Introduction

1. Background and Subject of the Evaluation
Nairobi, Kenya’s capital, has a population of 4.397 million (Census 2019), and increase from 3.138 Million (Census 2009) of which it is estimated that 60% of the residents live in informal settlement where levels of inequality are dangerously high, with negative implications on both human security and economic development. The urban dwellers in informal settlement face an alarming range of vulnerabilities occasioned by the increased cost of living and diminishing sources of income which renders them incapable of meeting their basic needs. Many of them migrated from rural areas with the aim of supplying the manual labor needed in many industries. They generally have low education and are relegated to low paying jobs within manufacturing industries which indeed provides an incentive to many who come to the city in search of opportunities for advancement.

In response to the above, Kenya Community Development Foundation (KCDF) has been implementing an urban livelihood project to contribute towards addressing the challenges that come with rural-urban migration and the bulging population. The project addresses the issue of vulnerability for people living in the informal settlements of Nairobi due to poverty and marginalization. The projects scope by geography included: Kibera, Mathare, Mukuru kwa Njenga, Dandora and Korogocho.

2. About KCDF
Established in 1997, KCDF supports local community development initiatives through grant making and capacity building of local organizations. KCDF holds strongly that systemic change is possible when communities can initiate and drive their development agenda, work with governments and other actors to access basic rights and services as well as harness and grow their own resources.

To assist communities, pursue sustainable development and social justice, the foundation continues to partner with and facilitate the strengthening of local communities and their community organizations by: Building strong and credible institutions for sustainable development of communities; influencing and fostering favourable policy framework and an enabling environment for organized giving and social justice.

3. About Kibera Fund II Project
In September 2015, KCDF received second 48-month grant from Comic Relief dubbed

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1 Kenya National Bureau of Statistics, KNBS (2019), Kenya Population and Housing Census Vol.1; Population by County and Sub-County. (Provisional Report)
Kibera Fund II which promotes Civil Society Organizations (CSOs) partnership with communities in the informal settlements of Nairobi. The project addresses urban poverty and vulnerability by investing in projects that improve household income; promote youth and women participation in sustainable livelihoods development; increase resilience for environmental risks and shocks; and increase citizen participation in decision making processes through claim making. Further to this, the project strives to reduce the vulnerabilities of people living in the urban settlements by increasing employability and enabling them access equal opportunities to participate in national development.

The project’s specific objectives are:

i. To enhance the ability of local organizations implementing projects in the informal settlements to deliver on their mission and strategic goals.

ii. To improve the ability among young people living in the informal settlements to enrich their livelihoods

iii. To improve resilience to environmental risks and shocks for people living in the informal settlements

iv. To increase participation of people and organizations in the informal settlements in the decision-making processes and holding duty bearers to account

4. Purpose and Objectives of the Evaluation

The evaluation will serve a dual purpose of strengthening learning and accountability. Findings from the evaluation will be used to inform future livelihoods programming, by providing an in-depth understanding of resilience indicators among targeted (urban) households, age and gender, as well as an enhanced understanding of challenges in livelihood programming, and socioeconomic conditions of targeted persons of concern in urban areas. The evaluation should improve KCDF’s capacity to target vulnerable households, as well as tailor livelihood activities to the needs of persons of concern, by contextualizing opportunities and bottlenecks for economic inclusion – that take into consideration legal factors, market functions, and partnership opportunities. The evaluation will explore mechanisms for improved partnerships and coordination with government, private sector, and civil society, and will shed light on best practices for enhancing economic inclusion and integration of persons of concern in national programmes. By triangulating evidence through a mixed-method approach, the evaluation will ensure a broad range of stakeholder perspectives are considered.

The primary audience for this evaluation is KCDF and Comic Relief Program Team, Board Members, Partner organizations and project participants involved in day-to-day implementation of the activities. Other developmental partners will serve as secondary consumers of the findings.

Overall objective

The evaluation will focus on:

- **Accountability to all stakeholders:** providing credible, and reliable judgements on the programme results, including areas of design, implementation, impact on
beneficiaries and other stakeholders as well as providing information for a wide range of stakeholders working to improve urban livelihoods.

- **Learning:** identifying unique (independent or interlinked) approaches, models and strategies that are effective in improving urban livelihoods. This will translate into KCDF model for secure urban livelihoods programming.

- **Improve evidence-based decision making:** identify lessons learned in order to inform and improve design and implementation of the project. The evaluation will be used to make strategic and programmatic decisions on implementation of the Kibera II project in order to improve achievement of project objectives.

### Specific Objectives of the Assignment

i. Assess the extent to which the project has achieved its objectives and contributed to any observed changes in livelihoods for targeted beneficiaries.

ii. To assess the extent to which the project was implemented:
   a. In line with KCDF’s principles; and KCDF’s strategies and;
   b. In terms of the efficient use of resources in relation to the planned activities, outputs and outcomes in line with the project objectives.

iii. To identify and document lessons learnt and good practices which can inform future programming and wider organizational learning on livelihood development.

iv. Make specific, actionable recommendations for engagement with partners, project participants and other stakeholders; understanding strategies that have or have not worked in different contexts and what were the enabling factors and barriers to change.

### 5. Evaluation Approach

#### Scope

The evaluation scope – relating to population, timeframe and locations – is as follows:

- **Timeframe** to be covered in the evaluation: retrospectively, the evaluation will focus on results achieved in livelihoods interventions over the last 4 years (1st November 2015 to 31st October 2019).

- **Population location and details:** Primary data collection will involve fieldwork in numerous urban settlements among project participants. Primary data collection will also gather information from KCDF programme staff, implementing partners and their project participants as well as relevant government institutions, and civil society and community-based organizations. Exact location for data collection, particularly where this concern project beneficiaries will be finalized during inception.

### 6. Key Evaluation Questions

The evaluation, among others, will address the following questions, which will be further refined during inception. The analysis needed to answer these questions is likely to affect other possible subsidiary issues.

*To what extent, and under which conditions, have KCDF supported livelihoods interventions in Nairobi urban informal settlements led to enhanced economic inclusion, resilience and self-reliance of children, youth and women?*
• Under what conditions (operational and contextual) are KCDF-funded livelihood operations effective in creating an enabling environment for economic inclusion, resilience, and self-reliance for urban slum dwellers, and how can KCDF better adopt a market-systems approach to its programming?
• How does KCDF’s livelihood programming affect urban informal settlers’ access to basic services, and how do these results reflect on KCDF safeguarding policy and objectives?
• Are current KCDF-funded livelihood operations demand-driven, and what opportunities in the local labour market have been under-utilized?
• How did the KCDF operation utilize livelihood monitoring systems to measure outcome and impact on urban informal settlement project participants economic inclusion, resilience, and self-reliance, and how can the KCDF operation more accurately monitor results of its livelihoods interventions?
• What are the key socioeconomic household indicators of persons of concern that KCDF could use to determine vulnerability and targeting for livelihoods programming?

7. **Approach and Methodology**
KCDF encourages the use of a mixed-methods approach that is participatory and innovative in its design. The evaluations should comprise the following: 1) desk review and content analysis of relevant background as well as programmatic data and documents; 2) focus group discussions and in-depth interviews with KCDF staff, implementing and operational partners, national host governments; and 3) field data collection involving a mixed methods approach. This could include Key Informant Interviews, Focus Group Discussions, Paired Interviews, Participatory Appraisals, Outcome Mapping, Problem Ranking, Vulnerability Ranking, Self-reliance index scoring, and/or Rapid Surveys with targeted persons of concern in KCDF-funded livelihoods programming.

Methodologies that incorporate capacity building of KCDF and partners in evaluation and take an appreciative inquiry approach are highly desired. The methodology - including details on the data collection and analytical approaches used to answer the evaluation questions - will be developed by the evaluation team in the inception phase and presented in an evaluation matrix.

The evaluation methodology is expected to:

a) Reflect on age, gender and diversity perspective in all primary data collection activities conducted as part of the evaluation, particularly with slum dwellers.

b) Use a mixed method approach incorporating qualitative and quantitative data collection and analysis tools, including analysis of monitoring data - if available.

c) Refer to and use internationally agreed evaluation criteria such as those proposed by the OECD DAC.

d) Consult and use relevant sectoral standards and livelihoods-specific analytical frameworks.
e) Be based on an analysis of (i) the logic and associated strategy underlying the interventions being evaluated, and (ii) key actors and stakeholders.

f) Collect and exploit a wide range of data sources (e.g. project reports, partner reports, strategy narrative, budget and performance reports / indicators, Kibera Fund I endline Report and Kibera Fund II Mid-Term Evaluation Report) to demonstrate the impartiality of the analysis; minimize bias and ensure the credibility of evaluation findings and conclusions.

g) Be explicitly designed to answer key evaluation questions - taking into account the constraints of evaluation, budget and time.

The evaluation team is responsible for collecting, analysing and triangulating data - for example, through the types, sources and modality of analysis - to demonstrate the impartiality of the analysis, minimize bias and ensure the credibility of evaluation findings and conclusions.

8. Organization Management of the Evaluation

KCDF will be responsible for:

- Preparing relevant documentation and making it available to the consultant (review those responsibilities - what documentation do we intend to share, what respondents are we facilitating - that is their core business).
- Holding an inception meeting with consultant to provide background information and to finalize timelines and expectations.
- Reviewing the inception report and data collection tools and providing consultant with specific and timely feedback.
- Facilitating access (digital and/or face-to-face) to respondents including respondent(s) from Comic Relief and KCDF.
- Reviewing the draft evaluation report and providing consultant with specific and timely feedback.
- Managing and supporting consultant throughout the research process.
- Approving the final evaluation.

9. Expected deliverables

- **Inception report** including: an evaluation matrix, refined Key Evaluation Questions; Work plan; Draft proposed evaluation methodology; Data management plan (collection, analysis plan and proposed collection tools); Sampling criteria; Data collection tools. The inception report will be based on the technical proposal the feedback received.
- **Draft report.** Including preliminary findings with data analysis plan and draft recommendations.
- **Final Evaluation Report:** should include the following: Executive summary (1-2 pages); Introduction (1 page); Description of the evaluation methodology (6 pages); Situational analysis with regard to the outcome, outputs, and partnership strategy (6-7 pages); Analysis of opportunities to provide guidance for future programming (3-4 pages); Key findings, including best practices and lessons learned (4-5 pages); Conclusions and recommendations (4-5 pages); Appendices:
Charts, terms of reference, field visits reports, list of people interviewed on KII's, documents reviewed.

- **A summary report of the findings;** outline lessons learned and recommendations
- **Power Point presentation on the key findings.** Target audience are KCDF Staff and project implementing partners.
- **All materials** (interview transcriptions, photos, recordings … etc.) generated during this study to be handed to KCDF

10. **Profile of the Evaluating Team**

- University degree (in the fields of economics, social sciences, microfinance, and food security) plus 10 to 12 years of relevant professional experience or a graduate degree plus a minimum from 5 to 10 years of relevant professional experience in livelihood areas.
- Minimum of 5 years’ experience in program evaluation in the areas of livelihoods interventions analysis in urban development context, economics, microfinance and socio-economic analysis and In-depth knowledge of livelihood literature, relevant analytical frameworks and programming approaches and standards.
- Evidence of previous experience at the lead (preferred) or participant as a senior member of the team in the evaluation.
- Institutional knowledge of KCDF’s mandate and operations.
- Proven experience and in-depth knowledge of various methods of data collection and analysis and techniques used in evaluation and operational research (e.g. participatory assessments, FGDs, outcome mapping, problem ranking, vulnerability ranking, self-reliance index scoring, as well as an understanding of survey design)
- Technical expertise in relevant sectoral areas, including Entrepreneurship, job placement, microfinance.
- In-depth experience in conducting evaluation requiring a complex level of analysis in a clear and convincing way, including using graphs, schematic visualizations.
- Proficiency in Kiswahili and English.

11. **Guide for submitting the Proposal**

- Individuals or firms can submit applications for either position or jointly as a team (the Team Leader and Team Member(s) together). Even in case of joint applications, the contracting modality will be individual contracting.
- In the application, the candidates must specify if they are applying as the Team Leader or Team Member; and in case of joint applications the Team Leader and Team Member roles must be clearly specified.
- Interested applicants should submit contact details for three references.
12. Selection and Contracting

Proposals will be assessed on the quality of the proposal, proposed evaluation methodology(ies) and relevance of consultant qualifications. Short-listed applicants may be requested to participate in a telephone interview or supply additional references and/or samples of work.

Following agreement on fees and charges, the independent consultants will enter into a standard contract with KCDF stipulating terms and conditions regarding payment and travel.

The consultancy is expected to begin on 1st November 2019 to be completed within 2 months from the commencement date (date of signing the contract). KCDF will pay an agreed lump-sum amount according to the deliverable schedule indicated in table.

13. How to apply

Interested applicants should specify their last name and first name in the subject of their email, followed by the title of the evaluation i.e. “[LAST NAME, first Name], KCDF Livelihoods Evaluation”. Include detailed proposed budgeted workplan. Applications should be submitted to grants@kcdf.or.ke and copied to info@kcdf.or.ke. Deadline for the submission is 22 November 2019, 5:00 p.m. Only complete applications will be contacted/receive relevant feedback.