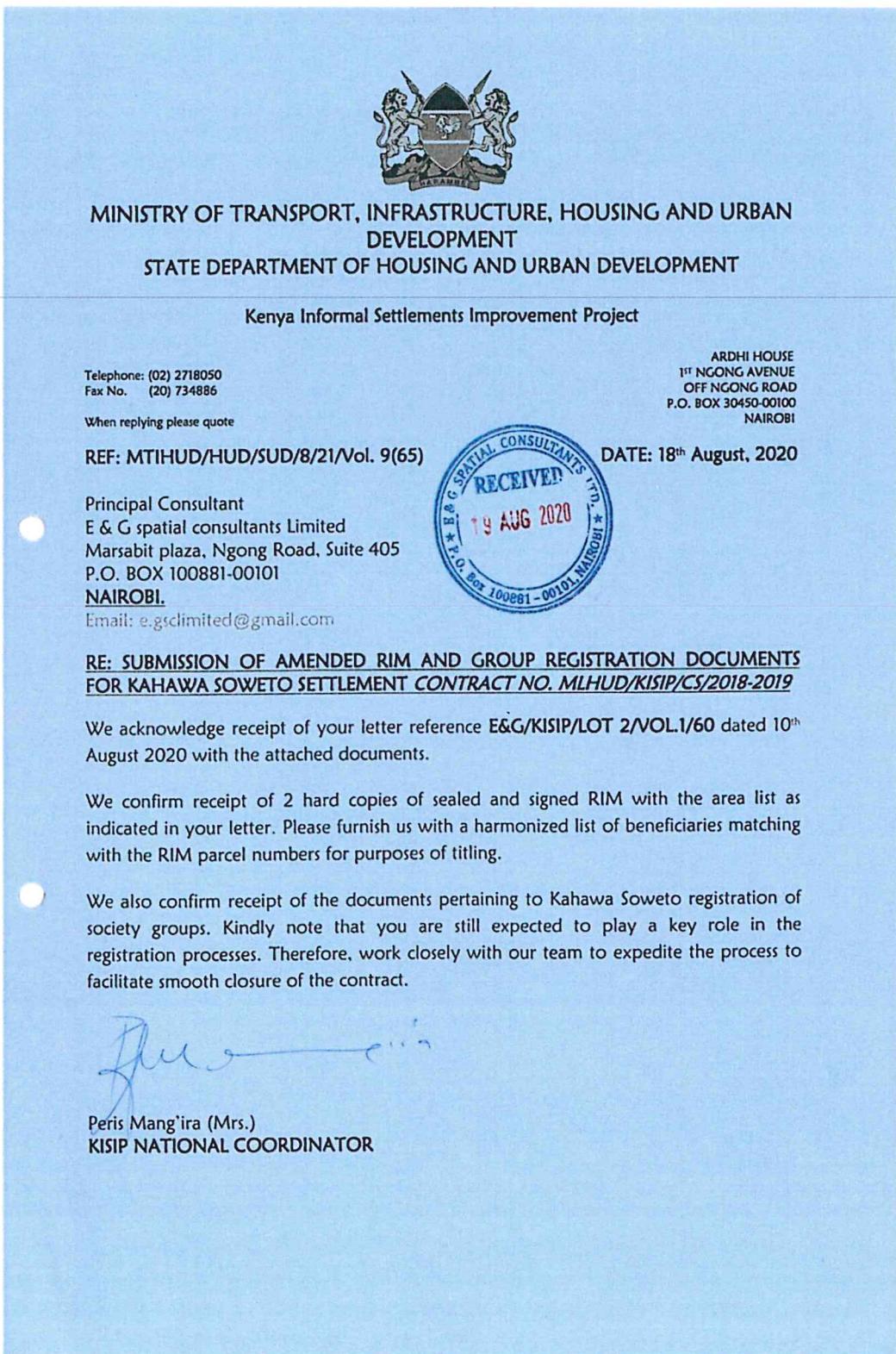
We refer to the above subject matter and consultancy, and hereby submit 3 soft copies and 3 hard copies of the approved Resettlement Action Plan for Kimangaru settlement, for your further action.

Thank you for your continued support.

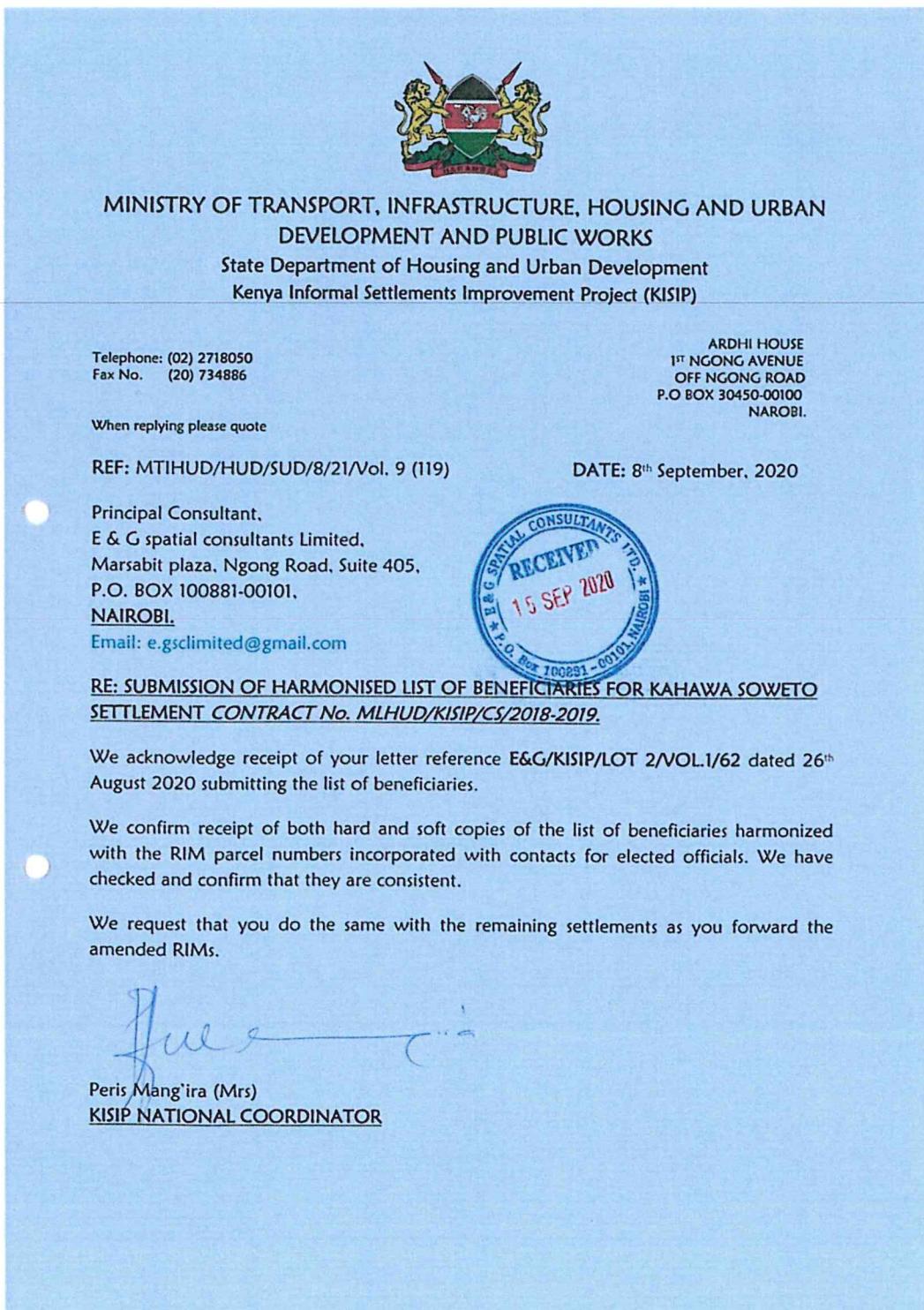
Yours faithfully,

Esther Muthoni – Principal Consultant
E&G Spatial Consultants Limited

11. Submission of amended RIMs



12. Submission of synchronized Beneficiaries Lists





MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING, URBAN
DEVELOPMENT AND PUBLIC WORKS
State Department of Housing and Urban Development
KENYA INFORMAL SETTLEMENTS IMPROVEMENT PROJECT

Telephone: (02) 2718050
Fax No. (20) 734886

ARDHI HOUSE
1ST NGONG AVENUE
OFF NGONG ROAD
P.O. BOX 30450-00100
NAIROBI

When replying please quote

REF: MTIHUD/HUD/SUD/8/21/Vol. 10(20)

DATE: 13th November, 2020

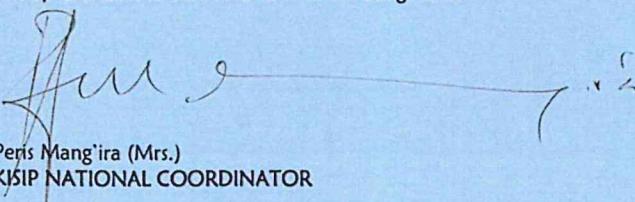
Principal Consultant
E & G spatial consultants Limited
Marsabit plaza, Ngong Road, Suite 405
P.O. BOX 100881-00101
NAIROBI
Email: e.gsclimited@gmail.com

RE: SUBMISSION OF AMENDED RIMS FOR KIMANGARU & UMOJA SETTLEMENTS
AND GROUP REGISTRATION CERTIFICATES FOR KAHAWA SOWETO & KAMBI
MOTO SETTLEMENTS CONTRACT NO. MLHUD/KISIP/CS/2018-2019

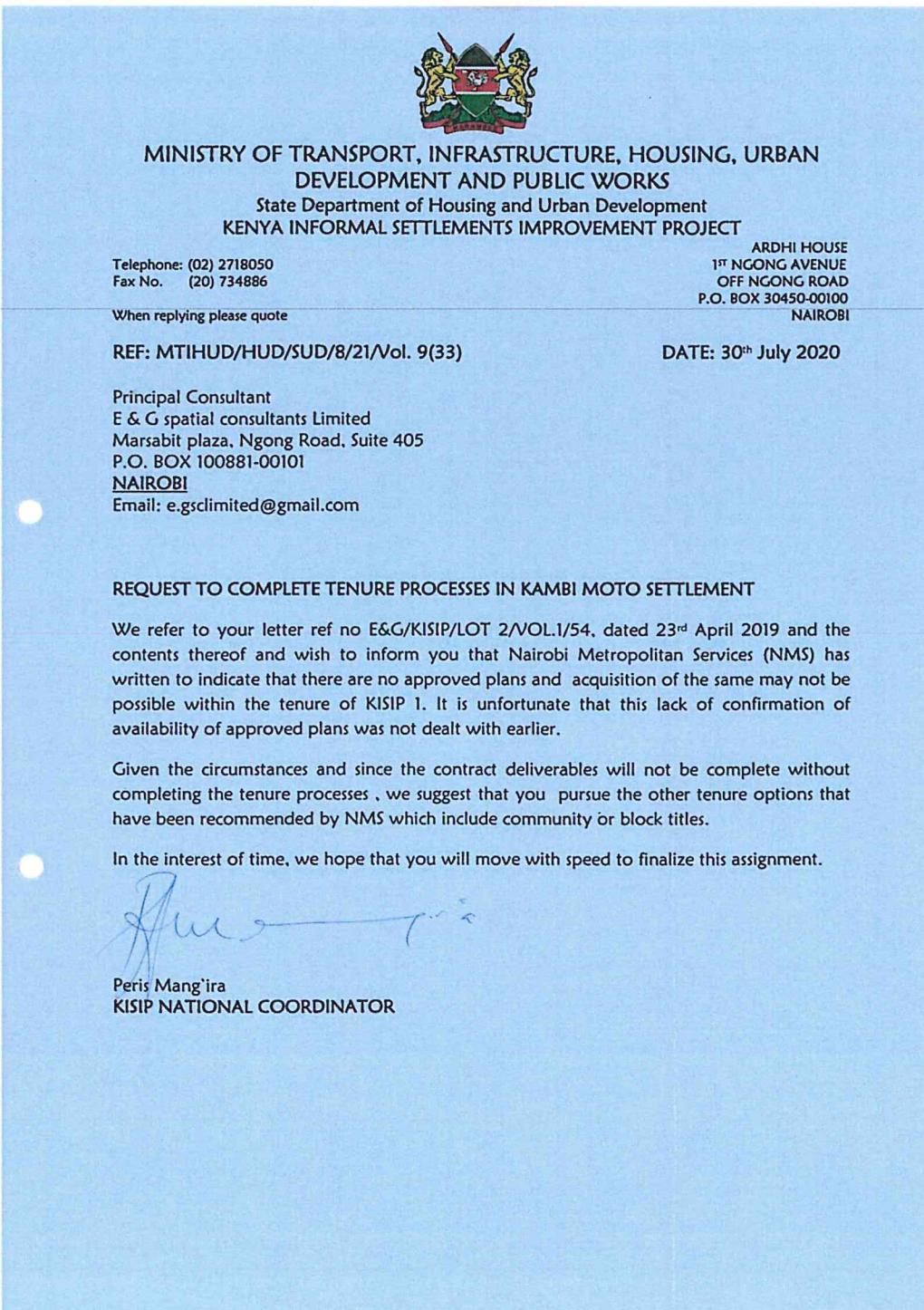
We acknowledge receipt of your letter reference E&G/KISIP/LOT 2/VOL1/64 dated 5th November, 2020 submitting the above documents.

This is to acknowledge receipt of hard copies of sealed and signed RIM with the area lists for Kimangaru and Umoja settlements as indicated in your letter. We also confirm receipt of the original group registration certificates for Kambi Moto and Kahawa Soweto settlements enclosed with group constitutions and their list of beneficiaries.

Noting the stringent timeline, we request that you fast track the approval of Kambi Moto survey to enable us meet the contractual obligations.


Peris Mang'ira (Mrs.)
KISIP NATIONAL COORDINATOR

13. KISIP letter on Kambi moto tenure process



Annex 3: Notice of LP&LUDP Completion Publication on Local Dailies


REPUBLIC OF KENYA
State Department for Housing and Urban Development
Kenya Informal Settlement Improvement Project


Nairobi City County

THE PHYSICAL AND LAND USE PLANNING ACT, 2019

NOTICE OF COMPLETION LOCAL PHYSICAL AND LAND USE DEVELOPMENT PLANS

1. Redeemed Local Physical and Land Use Development Plan
2. Ex-Grogon Local Physical and Land Use Development Plan
3. Fire Victims Local Physical and Land Use Development Plan
4. Kambi Moto Local Physical and Land Use Development Plan
5. Kahawa Soweto Local Physical and Land Use Development Plan
6. Embakasi Village Local Physical and Land Use Development Plan

NOTICE is hereby given that preparation of the above Local Physical and Land Use Development Plans have been completed.

The six (6) Local Physical and Land Use Development Plans relate to land situated in Nairobi City County.

Copies of the Plans as prepared have been deposited for public inspection at the Office of the County Executive Committee Member in charge of planning. The deposited copies are available for inspection free of charge by all persons interested at the above mentioned address between hours of 8.00 am and 5.00 pm, Monday to Friday.

Any interested person(s) who wishes to make any representation in connection with or objection to the above Development Plans may send such representations in writing to be received by the County Executive Committee Member in charge of planning, Nairobi City County Government P.O Box 30075- 00100, Nairobi within Fourteen (14) days from the date of publication of this notice and any such representation or objection shall state the grounds on which it is made.

Dated 17th October, 2019

Winfred Gathangu
County Executive Committee Member
LANDS, PLANNING, URBAN RENEWAL, HOUSING AND PROJECT MANAGEMENT


REPUBLIC OF KENYA
State Department for Housing and Urban Development
Kenya Informal Settlement Improvement Project


County Government of Embu

THE PHYSICAL AND LAND USE PLANNING ACT, 2019

NOTICE OF COMPLETION LOCAL PHYSICAL AND LAND USE DEVELOPMENT PLAN

Local Physical and Land Use Development Plan for Kimangaru Settlement

NOTICE is hereby given that preparation of the above Local Physical and Land Use Development Plan was completed on 25th September 2019.

The Kimangaru Local Physical and Land Use Development Plan relate to land situated in Embu North Sub County, in Embu County.

Copies of the Plan as prepared have been deposited for public inspection at the Office of the County Director of Lands and Physical Planning. The copies so deposited are available for inspection free of charge by all persons interested at the above mentioned address between hours of 8.00 am and 5.00 pm, Monday to Friday.

Any interested person(s) who wishes to make any representation in connection with or objection to the above Development Plan may send such representations in writing to be received by the County Executive Committee Member in charge of planning, County Government of Embu P.O Box 36 - 60100, Embu, within fourteen (14) days from the date of publication of this notice and any such representation or objection shall state the grounds on which it is made.

Dated 17th October, 2019

Josphat M. Kithumbo
County Executive Committee Member
LANDS, PHYSICAL PLANNING, HOUSING, URBAN DEVELOPMENT, ENVIRONMENT AND NATURAL RESOURCES


REPUBLIC OF KENYA
State Department for Housing and Urban Development
Kenya Informal Settlement Improvement Project


County Government of Kiambu

THE PHYSICAL AND LAND USE PLANNING ACT, 2019

NOTICE OF COMPLETION LOCAL PHYSICAL AND LAND USE DEVELOPMENT PLAN

Umoja Local Physical and Land Use Development Plan

NOTICE is hereby given that preparation of the above Local Physical and Land Use Development Plan has been completed.

The Umoja Local Physical and Land Use Development Plan relate to land situated in Thika Sub County, in Kiambu County.

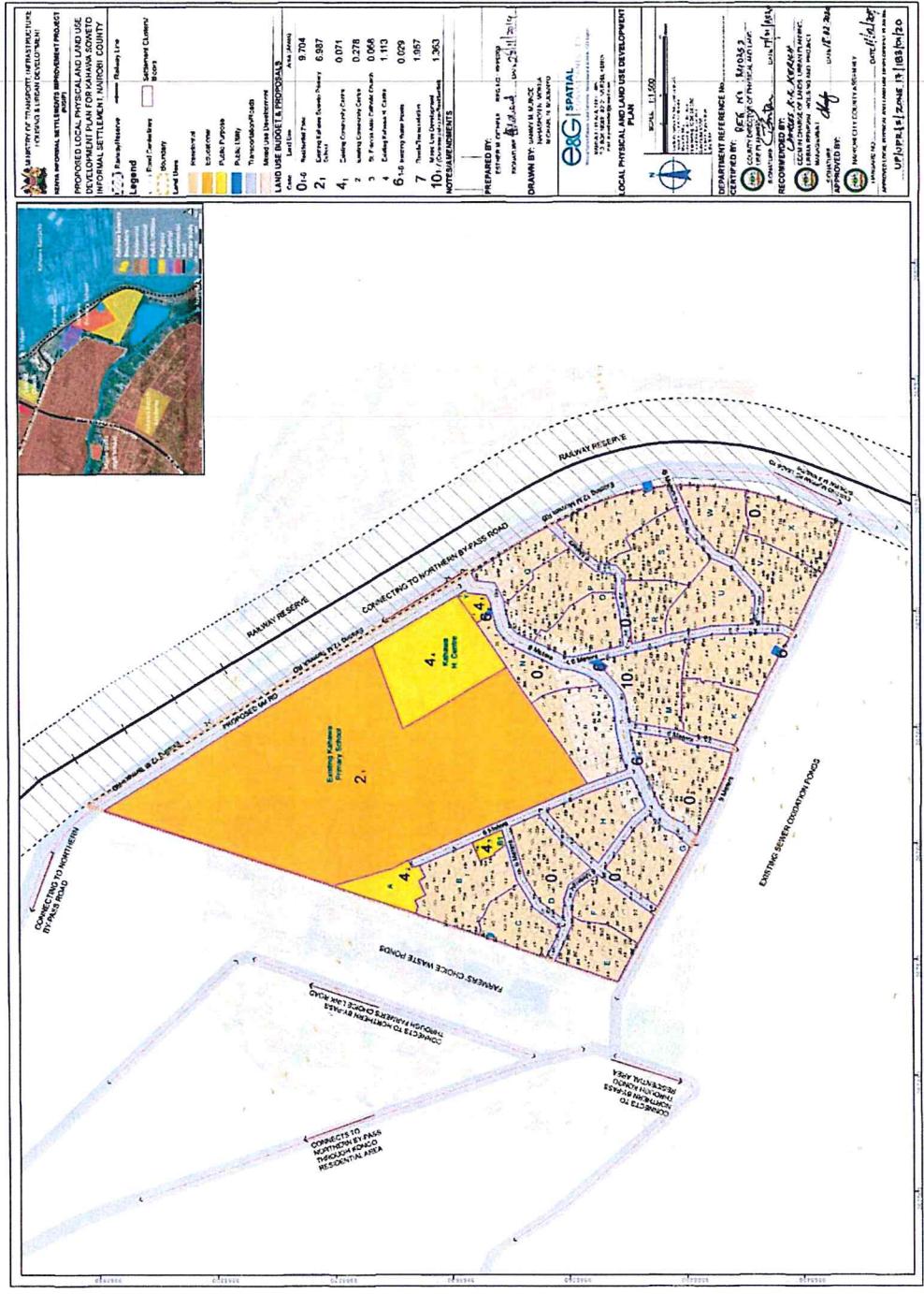
Copies of the Plan as prepared have been deposited for public inspection at the Office of the County Executive Committee Member in charge of planning. The copies so deposited are available for inspection free of charge by all persons interested at the above mentioned address between hours of 8.00 am and 5.00 pm, Monday to Friday.

Any interested person(s) who wishes to make any representation in connection with or objection to the above Development Plan may send such representations in writing to be received by the County Executive Committee Member in charge of planning, County Government of Kiambu P.O Box 2344-00900, Kiambu, within Fourteen (14) days from the date of publication of this notice and any such representation or objection shall state the grounds on which it is made.

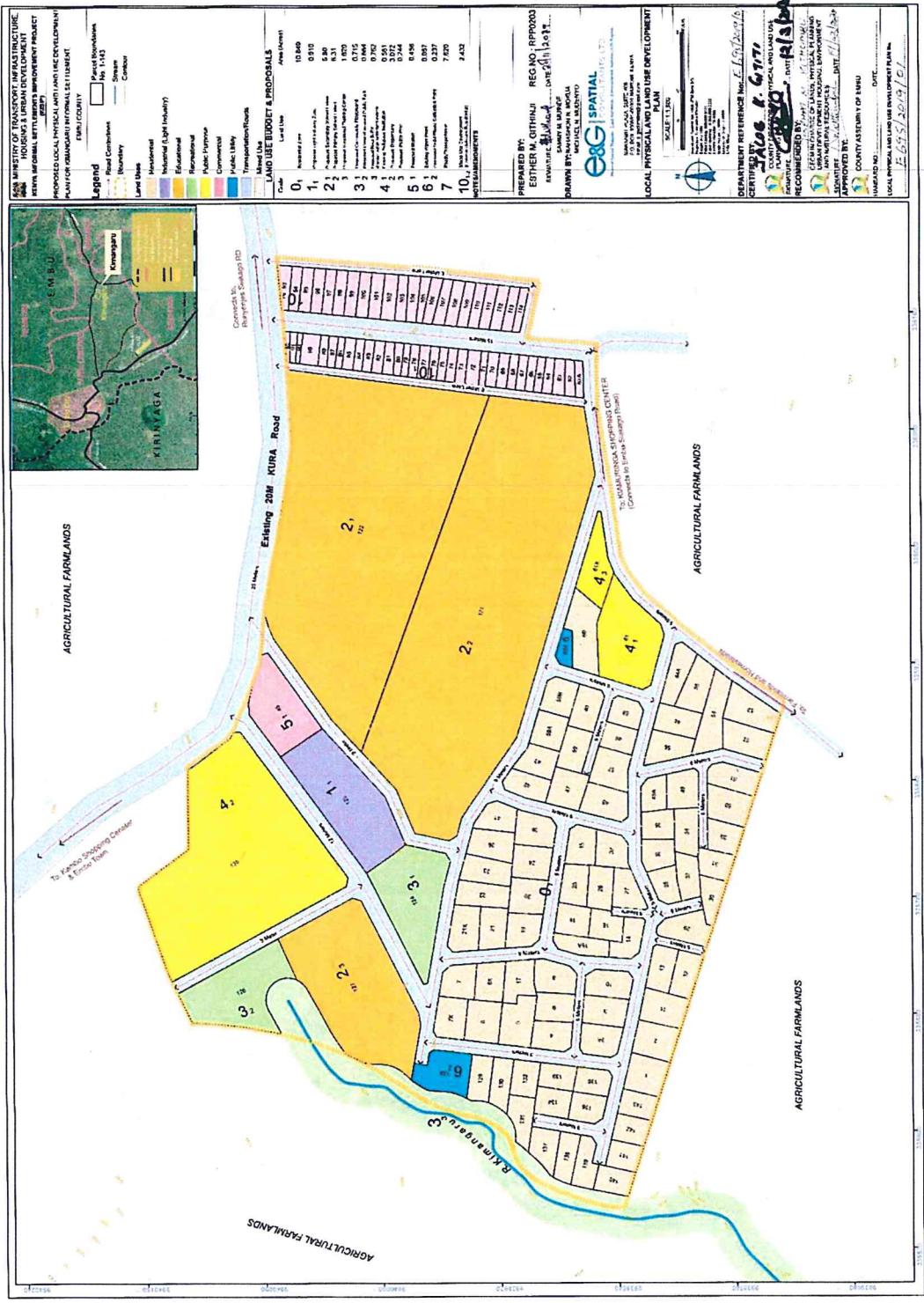
Dated 17th October, 2019

James M. Malwa
County Executive Committee Member
LANDS, HOUSING, PHYSICAL PLANNING, MUNICIPAL ADMINISTRATION & URBAN DEVELOPMENT

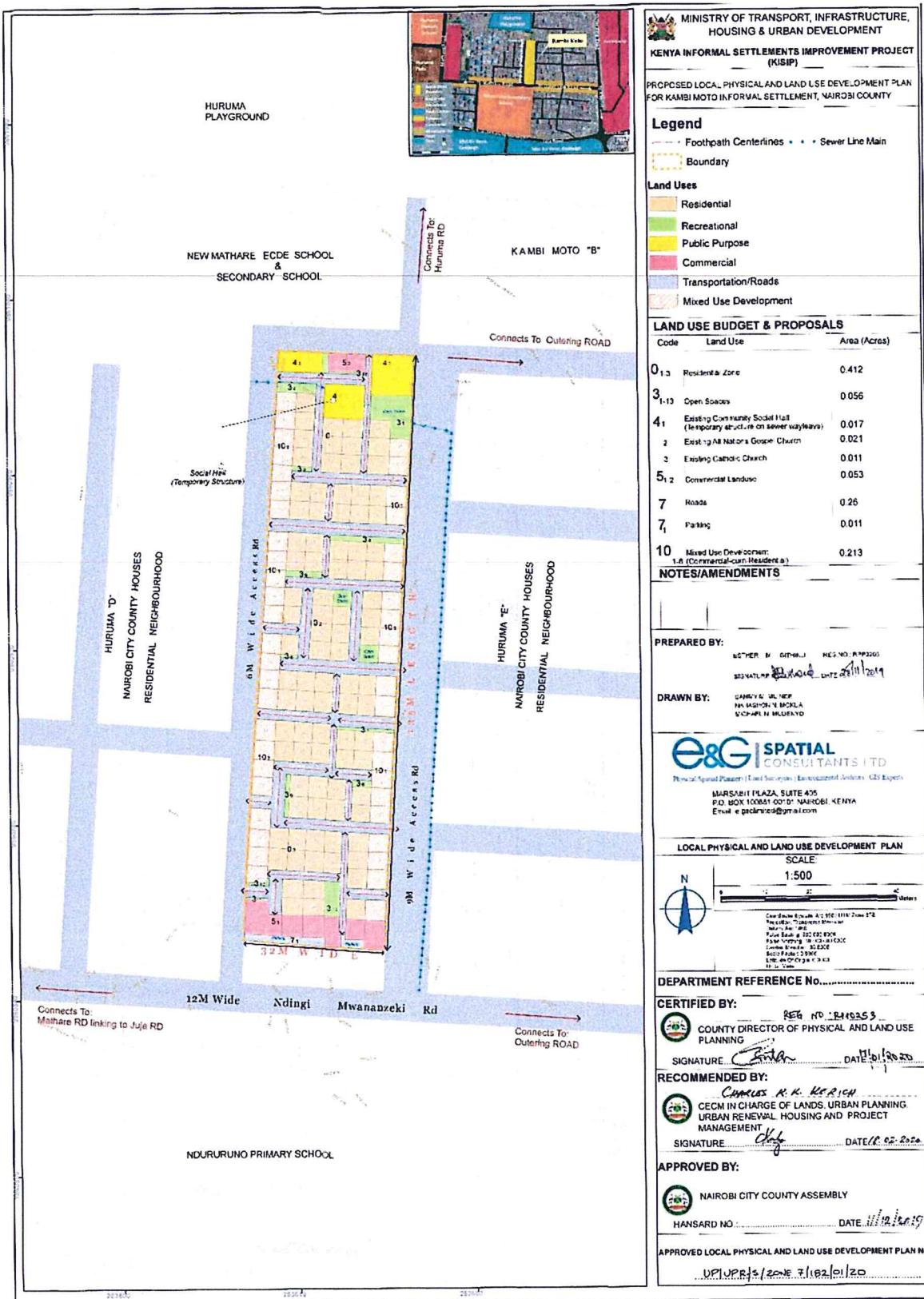
Annex 4: Approved LP&LUDPs
Kahawa Soweto



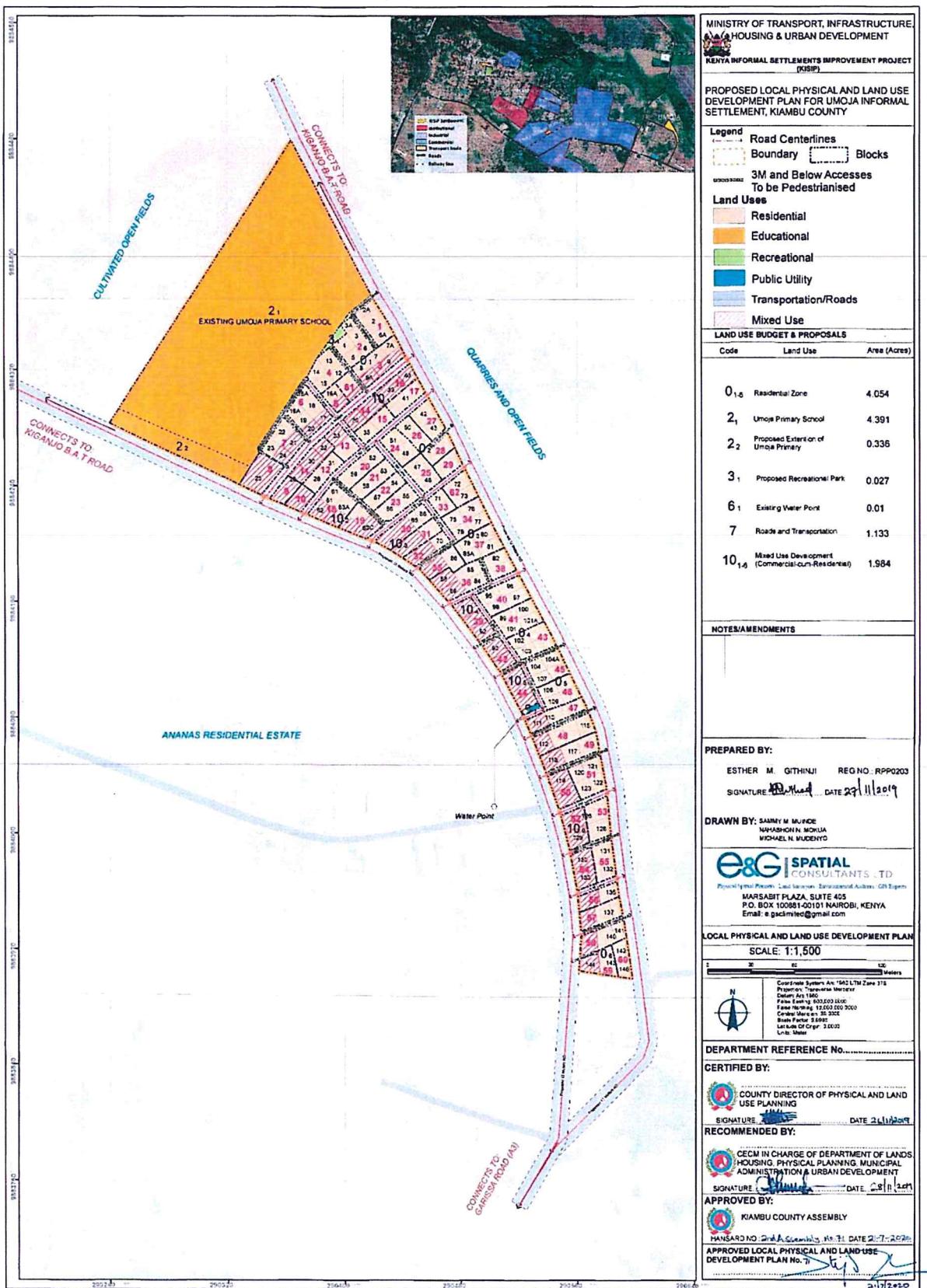
Kimangaru



Kambi moto



Umoja



Annex 5: RIMS Amendments c/w Area Lists

Kahawa Soweto



REPUBLIC OF KENYA

MINISTRY OF LANDS AND PHYSICAL PLANNING SURVEY OF KENYA

All correspondence
Should be addressed to:-
Director of Surveys

Telegrams: "Surveys"
Head Office: Ardh House
Telephone: 2718050
Fax: 2717553
E-mail sok@gt.co.ke

Field Headquarters, Ruaraka
Telephone: 8562902/8562968

Survey of Kenya,
P.O. Box 30046,
00100 - NAIROBI.

Date: 2nd July, 2020

Our Ref: CR194/Vol.XIII/73

Chief Land Registrar
P.O. Box 30089-00100
NAIROBI

RE: SUBDIVISION OF L.R.No.71/4 (KAMUTHI)

Forwarded herewith, find sealed copies of a new Registry Index Map (RIM) as a result of the above subdivision.

Attached is a copy of Area List
Relevant details are as below:-

<u>Registration Block</u>	<u>Old Nos.</u>	<u>New Nos.</u>	<u>No of Sheets</u>	<u>Type of boundary</u>
Nairobi Block 235 (Kamuthi)	L.R.No 71/4	2 - 30	1(2 Copies)	Fixed F/R No479/27 & 644/182

R.I.M amendment fee has been paid vide receipt No. D0611147 of 26/06/2020 in Comps. File No.75351

A handwritten signature in black ink, appearing to read "W. O. Oganga".
W. O. Oganga
FOR: DIRECTOR OF SURVEYS
C.C. B.M.Okumu
Licensed Land Surveyor
P.O.Box.62606 -00200
NAIROBI.

AREA LIST

Comps. No: 75351

Registration Block NAIROBI BLOCK 235 (KARUMA)Registration District NAIROBI COUNTYR.I.M. Sheet Nos. 148/2/19Survey Plan F/R PARTS OF 71/4

Parcel No.	Area (Hectares)	Comments	Parcel No.	Area (Hectares)	Comments
01			51		
02	0.0748	F/R No. 479/27	52		
03	0.0363	cc	53		
04	0.2747	cc	54		
05	0.0273	cc	55		
06	0.1566	cc	56		
07	0.1884	cc	57		
08	0.1404	cc	58		
09	0.1296	cc	59		
10	0.1956	cc	60		
11	0.1707	cc	61		
12	0.3646	cc	62		
13	0.2618	cc	63		
14	0.1449	cc	64		
15	0.0389	cc	65		
16	0.2560	cc	66		
17	0.1768	cc	67		
18	0.2416	cc	68		
19	0.2287	cc	69		
20	0.1473	cc	70		
21	0.2312	cc	71		
22	0.1746	cc	72		
23	0.1235	cc	73		
24	0.2206	cc	74		
25	0.2122	cc	75		
26	0.1997	cc	76		
27	0.1576	cc	77		
28	0.1787	cc	78		
29	0.2181	cc	79		
30	2.8975	cc	80		
31			81		
32			82		
33			83		
34			84		
35		SURVEY OF KENYA UATI 02 -07-20 Mugambi	85		
36			86		
37			87		
38		BUX 30048 NAIROBI	88		
39			89		
40			90		
41			91		
42			92		
43			93		
44			94		
45			95		
46			96		
47			97		
48			98		
49			99		
50			00		

Kimangaru



REPUBLIC OF KENYA
MINISTRY OF LANDS AND PHYSICAL PLANNING
SURVEY OF KENYA

All correspondence
Should be addressed to:-
Director of Surveys

Telegrams: "Surveys"
Head Office: Arithi House
Telephone: 2718050
Fax: 2717353
E-mail sok@soke.kc

Field Headquarters, Ruuraka
Telephone: K562902/8562968

Survey of Kenya,
P.O. Box 30046,
00100 - NAIROBI.

Date: 29th.October, 2020

Our Ref: CT80/Vol.39/99

The District Land Registrar
EMBU

RE: RIM AMENDMENT GATURI/WERU/13167 -13314(Part of Orig No.13166)

Forwarded herewith, please find sealed copies of amended Preliminary Index Diagram (P.I.D) as a result from the above subdivision.

Attached are copies of Area List

Relevant details are as below:-

Registration Section	Old Nos.	New Nos.	No of Sheets	Type of boundary
Gaturi/Weru	13166	13167 -13314	1 Copy	General

R.I.M amendment fee has been paid vide Payment Voucher Acc No.1-1006-01-3110604 dated 26/08/2020 in Comps.75388

W. O. Oganga
FOR: DIRECTOR OF SURVEYS
C.C. B.M. Okumu
Licensed Land Surveyor
P.O. Box 62606 -80100
NAIROBI.

AREA LIST GATURI WERU 13166 KIWANGARU INFORMAL SETTLEMENT SCHEME

140	0.0432	13167
141	0.0408	13168
142	0.0423	13169
143	0.0423	13170
1	0.057	13171
2	0.0677	13172
11	0.0674	13173
12	0.0519	13174
13	0.0514	13175
29	0.0637	13176
30	0.0408	13177
31	0.0426	13178
33	0.047	13179
50	0.067	13180
51	0.0574	13181
32	0.0464	13182
28	0.0417	13183
36	0.0453	13184
35	0.0447	13185
34	0.0526	13186
49A	0.0392	13187
49	0.0564	13188
52	0.0668	13189
53	0.0748	13190
54	0.084	13191
56	0.0564	13192
44	0.056	13193
55	0.0628	13194
44A	0.0565	13195
139	0.0474	13196
138	0.044	13197
137	0.0479	13198
135	0.0447	13199
134	0.0452	13200
136	0.0417	13201
133	0.0408	13202
131	0.0488	13203
132	0.0444	13204
130	0.0462	13205
129	0.0456	13206
128	0.0952	13207
3A	0.0561	13208
4	0.0522	13209
5	0.0724	13210
6	0.0657	13211
7A	0.056	13212
7	0.0521	13213

2/7/2020
E&G SPATIAL CONSULTANTS LTD

AREA LIST GATURI WERU 13166 KIMANGARU INFORMAL SETTLEMENT SCHEME		
6X	0.051	13214
8	0.0585	13216
9	0.0506	13217
3	0.0565	13218
10	0.0561	13219
14	0.0456	13220
18A	0.0441	13221
16	0.0441	13222
18	0.0472	13223
27	0.0487	13224
26	0.05	13225
25	0.0509	13226
37	0.0503	13227
15	0.0495	13228
19	0.0519	13229
21A	0.0528	13230
21	0.0512	13231
22	0.0582	13232
20	0.0582	13233
24	0.083	13234
23	0.0598	13235
39	0.0581	13236
38	0.0464	13237
41	0.0631	13238
48	0.0611	13239
47	0.0485	13240
42	0.0506	13241
43	0.053	13242
59	0.063	13243
57	0.0467	13244
46	0.0411	13245
58	0.0532	13246
40	0.0518	13247
59A	0.0521	13248
59B	0.237	13249
61	0.0977	13250
60	0.0231	13251
60X	0.0378	13252
61X	0.6556	13253
127	1.243	13254
125	0.389	13255
124	0.531	13256
123	2.354	13257
121	2.339	13258
122	2.339	13259

DISTRICT SURVEYOR
P. O. Box 150 Eko



2/12/2020

AREA LIST GATURI WERU 13166 KIMANGARU INFORMAL SETTLEMENT SCHEME

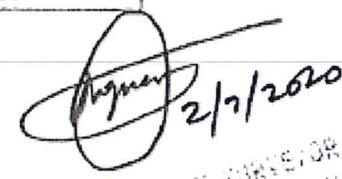
126	0.269	13260
45	0.1855	13261
A1	0.0104	13262
A2	0.0154	13263
A3	0.0137	13264
A4	0.0146	13265
A5	0.014	13266
A6	0.0136	13267
A7	0.0111	13268
A8	0.0175	13269
A9	0.0143	13270
A10	0.0155	13271
A11	0.0171	13272
A12	0.0164	13273
A13	0.0134	13274
A14	0.0114	13275
A15	0.0148	13276
A16	0.0175	13277
A17	0.0145	13278
A18	0.0141	13279
A19	0.0157	13280
A20	0.0168	13281
A21	0.0332	13282
A22	0.0179	13283
A23	0.0174	13284
A24	0.015	13285
A25	0.0154	13286
A26	0.0147	13288
A27	0.0136	13289
A28	0.0162	13290
A29	0.0196	13291
A30	0.073	13292
A31	0.0148	13293
A32	0.0127	13294
A33	0.0214	13295
A34	0.0247	13296
A35	0.0244	13297
A36	0.0228	13298
A37	0.0249	13299
A38	0.0259	13300
A39	0.0264	13301
A40	0.0268	13302
A41	0.0314	13303
A42	0.0232	13304
A43	0.0245	13305
A44	0.3226	13306
A45	0.0212	

DRAFT FOR INFORMATION
DRAFT FOR INFORMATION

27/2/2020

AREA LIST GATURI WERU 13106 KIMANGARU INFORMAL SETTLEMENT SCHEME

A46	0.0258	13307
A47	0.0281	13308
A48	0.025	13309
A49	0.0247	13310
A50	0.026	13311
A51	0.0263	13312


2/7/2020

DISTRICT SURVEYOR
P.O. BOX 150 - EMBU

Umoja



MINISTRY OF LANDS AND PHYSICAL PLANNING

SURVEY OF KENYA

All correspondence
Should be addressed to:-
Director of Surveys

Telegrams: "Survey"
Head Office: Ardh House
Telephone: 2718050
Fax: 2717553
E-mail: solc@gi.co.ke

Field Headquarters, Ruaraka
Telephone: 8562902/8562968

**Survey of Kenya,
P. O. Box 30046,
00100 - NAIROBI.**

Date: 27/10/2020

Our Ref: CTSI/VOL. 190/133

**THE DIRECTOR OF LAND ADMINISTRATION,
P. O. Box 30089,
NAIROBI.**

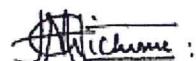
**RE: R.I.M AMENDMENT FOR THIKA MUNICIPALITY BLOCK 14/1427 -1487
(REGULARIZATION- KISIP PROJECT)**

The above matter refers.

The Registry Index Map reflects parcel number 1427 - 1487 measuring (See attached area list) as per F/R No. 479/40 and 479/73

Attached herewith, find a sealed R.I.M copy for your further action.

Kindly confirm the authenticity of allocation documents before registration.


H. G. Macharia :

**H. G. Macharia
FOR: DIRECTOR OF SURVEYS**

CC:
County Land Registrar,
THIKA.

B.M. Okumu
Licensed Land Surveyor
NAIROBI.

SK/046

AREA LIST

Comp. No. 75387

1 of 1

Registration Block THIKA BLOCK 14
 R.I.M. Sheet Nos. _____

Registration District THIKA
 Survey Plan F.R. 479/720 and 479/73

Parcel No.	Area (Hectares)	Comments	Parcel No.	Area (Hectares)	Comments
01			14 51	0.0454	
02			52	0.0510	
03			53	0.0592	
04			54	0.0478	
05			55	0.0422	
06			56	0.0500	
07			57	0.0437	
08			58	0.0606	
09			59	0.0194	
10			60	0.0174	
11			61	0.0410	
12			62	0.0373	
13			63	0.0277	
14			64	0.0311	
15			65	0.0330	
16			66	0.0321	
17			67	0.0331	
18			68	0.0354	
19			69	0.0287	
20			70	0.0363	
21			71	0.0572	
22			72	0.0572	
23			73	0.0367	
24			74	0.0392	
25			75	0.0370	
14 27	0.0411		76	0.0340	
28	0.0280		77	0.0381	
29	0.0390		78	0.0535	
30	0.0500		79	0.0367	
31	0.0418		80	0.0492	
32	0.0334		81	0.0572	
33	0.0251		82	0.0364	
34	0.0270		83	0.0308	
35	0.0037		84	0.0567	
36	0.0270		85	0.0544	
37	0.0364		86	0.0307	
38	0.0329		14 87	0.0468	
39	0.0264		88		
40	0.0365		89		
41	0.0320		90		
42	0.0396		91		
43	0.0359		92		
44	0.0359		93		
45	0.0297		94		
46	0.0386		95		
47	0.0414		96		
48	0.0365		97		
49	0.0263		98		
50	0.0493		99		
			00		

Kambi Moto Deed Plan Forwarding Letter

MINISTRY OF LANDS AND PHYSICAL PLANNING

Survey of Kenya,
P.O. Box 30046-00100
NAIROBI.

Date: 17th November, 2020

B. O. Okumu
Licensed Land Surveyor
P.O Box 62606-00200
NAIROBI

Refer to your letter Ref. BM/VOL.20/121D/2020 dated 9th October, 2020

The under mentioned One (1) deed plans are forwarded herewith:-

Deed Plan No. 444986

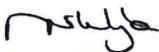
Land Ref No. 209/22587

Survey Plan No. 646/12

District: Nairobi Area

Locality: City of Nairobi

File NO.CT/119/VOL.2/113 Entered on 17th November, 2020


M.N. KAMUNYU
FOR: DIRECTOR OF SURVEYS

Received the One (1) deed plan and account as above

NAME:

ID NO:

SIGN:

DESIGNATION: (e.g. Surveyor, Agent, Owner) of Signatory:

DATE: 17/11/2020

ISSUING OFFICER: Benjamin Njama

Annex 6: Contract Variation

1. KISP letter on Variation of Contract cost



MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT

State Department of Housing and Urban Development KENYA INFORMAL SETTLEMENTS IMPROVEMENT PROJECT

Telephone: (02) 2718050
Fax No. (20) 734886

ARDHI HOUSE
1ST NGONG AVENUE
OFF NGONG ROAD
P.O. BOX 30450-00100

When replying please quote
NAIROBI

REF: MTIHUD/HUD/SUD/8/21/Vol. 6(326)

25th November, 2019

Principal Consultant
E & G spatial consultants Limited
Marsabit plaza, Ngong Road, Suite 405
P.O. BOX 100881-00101
NAIROBI
Email: e.gsclimited@gmail.com

RE: REQUEST FOR VARIATION ON CONTRACT COST

Reference is made to your unreference letter dated 25th November 2019 on the above mater.

We acknowledge receipt of the above letter and note its contents. We wish to invite you for a review meeting tomorrow 26th November, 2019 at 1100hrs to discuss your request.

Kindly purpose to attend.

A handwritten signature in blue ink, appearing to read "Peris Mang'ira".

Peris Mang'ira (Mrs.)
KISP NATIONAL COORDINATOR

2. Consultant Letter on variation of Contract cost



Physical/Spatial Planners | Land Surveyors | Environmental Auditors | GIS Experts

E&G Spatial Consultants Limited
Marsabit Plaza, Ngong Road, Suite 405
P.O Box, 100881-00101
NAIROBI
Email: e.gsclimited@gmail.com

Our Ref: E&G/KISIP/LOT 2/VOL.1/53

25th March, 2020



THE KISIP NATIONAL COORDINATOR

Ministry of Transport, Infrastructure, Housing & Urban Development
State department of Housing and Urban Development
ARDHI HOUSE, 1ST NGONG AVENUE
P.O BOX, 30119-00100,
NAIROBI

Dear Madam,

RE: INVOICE SUBMISSION – VARIATION ON COST

**CONTRACT NO: MILHUD/KISIP/CS/9C/2018-2019 FOR CONSULTANCY SERVICES
FOR PLANNING, SURVEYING AND PREPARATION OF RAPS FOR 4
SETTLEMENTS IN KIAMBU, EMBU AND NAIROBI COUNTIES - CLUSTER 3**

We refer to the above subject matter and consultancy.

We hereby submit our invoice no **KSP2020-01** of **KES. 1,351,400.00** (One Million, Three Hundred and Fifty-One Thousand, Four Hundred Shillings) only, **inclusive of VAT**, being payment for the additional cost incurred by us due to change of scope in Kahawa Soweto Settlement under this Consultancy.

Attached to this letter, please find the addendum of this cost variation and an invoice to this payment request to enable further processing of our request.

We wish to sincerely thank you and your team for your support and cooperation throughout this project.

Yours faithfully,

**Esther Muthoni – Principal Consultant
E&G Spatial Consultants Limited**

E&G Spatial Consultants Limited | P.O Box, 100881-00101 | Marsabit Plaza, Ngong Road, Suite 405

Annex 7: Terms of References (TORs)

1. Objective of the Consultancy

The main objective of this consultancy is to improve the living and working conditions of people living in informal settlements through tenure regularization.

2. Specific objectives of the Consultancy

The specific objectives of this consultancy are to engage the relevant stakeholders in a participatory approach, verify and validate the County endorsed LPDPs to ensure that they cause minimum or no displacement; verify and validate the existing draft list of beneficiaries and or prepare a fresh list of beneficiaries in consultation with KISIP, the county Government and the community; suggest a tenure system that will minimize or cause no displacement; carry out cadastral surveys and submit to the Director of Survey to produce signed and sealed RIMs. Prepare Resettlement Action Plans (RAPs) or Abbreviated Resettlement Action Plans (ARAP) if necessary.

3. Scope of Services

Planning

- a) Study the County Adopted Local Physical Development Plans with an aim of ensuring that the plans reflect the objective of this project and that they cause minimum or no displacement. If the two objectives are not met, then the plans must be redone by applying adoptive planning approaches and forwarded for adoption by the respective counties and subsequent approval by the cabinet secretary, Ministry of Lands and Physical planning.

Community mobilization and sensitization for stakeholder engagement

- a. In close collaboration with Ministry of Transport, Infrastructure, Housing and Urban Development, County Governments, KISIP and elected community representatives(Settlement Executive Committees-SECs), the consultant shall sensitize the communities in the respective settlements on the objectives of the assignment, and involve them in all processes.
 - Identification of Project Affected Persons (PAPs), assets, and livelihoods

- Identification of mitigation measures and options to minimize adverse impacts from displacement (No. of PAPs, affected assets, and livelihoods)
 - Discussion on restoration/compensatory measures for relocation impacts that cannot be completely eliminated.
 - Discussions on the proposed Grievance Redress Mechanism for the communities.
- a. Work closely with the community representatives (Settlement Executive Committees-SECs) to ensure that the process is community driven and the outputs represent community consensus.

Verification and Validation of List of beneficiary

- a) Compile an accurate register/list of beneficiary within the perimeter boundaries of the County approved Local Physical Development Plan
- b) Verify and refine data undertaken under the physical mapping exercise
- b. Verify the identification documents/cards issued to the structure owners/"land owners" of the respective settlements (which include photos and personal details of the beneficiaries)

Surveying of plots and preparation of surveying plans

- b) The base maps must be accurate and reflect the existing topographical information and settlement characteristics
- c) Undertake cadastral survey as per the Local Physical Development Plan and according to instructions given by the client; and
- d) Submit the survey plans to Director of surveys for approval and preparation of Registry Index Maps (RIMs).

Resettlement Action Plans

- a) Study the county adopted Local physical development plans, base maps and survey plans, and undertakes a comparative analysis with ground situation to identify affected PAPs and Assets. Enumerate all existing structures within a given informal settlement and generate a geo-referenced map of PAPs and structure types.

- b) Undertake socio-economic survey of all the enumerated PAPs (100% enumeration). Present the results in an excel sheet.
- c) Develop innovative resettlement options for the displaced persons if any based on existing situation and context in each settlement, experience from similar resettlement projects, and global best practices. The options must be legally sound, socially, economically and environmentally sustainable. In developing the options, the Consultant should make reference to the Project's Resettlement Policy Framework (RPF), and especially the entitlement matrix.
- d) Conduct extensive and in-depth consultations with the respective County governments, Communities, Project Affected Persons, KISIP, relevant government agencies, the World Bank, and other stakeholders on the developed options.
- e) Develop an accurate PAP and asset register with the following minimum attributes: Full official names, ID number, Contact details (e.g. Telephone, postal address), Type of PAP, Photo of PAP and affected Asset, location details (GPS coordinates), Description of affected assets (size and extent, materials used, use etc.), entitlement for the different losses, and total compensation. The register should be presented in an excel sheet. In addition, the registers should be GIS based and presented as data layers in a GIS e-system.
- f) Develop RAPs for the settlements in each county in a format as described in the KISIP Resettlement Policy Framework (RPF), and in accordance with OP 4.12 and relevant Kenyan Policies and regulations

The scope of work is limited to 4 informal settlements in Embu, Kiambu, and Nairobi counties as shown below.

County	Settlement	Approximate area(ha)	Approximate Population
Nairobi	Kahawa Soweto	5.83	3,197
Kiambu	Umoja	6.02	500
Embu	Kimang'aru	15.96	612
Nairobi	Kambi Moto	0.56	

4. Outputs

The expected outputs will be:

- a) Inception report: a report to show the methodology to be adopted, level of mobilization of the consultant, understanding of the assignment, and a detailed work plan.
- b) Stakeholder consultation report: A report on the consultations with National Government Departments (Survey of Kenya, Physical Planning, Lands, Land Adjudication and Settlement, Communities, County Governments, National Land Commission and all relevant stakeholders). The report should also include a summary of issues raised at different levels of consultations with corresponding responses as well as agreed way forward. List of participants should reflect gender representation. Minutes should be signed by the authorities present at the consultations
- c) Detailed report on inventory of beneficiaries, enumeration of existing structures, structure owners/land owners. These should be linked to respective digital base maps in a GIS platform.
- d) Identification documents/cards for all beneficiaries as enumerated, discussed and agreed with by the Settlement Executive Committee (SEC) and the Community.
- e) Local Physical Development Plans and reports
- f) Survey plans in UTM Projection for either block or individual ownership at scale of 1:1000 or appropriate scales as defined in the Survey Act CAP 299 of the laws of Kenya.
- g) Beacon Certificates signed by the beneficiaries.
- h) Approved survey plans.
- i) Signed and sealed RIM from the Director of Survey c/w area list and forwarding letters to National Land Commission/ Land Secretary for the preparation of letters of allotment and titles.
- j) Updated Socio-economic report: A detailed report on the social economic survey of the PAPs indicating enumeration of existing structures, structure owners, tenants, and all household members. The report should include the social and economic analysis of the settlement and the PAPs. The report should

be presented to the County Government for adoption before submitting to the client in hard and digital copies and their presentation in the GIS database.

- k) 3 copies of Resettlement Action Plans (RAPs) Reports. The RAPs should include a clear entitlement matrix according to the KISIP RPF, and PAP and Asset registers. These RAPs will be approved KISIP and World Bank Safeguard teams before final submission.

5. Duration And Timing of Services

It is expected that the assignment will start one week after signing of the contract. The assignment will be completed within a period of 10 months from contract commencement date.

6. Reporting

The consultant shall submit the following reports. Specified copies of each of the listed reports shall be sent to the client.

Outputs	Time schedules	Format of presentation
Inception report summarizing how the consultant intends to execute the assignment to achieve the expected results of Cadastral survey, Verified list of beneficiaries and RAPs	2 weeks	3 hard and soft copies of the report
Stakeholder consultation report	1 st month after signing the contract	3 hard and soft copies of the report
Draft report on inventory of beneficiaries/ PAPs and/or amended LPDPs and an updated Socio-economic report	3 rd months after signing of the contract	3 hard and soft copies of the report.
Validated lists of beneficiaries RAP reports Final/ Amended LPDP Final survey plans submitted to the Director of Survey	5 th month after signing of the contract	(i) 3 hard and soft copies of RAPs (ii) GIS shapefiles and database for each settlement. (iii) Georeferenced map of PAPs and structures

		(iv) Confirmation letter from Director of Physical Planning on status of LPDPs (v) Stamped letter of submission of the surveys to the Director of Survey
Approved LPDP and signed and sealed RIMS and Verified and adopted List of Beneficiaries	8 th month after signing of the contract	(i) Signed and sealed RIM from the Director of Survey c/w area list and forwarding letters to National Land Commission/ Land Secretary (ii) Final list of beneficiaries, adopted by the community/SEC and adopted by the county (iii) Approved LPDP
Final completion report	End of 10 th month after signing of the contract	10 hard and soft copies of the final completion report.

7. Expertise Required

The Consultants shall be well-qualified and experienced professionals as required and appropriate for completion of the exercise. They should possess necessary resources to undertake works of such nature including equipment and software required (this will be inspected before signing of contract). The consulting firm must also have local experience of this type of assignments. The key professionals shall personally carry out (with any assistance of junior staff deemed appropriate) the services as described in this TOR. The key experts to be provided by the Consultants for this assignment are as follows:-

- a) **Team Leader/Principal Consultant (A Land Surveyor and or a Physical Planner)**
- b) **Physical Planner**
- c) **Sociologist/Community Development Specialist**

d) **GIS expert**

e) **Resettlement Expert**

f) **Land Economist/Asset Valuer**

8. Responsibilities of the Client

The Client will provide and collaborate with the Consultant in making available the following documents relevant to the project subject to the extent of availability of such information:

- KISIP Project Appraisal Document (PAD);
- KISIP Operations Manual (OM);
- Endorsed Local Physical Development Plans for all the settlements;
- Draft list of enumerated beneficiaries;
- Facilitate the Consultant's access to Government Departments;
- Environmental and Social Management Framework (ESMF);
- Resettlement Policy Framework (RPF); and
- National Guidelines for Strategic Environmental Assessment in Kenya

9. RESPONSIBILITIES OF THE CONSULTANT

The Consultant shall be responsible for the provision of all the necessary resources to carry out the Services such as payment of direct taxes, international travel, project transportation for visits in counties, subsistence allowances, accommodation, information technology, and means for communications, reporting materials, insurance and any other required resources.