



TERMS OF REFERENCE

Kajiado Integrated Climate-Resilient WASH and Livelihoods Project

Rapid Needs Assessment

Habitat for Humanity Kenya (HFHK), in collaboration with Ripple Effect Kenya (RIE)

Background and Context

Habitat for Humanity Kenya (HFHK) and Ripple Effect Kenya (RIE), with ADH and BMZ, are in the process of designing an Integrated Climate-Resilient WASH and Livelihoods Project to be implemented in Matapato North Ward in Kajiado Central Sub-County. The proposed project aims to strengthen the climate resilience of communities in the ward through equitable WASH access and climate-smart livelihoods, built substantially around new infrastructure and economic activity — boreholes, water pans, kiosks, troughs, latrine blocks, model farms and apiaries — sited in communities already experiencing human–wildlife conflict linked to damaged water infrastructure.

Matapato North Ward is an arid and semi-arid area facing acute water scarcity. Communities currently travel 10–15 km in the dry season and up to 5 km in the wet season to access potable water, with the burden falling disproportionately on women, children and persons with disabilities. Open defecation remains widespread, with 56% of households practicing it — placing Kajiado among the 15 counties in Kenya with the highest open-defecation rates. Recurrent drought further strains scarce water resources and pushes households into negative coping strategies. These are the conditions the project intends to change.

Previously, HFHK implemented an intervention with support from Kenya Evangelical Lutheran Church and Mission EineWelt (KELC–MEW), i.e., a solar-powered borehole reticulating water to two school kiosks that proved the intervention model. The project also surfaced gaps that this follow-on project is designed to close, i.e., WASH access that stops short of full community coverage, weak livelihood resilience, thin institutional capacity within County departments, and human–wildlife conflict arising from unprotected water infrastructure. Separately, since October 2025, RIE has been implementing the Zoetis-funded project *“Improving Animal Health and Production for Improved Livelihoods in Kajiado County,”* across Kajiado South, Kajiado East and Kajiado Central sub-counties — including Matapato North Ward. To date, 1,268 livestock farmers have been trained on animal health, disease prevention, integrated parasite management, antimicrobial resistance, sustainable agriculture, and gender and social inclusion, giving RIE first-hand insight into recurring drought, water and feed shortages, livestock disease burdens, and gender norms restricting women's participation in livestock decision-making.

Presently, no verified, ward-level baseline currently exists against the project's proposed results framework. Moreover, committing infrastructure designs, targeting criteria and results targets to paper without ground-truthed evidence exposes the grant to three concrete risks that a modest, time-bound study can pre-empt: technical risk (boreholes and water pans sited without verified hydrogeological data can fail or under-perform), targeting risk (livelihood and leadership quotas for women and youth set without a social baseline can miss the households most in need), and accountability risk (BMZ results reporting requires a credible reference point against which four years of change can be demonstrated).

It is against this background that HFHK, Ripple Effect Kenya, ADH and BMZ have agreed a sequenced engagement: first, to conduct a Rapid Needs Assessment (RNA), followed by a joint HFHK–Ripple Effect PASSA pilot, with RNA findings also directly informing the scope and Terms of Reference of a subsequent baseline and feasibility study (including a hydrogeological survey).

Purpose of the Assignment

The purpose of the Rapid Needs Assessment is to obtain a concise, evidence-based understanding of the current needs, priorities, gaps, opportunities and contextual factors relevant to the proposed intervention in

Matapato North Ward, Kajiado County. Findings will (i) inform and refine the scope of the subsequent baseline and feasibility study, so that its Terms of Reference are focused, realistic and responsive to identified needs, and (ii) identify the priority communities and issues for the joint HFHK–Ripple Effect PASSA pilot that follows.

Objectives of the Assessment

1. Identify the key needs, challenges and priorities of the target population and relevant stakeholders in Matapato North Ward.
2. Understand the existing services, initiatives, capacities and gaps in the proposed area of intervention — including Ripple Effect Kenya's ongoing Zoetis-funded animal health programme.
3. Identify relevant stakeholders and their roles, including potential partners for project implementation.
4. Assess key contextual, operational, institutional and technical considerations that may affect feasibility, including shelter and settlement safety and human–wildlife-conflict dynamics.
5. Identify potential risks, constraints and opportunities that the subsequent feasibility study should investigate further.
6. Provide an evidence base for defining the scope, key questions, methodology, deliverables and required expertise for the feasibility study, and for selecting priority communities for the PASSA pilot.

Scope of Work

The assessment will cover a purposive sample of sites, stakeholders and thematic questions organised under the project's two objectives:

Objective 1 — Equitable access to safe, reliable, climate-resilient WASH services

- Proposed or existing water infrastructure locations — 2 new and 2 rehabilitated boreholes, water reticulation extension, additional water tanks, 4 new and 2 rehabilitated water pans, 6 water kiosks and 12 livestock troughs; and the 4 target schools proposed for VIP latrine-block construction (2 blocks per school) plus 35 targeted household VIP latrines.
- Verify current WASH access, water-source functionality and the 56% open-defecation baseline at village level, disaggregated by sex, age and disability.
- Assess universal-access design requirements (ramps, handrails) for persons with disabilities and the elderly at water points and latrine sites.
- Examine how gender, age, disability and household headship shape access to water and sanitation, consistent with the project's inclusion objectives.

Objective 2 — Climate-smart livelihoods, disaster-risk reduction and institutional strengthening

- Proposed sites for the 4 model farms and associated climate-smart agriculture infrastructure (shade nets, drip irrigation, solar-powered cold rooms); areas earmarked for drought-tolerant forage cultivation and improved livestock management, informed by RIE's existing Zoetis programme footprint; proposed apiary sites near water points; and sites for planned reforestation and tree-planting initiatives.
- Baseline current livelihood strategies, household income sources and food-security status, to inform model-farm design and climate-smart agriculture training.
- Assess feasibility and market potential for alternative income streams, including beekeeping as a wildlife-deterrence and livelihood measure, and drought-tolerant forage production for the livestock economy.
- Document the scale and drivers of human–wildlife conflict linked to damaged water infrastructure, to inform design safeguards and the proposed beekeeping deterrence approach.
- Note alignment with the Kajiado County Climate Change Action Plan (2023–2027) and Kenya National Adaptation Plan (2015–2030), flagging implications for the feasibility study's fuller climate-vulnerability assessment and for planned reforestation activities with KEFRI.
- Assess the technical and coordination capacity of relevant County departments — Water, Agriculture & Livestock, Environment & Forestry, Wildlife, Gender, Youth, Health and Education — to sustain interventions beyond the project period.
- Map the policy and advocacy landscape relevant to the project's technical support systems and proposed multi-stakeholder community of practice.
- Establish a disaggregated social baseline against the project's target that at least 60% of livelihood grants and leadership roles be held by women, and identify barriers to youth engagement in livelihoods and governance structures.

Methodology

The consultant will lead the RNA in three sequenced steps:

1. **Desk review consolidation** — building on HFHK's existing review (CIDP, County Gender Data Sheet, Ilesai Lormong'i report, Ripple Effect's Zoetis project documentation), the consultant should confirm what secondary evidence already exists and sharpens the specific ward- and site-level gaps that require field verification.
2. **Field data collection** — site visits, key informant interviews and transect walks across the identified sites using rapid appraisal techniques to capture community hazard perceptions, human–wildlife-conflict hotspots, existing services/capacities, and site-level safety conditions. Consultations should include Ripple Effect field staff and Animal Health Professionals already active in the ward.
3. **Data synthesis and reporting** — desk review and field findings should be consolidated into a synthesis report that closes the ward-level evidence gap, forms preliminary evidence footing for the project, identifies priority communities and issues for the PASSA pilot, and provides the evidence base for the feasibility study's Terms of Reference.

The consultant is expected to propose a detailed methodology and workplan as part of the technical proposal, for HFHK's review and approval at inception.

Deliverables

Deliverable	Indicative Timing
Inception report capturing confirmed methodology, workplan, site list and data collection tools	Within 3 working days of contract signing
Draft RNA report, including stakeholder mapping and priority sites/issues for the PASSA pilot	By end of fieldwork
Validation session with HFHK and Ripple Effect Kenya	Within 3 working days of draft submission
Final RNA report, incorporating feedback, with an evidence base for the feasibility study ToR	End of November 2026

Timeline

This assignment follows a timeline jointly agreed by HFHK, Ripple Effect Kenya and BMZ/ADH. Fieldwork and reporting must be completed within October 2026 to keep the subsequent PASSA pilot and feasibility study on schedule:

Milestone	Indicative Date
Consultant procurement process opens	22 nd September 2026
Deadline for technical and financial proposals	28 th September 2026
Consultant selected and contracting finalised	By 30 th September 2026
Tripartite agreement (covering RNA and PASSA) signed	Early October 2026
Funds transferred, following agreement and internal arrangements	Early October 2026
RNA fieldwork — data collection and stakeholder consultations	October 2026
RNA completed and final report submitted	End of November 2026

Exact calendar dates are indicative and subject to confirmation by HFHK's MEARL Department.

Consultant Qualifications

- At least 5 years' experience conducting rapid needs assessments, baseline studies or similar evidence-gathering assignments in Kenya, ideally in ASAL/pastoralist contexts.
- Demonstrated experience with participatory rapid-appraisal methods (key informant interviews, transect walks, community consultations).
- Familiarity with WASH, livelihoods, disaster-risk reduction, or shelter-safety programming; prior exposure to PASSA or comparable participatory methodologies is an advantage.

- Strong analytical and report-writing skills in English; working knowledge of Kiswahili required, Maa language capacity (own or through a facilitator/translator) an advantage given the predominantly Maasai population of Matapato North Ward.
- Ability to mobilise and complete fieldwork within a compressed timeline (September/October 2026).
- The lead consultant or team lead should have relevant advanced degree (social sciences, development studies, WASH, natural resource management, or a related field).

The consultant will report to HFHK's MEARL Manager, who will provide overall technical oversight and quality assurance throughout the assignment.

Evaluation Criteria

The technical and financial proposals of the candidates will be evaluated using the following matrix:

Kajiado Integrated Climate-Resilient WASH and Livelihoods Project

Bids were subjected to one stage of evaluation, namely:

1. Stage 1: Preliminary evaluation.
2. Stage 2: Technical evaluation
3. Stage 3: Financial evaluation

Step	TECHNICAL PROPOSAL	Maximal Point	Percentage Weight (%)
	<i>These are mandatory documents to be attached to the tender dossier. Absence of any of these documents will lead to the Consulting firm being disqualified and will not be considered for the next stage of evaluation.</i> 1.Certificate of Incorporation 2.Upto date Tax Compliance Certificate 3.CR 12 form	Yes/No	70%
	A. EDUCATION	10	
	The Principal Researcher should have advanced academic qualification (master's degree or higher). Attach academic certificate. PhD - 10 points Master's degree (bachelor's degree) 5 points In the areas related to this consultation, as indicated in the Terms of Reference		
	B. GENERAL EXPERIENCE	10	
	Industry experience: The consulting firm should have a minimum of ten years' experience in international development, result-based management (RBM) , Monitoring & Evaluation, Social Sciences, Development Studies, Public Policy, Education, organizational learning and strategic planning, or a related field, Proven experience in end line evaluation of national strategy, particularly in the design and facilitation of participatory strategic planning processes for non-profits, INGOs, or development organizations. Experience with institutional assessments (governance, efficiency, effectiveness, sustainability). Experience in report writing and presentation for both technical and non-technical audiences Demonstrated expertise in conducting institutional, programmatic, and impact evaluations, with the ability to synthesize findings into actionable recommendations and forward-looking insights. Knowledge and practical experience in the housing sector, with particular emphasis on affordable and adequate housing, land tenure, WASH, disaster risk reduction, and settlement-based interventions for Non-For-Profit organizations and at least 5 major donors in the last 7 years. (Check the profile and their website) – Attach profile 10 years and over.. (10) points 7 to 10 years (7) points 4 to 7 years.....(5) points		

C. SPECIFIC EXPERIENCE	25	
The consulting firm should have experience in conducting rapid needs assessment for Non-For-Profit organizations within the last 7 years – Attach 5 contracts or service completion certificates		
5 Points for each contract of similar consultancy/service completion certificate attached.		
D. STAFF	20	
Mid-Level Researcher – 7 + Years of experience, focusing on research implementation and data collection – Attach CV and relevant academic certificate (5 Points) 2.5 points for the CV and 2.5 points for the Academic Certificate.		
Field Supervisor – 7 + Years of experience, focusing on research implementation and data collection – Attach CV and relevant academic certificate (5 Points) 2.5 points for the CV and 2.5 points for the Academic Certificate.		
Database Manager/Data Analysts – Experience in data management – Attach CV and relevant academic certificate (5 Points) 2.5 points for the CV and 2.5 points for the Academic Certificate.		
Data Collector – Experience in survey or assessment - Attach CV and Relevant academic certificate (5 Points) 2.5 points for the CV and 2.5 points for the Academic Certificate.		
E. METHODOLOGY AND WORK PLAN	35	
Methodology Understanding the objectives and scope of assignment (10 points) Demonstrate understanding on how to execute all the tasks (15 points)		
Work Plan The proposed timelines to conduct and complete the consultancy are in line with the TOR, check if the timelines are reasonably allocated to allow completeness of the assignment and the logical flow of tasks - 10 points		
HIGHEST SCORE FOR THE TECHNICAL EVALUATION (100 *70%)	70	
FINANCIAL PROPOSAL	30	
CRITERIA FOR THE EVALUATION OF FINANCIAL PROPOSAL		
The maximum number of points will be rewarded with the lowest financial proposal. All other proposals will receive points in proportion to the following formula: P = y (μ / z) Or: p = Rating of the evaluated financial proposal y = maximum number of points awarded to the financial offer μ = amount of the lowest bid z = amount of the evaluated proposal		30%

How to Apply

Applications should be submitted to:

Any questions regarding this Request for Proposal should be sent to procurement@hfhkenya.org no later than **14th September 2026**. Responses will be published via the following link [VIEW RESPONSES](#) by **17th September 2025**.

Eligibility

Please note that the application is open to **consultancy firms only**.

Submission Instructions

Completed applications should be submitted in a sealed envelope clearly marked with the tender reference and addressed to:

The National Director

Habitat for Humanity Kenya

CVS Plaza, 3rd Floor
Lenana Road, Kilimani
Nairobi, Kenya
Tender Box Location: CVS Plaza, 3rd Floor Reception
Telephone: (+254) 101454380

Deadline: **4.00 PM on the 21st of September 2026**