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Our Ref: KE-KPLC-471028-CS-QCBS /SM/aho

23rd June, 2025

To: ALL BIDDERS

Dear Sir/ Madam

ADDENDUM NO.2 EXPRESSION OF INTEREST FOR PROCUREMENT OF CONSULTANCY SERVICES TO DEVELOP A CORPORATION WIDE ESHS POLICY PROCEDURES, GUIDELINES & PROCESSES THAT ARE ALIGNED TO THE COUNTRY'S LEGAL FRAMEWORK & P 4 R CORE PRINCIPLES, THE INTERNATIONAL GOOD INDUSTRY PRACTICE & ISO ISSUED ON 20th MAY 2025.

The following addendum is issued as per the Expression of Interest for Procurement of Consultancy Services To Develop a corporation wide ESHS Policy procedures, guidelines & processes that are aligned to the country's legal framework & P 4 R core principles, the international good industry practice & ISO.

RELATIONSHIP WITH THE PRINCIPAL REQUEST FOR PROPOSAL DOCUMENT

Save where expressly amended by the term of this addendum, the Principal Request For Proposal Document shall continue to be in full force and effect. The provision of this addendum shall be deemed to have been incorporated, be read and construed as part of the Principal Request for Proposal Document.

REPLACEMENT OF TERMS OF REFERENCE

The initial terms of reference given for the above services have been replaced with the attached TOR

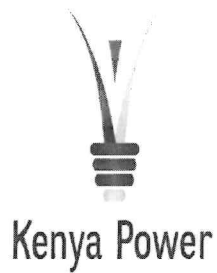
OPENING & CLOSING DATE

The opening & closing date remains the same i.e. **1st July, 2025 at 10:00 AM**

Yours faithfully,

For: KENYA POWER & LIGHTING COMPANY PLC.

HAROUN OTIENO
AG. GENERAL MANAGER SUPPLY CHAIN & LOGISTICS



THE KENYA POWER AND LIGHTING COMPANY PLC

CONSULTANCY SERVICES

TERMS OF REFERENCE

NAME OF THE PROJECT	GREEN AND RESILIENT EXPANSION OF ENERGY (GREEN) PROGRAM
PROJECT ID	P176698
ASSIGNMENT TITLE	CONSULTANCY SERVICE TO REVIEW AND DEVELOP CORPORATION WIDE ENVIRONMENTAL, SOCIAL, HEALTH AND SAFETY MANAGEMENT SYSTEMS THAT CONFORMS TO INTERNATIONAL GOOD INDUSTRY PRACTICE INCLUDING WORLD BANK ENVIRONMENTAL AND SOCIAL FRAMEWORK AND KENYA LEGAL FRAMEWORK
TYPE OF APPOINTMENT	CONSULTANCY SERVICES

MAY, 2025

Table of Contents

1	INTRODUCTION.....	3
1.1	Background	3
1.2	Project Description	3
1.3	Environmental and Social Safeguard Requirements (Applicable Standards).....	4
1.4	Objectives of the assignment.....	4
2	SCOPE OF WORKS	4
3	TASKS AND DELIVERABLES.....	6
3.1	Task 1: Preparation Phase: Familiarization with available Documentation, Work Plan 6	
3.2	Task 2: Reviewing and Development of Environmental, Social, Health and Safety Management Plans and Frameworks.....	7
3.3	Task 3: Capacity Building Needs for KPLC ESHS Staff.....	7
3.4	Task 4: Review of implementation of ESHS Risk management within KPLC.....	8
3.5	Task 5: Stakeholder identification and involvement.....	9
4	PROJECT IMPLEMENTATION TIME:.....	10
5	CONSULTANT QUALIFICATION AND EXPERIENCE.....	10
5.1	Qualifications of the Consultancy Firm.....	10
5.2	Qualifications of the Key Personnel.....	10
6	REPORTS.....	15
6.1	Inception report.....	15
6.2	Monthly Progress Reports.....	15
6.3	Project Completion Report (PCR).....	15
7	Person-Month Allocation	16

INTRODUCTION

Background

Access to clean, adequate, affordable, and reliable energy is paramount to achieving the Government of Kenya's (GoK) goal of transforming Kenya into a newly industrialized middle-income country, providing a high quality of life to all its citizens. This goal is anchored in the national development blueprint - Vision 2030. To this end, Kenya has committed itself to increasing access to clean energy for all its citizens, which is envisaged to generate strong social, economic, and environmental benefits that include savings from the opportunity cost of electricity substitutes (kerosene, charcoal), replacement of diesel generation, and reduced firewood consumption, all of which should result into significant reduction in Green House Gases (GHGs) emission.

Project Description

Currently World Bank has agreed with the Ministry of Energy to finance Green and Resilient Expansion of Energy (GREEN) Program as a Multi-phase Programmatic Approach (MPA) with the first phase as a Program for Results (P4R) to be implemented by Kenya Power and Lighting Company (KPLC). The Program design is based on four Result Areas that include;

- **Results Area 1: Improved sector planning, governance and generation expansion:** for purposes of strengthening sector governance and least cost planning;
- **Results Area 2: Financial sustainability of the sector:** aimed at addressing the short-to-medium term financing constraints of KPLC to help it revert to a financially sustainable path towards universal access;
- **Results Area 3: Improved service delivery:** for enhanced quality and reliability of services and reduction of losses; and
- **Results Area 4: Increased access to electricity:** that aims to accelerate the grid access program based on an improved last mile electrification program informed by the updated Kenya National Energy Strategy (KNES).

The Bank has had a long engagement with KPLC in a number of operations over the last two decades, which helped to strengthen its organizational systems and implementation capacity. The GREEN Program is expected to advance the gains made in this regard and especially in the management of the Environmental, Social, Health and Safety (ESHS) effects. The Bank and the borrower proposed to finance the Program through a Program for Results (PforR) instrument with a small technical assistance component as an Investment Project Financing (IPF). In accordance with the Bank's PforR Policy, the proposed Program will apply the borrower systems (policies, legislation, regulations, institutional requirements, and procedures) in the management of ESHS effects. In line with the PforR policy, the Bank carried out an Environmental and Social Systems Assessment (ESSA) to confirm the robustness of the Country system for management of the ESHS effects and evaluated the extent to which the system was consistent with the PforR Six Core Principles and the corresponding Key Planning Elements. Specifically, the ESSA sought to:

- Identify the Program's potential ESHS effects,

- Assess the current system for ESHS management applicable to the Program, including a review of institutional responsibilities.
- Evaluate the capacity of the relevant institutions to implement requirements under the system; and
- Recommend specific actions to address gaps if any, in the system, by providing material measures for improving program design and implementation. Measures for addressing the identified gaps are organized into a Program Action Plan.

The World Bank noted through ESSA the need to hire an ESHS consultant to review and prepare various policies, frameworks, processes, institutional requirements and procedures for the management of KPLC's ESHS risks and impacts resulting from KPLC's operations among other issues discussed in the scope below towards a successful implementation of this project whose financing instrument is Program-for-Results Financing, hence the TORs.

Environmental, Social and Safety Requirements (Applicable Standards)

This consulting activity, which will be supported by the World Bank, has to comply with relevant Kenyan environmental, social, occupational health and safety, labour, inclusion, stakeholder engagement, and GBV (especially Sexual Exploitation and Abuse and Sexual Harassment) legislations in line with the World Bank's Six (6) Core Principles for PforR operations

Objectives of the assignment

The broad objective of this consultancy is to review and enhance KPLC's ESHS management systems that conforms to Kenyan Legal Framework, the international good industry practice including the World Bank ESF and the PforR program.

Specific objectives

- To develop new and update the existing Social Risk Management policies, plans, procedures, guidelines and frameworks within KPLC
- To develop new and update the existing Environmental Health and Safety Risk Management
- To assess and develop capacity building programs for KPLC staff on ESHS Management systems and their implications for KPLC operations.
- To review the implementation arrangement of ESHS Risk Management in KPLC and make appropriate recommendations
- To design a framework for ongoing monitoring and evaluation of ESHS implementation and performance, including indicators, reporting mechanisms, and continuous improvement processes.

SCOPE OF WORK

- To review and develop a corporation wide E&S management Policy, Procedures, Guidelines, and Processes that are aligned to the country's legal frameworks and the Program for Results Six (6) Core principles, international Good Industry practice, and ISO certification requirements, to

guide KPLC in its ESHS risk management work. These include Policy, Procedures, guidelines, and processes for:

a) Social Risk Management

- Land and wayleave acquisition and compensation,
- Stakeholder engagement,
- Labour management,
- Grievances/complaints/disputes management,
- Management of risks related to Sexual Exploitation and Abuse (SEA) and Sexual Harassment
- Inclusion, especially of marginalized communities (in line with article 60 of the Constitution of Kenya, 2010) and other vulnerable individuals and groups to ensure they access benefits from KPLC operations.

b) Environmental Health and Safety Risk Management

- Assessment and management of Environmental Social Health and Safety (ESHS) Risks and Impacts,
- Community and workers occupational health and safety and working conditions,
- Efficient utilization of environmental resource, pollution prevention and management,
- Biodiversity conservation and sustainable management of living natural resources,
- Management of cultural heritage and chance finds;
- Align ESHS systems with climate adaptation, resilience, and disaster risk management best practices, including emergency preparedness.

(ii) Capacity building of KPLC staff on ESHS Management systems

- Assessing and Identifying staff training needs on ESHS at all levels.
- Development of ESHS training plan program, manuals and modules.

(iii) Review of implementation arrangements for ESHS Risk management within KPLC and appropriate recommendations

- Review the current implementation arrangements for ESHS risks, prepare a report on the current status of ESHS risk management and make recommendations for effective and efficient ESHS risk management arrangements & Development of ESHS Risk Management Structure.
- Clearly defined functions, responsibilities and reporting lines for ESHS risk management
- List of items and equipment for budgetary allocations

TASKS AND DELIVERABLES

The sections below describe the scope of work for this assignment. In the scope of the assignment, the Consultant shall conduct the following tasks:

Task 1: Preparation Phase: Familiarization with available Documentation and preparation of Work Plan

The Consultant shall get familiar with KPLC's available documentation, operations and with the Applicable Standards as described above. Based on the preparatory information analysis, the Consultant shall set up a work plan for this assignment, including field work where necessary.

The work plan shall comprise the approach and methodology for undertaking the tasks described below, consisting of, but may not be limited to;

- Structured approach to integrate KPLC's existing policies, legislation, regulations, institutional requirements, guidelines, procedures and related existing documentation/performed activities, into the development of the various the Environmental, social, health and safety management system that will aid KPLC in its management of ESHS risks and impacts resulting from its operations beyond this project.
- Structured approach to integrate KPLC's existing Environmental and Social Management System and respective standard procedures, existing E&S management plans hence updating them to be in line with the World Bank's Core principles for P for R operations , Kenyan constitution and environmental and social policies, and legislations to serve into the current project implementation and mainstream the ESHS system into all KPLC operations.
- Conduct stakeholder mapping during the familiarization stage as part of document review and planning. This mapping should identify all relevant stakeholders, including affected communities, government agencies, vulnerable groups, and other interest parties. The outcome should inform engagement strategies, risk assessments, and the design of inclusive Environmental, Social, Health, and Safety (ESHS) plans and procedures.
- Schedule of work and work team to conduct the assignment.
- Develop the program of field work, identify various KPLC departments and other state, non – state and multilateral and bilateral financing stakeholders to be consulted and various sites to be visited within KPLC across the country as necessary.

The Consultant shall submit a work plan, participate in a kick-off meeting with KPLC for the discussion of the work plan, including approach and methodology. Task 1 will be desk based.

Deliverables

- (i) Inception report
- (ii) Provision of methodology and understanding of TORs

Task 2: Reviewing and Development of Environmental, Social, Health and Safety Management Plans and Frameworks.

- The consultant will be provided with various plans, strategies and other documentation by the client that have been prepared for review. Furthermore, the consultant will identify various gaps in these plans, policies, procedures and frameworks hence updating them to be in line with the international good practices for the management of ESHS risks and impacts, including the World Bank ESF and the Kenyan legal framework on ESHS risk management. .
- The consultant will identify other relevant plans, procedures, processes, guidelines that are relevant to environmental, social health and safety management systems that are missing in KPLC operations.
- The consultant to undertake benchmarking with various organizations on best practice on ESHS Management systems

Deliverables

- (i) New comprehensive ESHS plans, policies, procedures, processes and guidelines for KPLC operations incorporating as necessary, the findings from the review of international good industry practice as well as from internal and external stakeholder consultations.
- (ii) Reviewed ESHS plans, policies, procedures, processes and guidelines in KPLC
- (iii) Consultation minutes with various stakeholders within KPLC
- (iv) Validation of ESHS plans, policies, procedures, processes, frameworks and guidelines
- (v) List of both internal and external stakeholders
- (vi) Best practice report on ESHS management systems

Task 3: Capacity Building Needs for KPLC ESHS Staff

The consultant to come up with an appropriate methodology (under Task 1 above) on how he/she will undertake the following;

- Undertake a Training Needs Assessment (TNA) for the PIU staff responsible for ESHS risk management, including the PIU Coordinator/Manager, and management level decision makers with responsibility for E&S decisions.
- Prepare an E&S risk management Training Plan and institute a training and sensitization program.
- Prepare a training a Manual and training modules for all KPLC ESHS staff (at the national and regional/county levels) to train them on the new / approved KPLC ESHS Management Systems policies procedures and processes including for SEA-SH, Stakeholder engagement and inclusion. that is aligned to the international Good Industry practice & ESF requirements, the new KPLC ESHS policies procedures, and processes (including for SEA-SH), to ensure their uniform application at all levels and as relevant, other provisions of this PAP.

- Undertake a rapid ESHS induction training for all management level KPLC staff with ESHS decision-making mandate regardless of department or core mandate, both to raise the profile of the importance of ESHS risk management at corporate level, and also to facilitate recruitment of ESHS champions across the corporation
- Implement the ESHS training for the relevant staff in line with the training Plan
- Develop ESHS risk management a corporation wide cross-cutting issue and procedures of recruiting ESHS champions across board (at both national and regional/county levels).
- Undertake an awareness creation program on timelines and roles/responsibilities of KPLC, to enable potential beneficiaries clearly understand who, at KPLC to go to for what kind of service/help, including for project related grievances.
- Develop an outline on how Environmental, Social, Health, and Safety (ESHS) training programs will be institutionalized within KPLC. This includes a clear plan for embedding ESHS training into existing Human Resources (HR) systems and Learning and Development Management Systems (LDMS), ensuring continuous capacity building, onboarding of new staff, and regular refresher training for all personnel. The training should cover inclusivity, stakeholder engagement, risk management, and compliance with relevant ESHS standards."

Deliverables

- (i) Training need assessment report
- (ii) ESHS Training plans
- (iii) ESHS Training programs manual and modules
- (iv) Criteria of recruiting and training ESHS champions
- (v) Awareness creation program
- (vi) Training report

Task 4: Review of implementation arrangements for ESHS Risk management within KPLC

The consultant to discuss various methodologies that can be put in place towards implementation of ESHS Risk Management within KPLC by undertaking the following sub tasks;

- Undertake a detailed audit of ESHS risk management responsibilities and collaborations within the organization as it currently stands on its functions in KPLC.
- Review the effectiveness of ESHS risk management structure as currently established in KPLC
- Analyse ESHS risk management resourcing for its operations within the organization
- Assess the involvement of ESHS teams in decision making for ESHS Risk management.
- Assess the extent to which ESHS has been mainstreamed in company operations
- Design appropriate ESHS structure for effective ESHS risk management for approval
- Benchmarking with various organizations on best practice on ESHS Management systems

Deliverables

- (i) New structure and organogram for ESHS risk management
- (ii) List of items and equipment for budgetary allocations
- (iii) Clearly defined functions and responsibilities for ESHS risk management
- (iv) ESHS risk management status and recommendations report
- (v) Monitoring and Evaluation (M&E) Framework for ESHS Performance (This will serve as a foundational tool for tracking, evaluating, and improving the implementation and impact of all ESHS-related activities throughout the project.)

Task 5: Stakeholder identification and involvement

As part of Task 1 above, the consultant to come up with a methodology of stakeholder identification and involvement.

- Undertaking stakeholder mapping and analysis for relevant KPLC ESHS risk management interested parties
- Develop Stakeholder Engagement Plan (SEP)

Deliverables

- (i) A detailed list of stakeholders both internal and external to be consulted for the assignment
- (ii) Stakeholder Engagement Plan report
- (iii) Stakeholder Engagement Plan

Task 6: Monitoring and Evaluation (M&E) Framework for ESHS Performance

The consultant is required to develop a comprehensive Monitoring and Evaluation (M&E) framework with specific indicators to track the performance of the Environmental, Social, Health, and Safety (ESH) system. This framework must:

- Include **clear, measurable indicators** to assess compliance, effectiveness, and impact of ESH plans and procedures.
- Cover key performance areas such as environmental compliance, health and safety incidents, gender and social inclusion, stakeholder engagement, and grievance redress.
- Define **baseline data, targets, data collection methods, and reporting frequency** for each indicator.
- Ensure that M&E results are used for continuous improvement and corrective actions where needed.
- Integrate inclusivity indicators to track participation and benefits for women, persons with disabilities, and vulnerable groups.

Deliverables

- Develop a comprehensive Monitoring and Evaluation (M&E) framework with specific indicators to track the performance of the Environmental, Social, Health, and Safety (ESHS) system.

PROJECT IMPLEMENTATION TIME:

It is envisaged that the consultant will take 6 months to complete the assignment.

Six-Month Deliverable Schedule

Task	Deliverables	Timeline
Task 1: Preparation Phase	Inception Report & Work Plan	Month 1 (Week 1–2)
Task 2: Review and Development of ESHS Plans & Frameworks	Draft and Final ESHS Plans & M&E Framework	Month 1–3 (Week 2–Week 12)
Task 3: Capacity Building	Training Needs Assessment, Training Plan, and Report	Month 2–4 (Week 5–Week 16)
Task 4: Review of Implementation Arrangements	Review Report and Recommendations	Month 3–4 (Week 9–Week 17)
Task 5: Stakeholder Involvement	Stakeholder Engagement Plan (SEP) & Consultation Report	Month 2–5 (Week 5–Week 20)
Task 6: Monitoring and Evaluation Framework	Comprehensive Monitoring and Evaluation (M&E) framework	Month 5 (week 16–20)
Final Report	Consolidated Final Consultancy Report	Month 6 (Week 21–24)

CONSULTANT QUALIFICATION AND EXPERIENCE

Qualifications of the Consultancy Firm

The interested consultancy firms/consortium must have at least 15 years of proven experience in environmental, social, health, and safety (ESHS) assignments, including the development and implementation of ESHS management systems and frameworks. Must have successfully undertaken similar assignments in a developing country within the last 5 years, demonstrating adaptability to local contexts and institutional environments. Demonstrate experience in the World Bank or other donor-funded environmental and social assignments, including compliance with relevant safeguard policies and frameworks (e.g. ESF, IFC Performance Standards, AfDB ISS, etc.) and must have relevant experience working in infrastructure and/or utilities sectors especially energy, particularly on projects involving ESHS risk management in large-scale or publicly funded operations.

Qualifications of the Key Personnel

The assignment shall be managed by a single team leader. The members of the team will have the required skillsets and experiences necessary to undertake the range of tasks set out in these terms

of reference. Each individual on the team must be personally available to do the work as and when required. The Team Leader will be held accountable, in terms of the consultancy contract management, for ensuring project deliverables and for the professional conduct and integrity of the team.

The Consulting firm shall have the key personnel who meet the specific requirements of the assignment highlighted below. The following are the key experts that will be involved to undertake this assignment.

1. Team Leader (Environmental, Social, Health and Safety)
2. Environmental Expert
3. Land Specialist
4. Occupational Health and Safety Experts
5. Social, Inclusion, SEA/SH and Stakeholder Engagement Expert
6. Indigenous Peoples Expert
7. Electrical Engineer Specialist
8. Gender and GBV Specialist

1. Team Leader (Environmental, Social, Health and Safety)

- M.A / M.Sc. degree in Sociology, Community Development, anthropology or other applicable social sciences or Environmental Studies, Environmental Science, Environmental Planning and Management, Natural Resources Management, Environmental Engineering,
- Experience in International Good Practice Industry practice for management of environmental, social health and safety risks in projects. Post training in World Bank Environmental and Social Framework / understanding / familiarity in World WB Core Environmental and Social Principles for Pfor R operations is an added advantage.
- 15 years' experience in managing Environmental, Social, Health and Safety issues and policy development and implementation.
- Experience of preparing and implementation of environmental, social, health and safety management systems
- Experience in undertaking Training Need Assessment and delivering training skills on environmental, social, health and safety
- Experience of handling at least 5 Energy projects (transmission lines, distribution lines, substations) funded by the World Bank or IFC that require ESIA, ESMF, RAP, RPF, VMGF, SA, IPP, Gender Mainstreaming Plans
- Experience in managing Environmental, Social, Health and Safety issues in projects.
- Knowledge of relevant Kenyan Environmental, Social, Health and Safety regulations and legal framework.
- Short course in occupational health and safety will be an added advantage

- Experience in conducting of stakeholder engagements and consultation
- Experience working on donor funded projects will be an added advantage.
- Must be Lead Expert registered with EIK and NEMA with a valid practicing license.
- Language proficiency in English and Kiswahili language

2. Environmental Expert

- BSc. degree in Environmental Studies, Environmental Science, Environmental Planning and Management, Natural Resources Management, Environmental Engineering.
- 10 years' experience in managing Environmental, Social, Health and Safety issues in development projects and policy development and implementation.
- At least 2 years' experience in managing Environmental, Social, Health and Safety issues in energy projects.
- Must have a training of World Bank Environmental and Social Framework
- Knowledge of relevant Kenyan Environmental, Social, Health and Safety regulations and standards.
- Occupational Health and Safety training will be an added advantage
- Experience in conducting of stakeholder engagements and consultation
- Experience working on donor funded projects will be an added advantage.
- Registration Lead Expert with EIK and NEMA with a valid practicing license.
- Language proficiency in English language.

3. Land Expert:

- BSc Land Survey / BA Land Economics or related fields.
- Experience in development of policies, procedures and processes related to land acquisition, involuntary resettlement and related compensation matters, and international good practice policy requirements for stakeholder engagement and grievances management.
- 10 years of experience in overseeing land issues related to international environmental and social safeguard standards (e.g. World Bank and IFC)
- Demonstrated experience in planning and implementing land acquisition, compensation and resettlement projects in situations of involuntary resettlement in 'big infrastructure' projects.
- At least 5 years' experience on major World Bank and other multi-lateral and bilateral financed projects in land acquisition and resettlement for infrastructure projects.
- Strong analytical capacity along with good report writing ability Fluency in English and Kiswahili
- Must be a registered member with ISK with current Practising Licence

4. Occupational Health and Safety Experts

- MSc. degree in occupational health & safety
- 10 years of experience in overseeing OHS issues for large-scale infrastructure projects
- Must be registered by OSHA Advisor with a valid practicing license
- Experience in development and implementation of occupational health and safety management plans for infrastructure projects
- Experience in working with World Bank funded projects within the past 5 years
- Work experience in Kenya
- Work experience in developing policy development and implementation

5. Social and Stakeholder Engagement Expert

- Master's degree in Sociology, Community Development, Social Development or a related discipline with 15 years' experience in social development work
- Minimum of 10 years of professional experience in social risk management and applied social development on issues such as inclusion of ethnic minorities, marginalized communities and other vulnerable groups and individuals and stakeholder engagement
- Demonstrated experience working on development projects on social risk management, relocation and resettlement, indigenous people/vulnerable and marginalized groups frameworks specifically in the public sector
- Experience working on E&S Policies and Standards, including those of World Bank Group and other international financial institutions (IFI).
- Knowledge and experience in addressing issues covered by the World Bank Social Framework (ESF) and its standards and social safeguards policies, particularly social assessment, social risk management, involuntary resettlement, community health and safety, stakeholder engagement and information disclosure
- Registration with Kenya Institute of Social Work (KISW) Gold Membership with a valid practicing license.
- The expert must have done an ESIA (social impact assessment) study including ESMP and SEP development for at least five projects of a similar nature within the past 10 years
- Ability to analyze policy, think strategically and synthesize diverse information sources, with the ability to translate complex and large data into policy documents
- Excellent written and oral communication skills in English

6. Indigenous Peoples Expert

- University degree in anthropology, sociology, development studies, environmental science, social sciences, human rights, or any related field.

- 10 years working experience and Knowledge of the world bank Environmental and Social Standard 7 (ESS7) on Indigenous Peoples/ Sub-Saharan African Historically Underserved Traditional Local Communities
- Experience in Social Assessments and Consultation
- A deep understanding of indigenous cultures, languages, and social structures
- Must be able to build strong relationships with indigenous communities, government officials, project managers, and other stakeholders.
- Experience in working with indigenous peoples on development projects, including successful implementation of IPPFs (Indigenous Peoples Planning Frameworks) and IPPs (Indigenous Peoples Plans), is highly valued.
- Experts should be familiar with the legal and policy framework related to indigenous peoples in Kenya.
- Experts should be skilled in facilitating consultations, ensuring that indigenous peoples have a meaningful opportunity to participate in project decision-making.
- Experts should be able to track the project's progress in meeting its commitments to indigenous peoples and make necessary adjustments.

7. Electrical Engineer Specialist

- BSc Degree in Electrical Engineering
- 10 years' experience in the electricity distribution and transmission and working experience in Kenya
- Knowledge in mainstreaming environmental and safety aspects in projects
- Registration with EIB with a valid practicing license
- Experience working on donor funded projects will be an added advantage.

8. Gender Specialist

- B.A degree in Gender Studies.
- 10 years' experience in mainstreaming gender requirements in projects within Kenya
- Proven experience in gender analysis and mainstreaming in the thematic areas of governance, women and gender-based violence is highly desirable.
- Experience in supporting the integration of social inclusion aspects, including community engagement and adequate participation of vulnerable groups
- Experience in engagement with various stakeholders for appropriate gender actions and coordination
- Experience in coordinating the development of gender mainstream and gender specific policies, initiatives and strategies
- Experience working on donor funded projects will be an added advantage.

REPORTS

Inception report

The Consultant shall submit inception reports within one month of the contract award. The report will outline the Consultant's work plan including but not limited to:

- a. Consultant's interpretation of the terms of reference
- b. The technical approach to the assignment, including the methodologies to be applied for each task.
- c. Time allocation schedule
- d. Detailed work plan
- e. Assignments for each individual in the team.

Monthly Progress Reports

The consultant shall compile, summarize and submit monthly progress report on the activities carried out during the month. The progress report will include work charts against time frame of implementation. Challenges encountered during assignment implementation shall be highlighted and the respective corrective measures adopted (or to be adopted) shall be documented. For cases where KPLC's intervention is required in order to resolve/ mitigate the challenge(s), the report shall document the date when the challenge was communicated to KPLC, whether it has been resolved and how long it took to be resolved.

Project Completion Report (PCR)

Upon completion of the assigned activities, the Consultant shall prepare a Project Completion Report (PCR) in accordance with KPLC requirements. The PCR will form a comprehensive record of the consultancy service for the review and development of a corporation wide, environmental & social policy, procedures, guidelines and processes that are aligned to the country's legal frameworks and the Program for Results core principles, international good industry practice, and ISO certification requirements

The reports shall be submitted as mentioned below.

Report	No. of Copies	Due Date	Submitted To
Inception Report cum supervision manual	4 + (soft copy)	Within one month of contract agreement	Project Manager
Monthly Implementation Progress Reports	4 + (soft copy)	First week of succeeding Month	Project Manager
Quarterly Progress Reports	4 + (soft copy)	Within 10 days of completion of Quarterly reporting period.	Project Manager

Report	No. of Copies	Due Date	Submitted To
Project Completion Reports	4 + (soft copy)	One Month from completion of works	Project Manager
Other Reports		As requested by Project Manager	Project Manager

Person-Month Allocation

The consultant shall indicate in his proposal sufficient person-months for proper execution of the assignment. Considering the technical and financial evaluation, contract shall be awarded to a single consultant whose entire result reflects the evaluation criteria. The consultant shall provide a schedule with breakdown for various activities called for in the TOR, including the office and field activities.