



REPUBLIC OF KENYA

MINISTRY OF WATER, SANITATION AND IRRIGATION STATE DEPARTMENT FOR WATER AND SANITATION KENYA WATER SECURITY AND CLIMATE RESILIENCE PROJECT

Terms of Reference For Documentation and Evaluation Consultant

1.0 Introduction:

Kenya Water Security and Climate Resilience Project (KWSCRCP) and Coastal Region Water Security and Climate Resilience Project (CRWSCRCP) are projects under the Ministry financed by the World Bank (IDA) in the form of a credit of US\$ 146 million and the German Reconstruction Credit Institute (Kreditanstalt für Wiederaufbau - KfW) with a total budget of US\$ 245million (in the form of IDA credit of US\$ 105 and GoK funding of US\$140 million) for CRWSCRCP focusing to significantly increase access to water and sanitation in the coastal region.

KWSCRCP has three inter-related components supporting the project development objective i.e.: (i) Water Resources Development; (ii) Effective Water Sector Institutions; and (iii) Support for Project Implementation; while CRWSCRCP too has 3 components i.e.: (i) Mwache Dam and Related Investments; (ii) Kwale County Development Support; and (iii) Support for Project Implementation

The World Bank requires an Implementation Completion Report (ICR) upon project completion. While the ICR is a Bank document, the data and information contained is collated through the project Monitoring and Evaluation (M&E) system, the joint assessment of lessons learnt, cost-benefit assessments and discussions with project co-financiers (in this case, KfW), as compiled in a “borrower ICR”.

This project internal ICR, which will feed into the larger World Bank ICR require up to date information, most of which require independent assessment to obtain. It is for this reason that the project (KWSCRCP) requires the services on an independent Documentation and Evaluation Consultant to lead this activity. This document therefore describes the tasks to be performed by this expert. The intent of the TOR is to outline key tasks to be performed by the said expert.

2.0 Description of the assignment

The overall objective of this assignment is to provide a complete and systematic account of the performance and results of the project by assessing the outcome, relevance and efficiency against the agreed objectives, and key performance indicators specified in the project's results framework. This will be document in an ICR document that provides the government's account and feeds directly into the Bank's own ICR reporting. The primary objectives of this assignment are therefore as follows:

- a) Conduct a project evaluation to determine the extent in which the KWSCRП has attained the Project Development Objectives (PDOs) and associated impact indicators. Among others, the evaluation should:
 - i. Asses and list the activities and outputs of the operations.
 - ii. Assess the outcome and the longer-term outcomes of the operation against the agreed objectives; with a focus on providing evidence of the achievement of the project objectives and of the contribution of the supported activities and outputs to the project's development outcomes;
 - iii. Asses the sustainability of the outcomes, if the project didn't address or pick up some of the activities, how are these going to be taken forward?
 - iv. Assess the key factors and events pertaining to the Bank, government of Kenya, KfW, other partners, and the external environment (including outside the control of implementing stakeholders) during preparation, at entry and implementation, that affected performance and outcomes.
 - v. Critique the performance of government (including Project Implementation Units – PIUs) during the preparation and implementation of the project with special emphasis on lessons learned that may be helpful in the future; and
 - vi. Critique the performance of the Bank.
 - vii. Describe the arrangements for future operation of the project (or similar follow-on projects).
- b) Systematically and scientifically document the current status of key project indicators, with special emphasis on outcome level indicators, and the sustainability of outcomes.
- c) Populate the internal project ICR template as will be provided by the KWSCRП Knowledge Management Specialist

2.1 Specific scope and tasks

The specific and scope of the assignment include but not limited to the following.

Task 1: Introduction and briefing

The first task the consultant will involve holding a consultative meeting with the KWSCRП team. The meeting will serve two purposes: a) introduction and b) sharing the assignment specifications and timelines as well as providing insights as to the assignment.

Task 2: Review of project documents

The second task will involve review of the KWSCRCP documents, including:

- i. the PAD,
- ii. the Project Implementation Manual (PIM),
- iii. the Project Results Framework,
- iv. Project Restructuring Papers
- v. Project progress reports such as the monthly and bi-annual progress reports
- vi. World Bank Aide Memoires and Implementation Status Reports
- vii. Financial reports and the annual workplans + budgets
- viii. Safeguards related documents
- ix. Technical Reports produced under the project
- x. Planning, financial management and procurement documents/policies

Task 3: Quantitative and Qualitative Analysis

- Review planned and implemented project implementing arrangements at Ministry/ies level, at OO, District and field level, and key changes
- From M&E and interviews assess actual implementation status and assess alignment and differences with original planning
- Review planning and implementation of financial management and procurement functions in relation to project implementation
- Review planning and implementation of safeguards instruments within project activities
- Review budget assumptions and actual expenditures
- Collect all available project literature in a well-structured project library. This includes for all components activities any reports, tools, activity descriptions, maps, photographs, knowledge or communication outputs, minutes of key meetings, ToRs. Procurement, financial and contract information shall not be collected, but only an inventory of available project literature shall be included in the library. Documentation on M&E as captured in the Project MIS shall be referenced.
- Conduct a data quality assessment to determine the veracity of the reported data and document any disparities in any

3. Methodology:

To achieve the objectives of this assignment, the following methods are anticipated.

- Desk reviews of key project documents i.e. review and document in brief from project literature and interviews the project design and rationale for specific activities and their interlinkages; review the strategic changes in project design and activities at critical points (e.g. MTR, restructurings).
- Structured interview with the key project staff including Ministry, implementing agency, PMU, PIUs and consultants' (ISC and other) staff. These interviews will focus on the outcome, relevance, and efficiency of the project and an evaluation of, and suggested lessons learned on implementation arrangements, technical approaches, institutional effectiveness in a period of institutional reform.

- Structured interviews/focus group discussions with beneficiaries such as farmers, people affected by the project (PAPs) etc
- Observation to ascertain the physical works – irrigation, flood, water shed management activities

Task 4: Sharing the preliminary findings

After the evaluation, the consultant will share key observations with the KWSCR implementation team, and World Bank and KfW teams for feedback. It is anticipated that consultant will refine the report in view of the feedback received.

4.0 Specific Deliverables

The following are the specific deliverables expected.

#	Deliverable
1.	Inception report detailing methods and workplan. The report will propose steps/actions to be taken towards achieving the desired objectives and shall be submitted to MOWSI Project Management Unit (PMU), 2 weeks after signing of the contract . The inception report preparation will include literature review, preliminary consultations with PMU. The inception report will be reviewed and approved by MoWSI prior to commencement of the detailed study activities.
2.	Complete field work. A brief report after completing data collection in both Nairobi (PMU) and the field (LN). The report will outline progress, challenges and the next steps and should be submitted 25 days after approval of the inception report
3.	Draft evaluation report. The draft report will align and respond to specific objectives as indicated in section 2.0 above but in the ICR template/format (provided alongside the contract). The report which should be submitted 35 days after approval of the inception report and should poses concrete evidence to support conclusions, lessons and recommendations
4.	Final report in the ICR template/format. The final report should address all comments by PMU raised on the draft report. The consultant will provide an annotated table indicating how each comment was addressed or sufficient information where a rebuttal is found necessary. The final report will be submitted not more than 10 days after receiving comments from PMU, but not later than 3 months after contract signing.

5.0 Required Qualification, skills and experience

The Firm that will conduct this activity should possess the following:

#	Description/requirement
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1.	At least 10 years' experience in Monitoring, Evaluation and Research. The Firm must have conducted at least 5 Monitoring, Evaluation and Research projects in Kenya or East Africa.
2.	Must demonstrate experience of conducting project evaluation particularly in the agriculture and water/irrigation sectors.
3.	The Firm should present a team of experts in the following fields: a) Agriculture economics: The Specialist must possess at least a master's degree in Agriculture Economics and five years' experience. A track record of publications in peer reviewed journals a plus. b) Irrigation management/development/engineering: The Specialist must possess at least a bachelor's degree in irrigation/water/civil engineering with 10 years' post-qualification experience. Experience in managing/supervising large irrigation infrastructure projects a huge plus c) Monitoring and Evaluation: The expert should possess at least a master degree in social sciences and 10 years of solid experience in Monitoring and Evaluation, data quality assurance and with experience as a senior M&E expert gained in the development sector. The expert must also show evidence of formal training in M&E
4.	Excellent report writing skills evidenced by three recent progress reports of similar magnitude
5.	The Consultant must be proficient in qualitative and quantitative survey and
6.	Proficient in data analysis software such as SPSS, Epi-info or STATA

6.0 Place of Work

This assignment will be hybrid, with about 15 days of field work, 5 days of Nairobi based interviews and the remaining working mostly remotely. The field work will be in Lower Nzoia. The expert will provide own working tools such as computers and data analysis software.

7.0 Duration and commencement of the Consultancy

The duration of the assignment is 30 days spread in no more than 3 months from date of commencement.

8.0 Reporting scheme

The Consultant will report directly to the Project Manager of the KWSCRIP but working closely with PMU Knowledge Management Expert and other relevant stakeholder on day-to-day operations.

9.0 Remuneration and payment schedule

The Consultant will be paid as follows:

- a) 10% upon contract signing
- b) 20% upon submission of satisfactory inception report,
- c) 40% at upon submission draft report of satisfactory quality
- d) 30% at acceptance and approval of final in the ICR report template.