



**TERMS OF REFERENCE (TOR)**

**CONSULTANCY FOR PARTICIPATORY CLIMATE RISK  
AND VULNERABILITY ASSESSMENT FOR GENDER-  
RESPONSIVE CLIMATE ADAPTATION AND  
PREPAREDNESS PLANS (GRAPP) FOR KWALE AND KILIFI.**

**TENDER NO.KCO/33/05/FY25**

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### A. About Plan International

Plan International is an independent development and humanitarian organization that advances children's rights and equality for girls. We strive for a just world, working with children, young people, our supporters and partners. Plan International has been building powerful partnerships for children for more than 80 years, and is active in over 75 countries across the world.

Plan International has been operating in Kenya since 1982 and to-date continues to work in 12 counties: Nairobi, Machakos, Kajiado, Tharaka Nithi, Isiolo, Kwale, Kilifi, Tana River, Homabay, Kisumu, Marsabit and Turkana. We work with people and partners to:

- Empower children, young people and communities to make vital changes that tackle the root causes of discrimination against girls, exclusion and vulnerability.
- Drive change in practice and policy at local, national and global levels through ~~action~~ <sup>research</sup>, experience and knowledge of the realities children face.
- Work with children and communities to prepare for and respond to crises and overcome adversity.
- Support the safe and successful progression of children from birth to young adulthood.

Our key thematic areas on the four pillars are:

1. Sexual reproductive health and rights;
2. Prevention and response to all forms of gender-based violence and discrimination against girls and young women;
3. Youth-led and innovative partnerships' solutions on job creation;
4. Protecting girls and young women in crisis and community-led climate change adaptation;

### B. Project Scope:

Plan International's Conservation and Sustainable Management of Coastal and Marine Ecosystems (COSME) project aim to significantly scale up Plan International Kenya's women-led, climate-resilient

livelihoods and coastal management interventions in Kwale and Kilifi counties. It takes an ecosystems-based approach in partnership with Jane Goodall Institute (JGI) Canada, COSME capitalizes on opportunities for South-South learning by working between Kenya/Tanzania cross-border communities within the same marine coastal and coastal forest eco-regions. COSME deploys three interlinked Nature Based Solutions (NbS) for climate adaptation and biodiversity conservation in the selected eco-regions. COSME is geared towards achieving climate- resilient, equitable economies within communities relying on coastal and marine ecosystems, especially women, in Kenya's Coast Region. In order to achieve this outcome, COSME aims to;

- Enhance the adoption of gender-responsive and socially inclusive nature-based solutions (NbS) for climate change adaptation with biodiversity and ecosystem integrity co-benefits.
- Increase agency of women in their diversity to exercise their right to participate in gender-responsive, nature- based solutions with biodiversity co-benefits to increase adaptive capacity and build household and community resilience and
- Improve gender-responsive and inclusive governance for climate adaptation and resilience.

#### Location

The COSME project is implemented in Lungalunga and Msambweni sub-counties of Kwale county and Kilifi North, Kilifi South and Ganze sub-County. These areas are home to a diverse range of flora and fauna, as well as vital coastal and marine ecosystems. They are also center for significant economic activities such as fishing, tourism, and agriculture. The project's objective is to support the growth of sustainable and climate-resilient economies in these regions while conserving and protecting the natural resources of the area. The project is collaborating with communities and stakeholders in these regions to carry out activities that promote the sustainable use of coastal and marine resources, enhance livelihoods, and improve the ecosystems' resilience to climate change.

### C. Background of the task

Kenya's coastal region is characterized by diverse and unique environmental and socio-economic features. Specifically, Kilifi and Kwale counties are home to diverse and valuable ecosystems. These ecosystem supports a rich variety of marine life, including coral reefs, sea grass beds, and mangrove forests. These ecosystems play a crucial role in supporting biodiversity, protecting against natural hazards, and providing livelihood opportunities for local communities.

Nonetheless, Kilifi and Kwale counties are among the most climate-vulnerable areas in Kenya. Vulnerability to climate change compounds existing socioeconomic challenges, exacerbating inequalities and threatening the well-being of coastal communities. The impacts of climate change, such as cyclical flood and drought occurrences, rising sea levels, and more frequent and severe tropical cyclones, jeopardize livelihoods, damage productive land and infrastructure, and exacerbate biodiversity loss and social inequalities. Kenya's 2021 Climate Risk Country Profile and the Kwale and Kilifi County Climate Risk Profiles project an increased sea-level rise of up to 0.3 meters in the future, intensifying the risk of flooding, erosion, and inland submergence of up to 4-6 km. Floods and waterlogging of soils increase salt stress and soil erosion, exacerbating already high levels of land degradation and increasing the risk and frequency of localized flash flooding.

Similarly, the region also experiences acute water shortages, with reservoir levels dropping during prolonged dry seasons. Available water sources are often contaminated due to wastewater overflows. The combination of sea-level rise and extreme weather events is likely to exacerbate the current water supply and salinization problems, as freshwater aquifers become increasingly contaminated

with saline and wastewater. The lack of clean water in households and schools is already impacting the overall well-being of the counties' women and children.

Compounded by the significant social inequities, and gender-based barriers that are prevalent in the region, climate change is already deepening economic inequalities in the two counties, where women already face significant obstacles. Intersecting dynamics, such as displacement or disability status, also augment vulnerability, notably when adequate social protection systems are lacking. Reduction in incomes or deterioration of working conditions also negatively affect women as already observed. In addition, land use changes (including but not limited to conversion of coastal wetlands to agricultural lands) occurs without proper planning and regulation, resulting in significant environmental impacts.

Despite these challenges, Kenya's coastal region holds significant potential for NbS that address climate vulnerability while providing co-benefits for biodiversity and social equality. Well-designed NbS can mitigate the impacts of climate change, protect against further degradation, and create economic and social development opportunities for coastal populations. NbS can also play a crucial role in addressing gender inequality by enhancing women's access to and control over resources and increasing their participation and leadership in climate change policy.

Nevertheless, until an elaborate gender responsive climate adaptation plan is designed/developed with communities to better understand their climate risks, vulnerabilities and impacts and enhance their preparedness to climate related risks, communities in Kwale and Kilifi Counties will continue experiencing negative impacts of climate variability driving many to poverty. There are many methodologies that have been deployed in the country that seek to enhance the climate resilience of communities that include; the county specific Participatory climate risk assessment (PCRA) approach that enable communities to identify the climate change hazards, their impacts and propose practical evidence-based county climate change action planning and implementation with unique contexts for each ward. Plan International Kenya, through the Conservation and Sustainable Management of Coastal and Marine Ecosystems (COSME) Project, seeks the services of a consultant(s) or consultancy firm to conduct participatory vulnerability assessment/analysis (PVA). PVA has been recognized worldwide as a critical step in adaptation planning. Current climate change adaptation measures are usually done by assessing vulnerability. It is one of the most important tools to measure the resilience of a particular ecosystem and the vulnerability of communities, and is essential in planning and implementation of climate resilient interventions. In order to obtain reliable information on ecosystem and communities, it is very important to involve local community members, field expert and other stakeholders so that quick and urgent adaptation actions can be developed to deal with emerging climatic vulnerabilities. Participatory vulnerability assessment (PVA) helps in understanding vulnerability, its root causes and most vulnerable groups and agrees on activities by, with and to people to reduce their vulnerability with the support of scientific information and technologies, through different methods such as transect walks, focus group discussions, seasonal trends, and historical timelines.

#### Purpose and Objectives of the Assignment:

The purpose of this assignment is to conduct climate risk analysis with communities and stakeholder in Kwale (Dzombo, Kinondo, Pongwe, Ramisi and Vanga Ward) and Kilifi Mwarakaya, Ganze, Mnarani, and Sokoke ward) using PVA tools. Through the process facilitate the development of gender responsive preparedness and adaptation plans (GRAPP). The primary objective is to strengthen inclusive community governance structures to reduce risks and enhance preparedness for climate change.

In summary, the assignment aims to:

1. Conduct community participatory vulnerability capacity assessment/analysis to determine community understanding on climate change threats, their vulnerabilities and exposures

and existing climate response capacities.

2. Identify major drivers of climate vulnerability in both Kilifi and Kwale counties.
3. Identify and recommend relevant climate adaptation plans and climate resilient options/community actions.
4. Develop community preparedness and response plan from 9 wards.
5. Propose an integrated early warning system which will help communities to prepare for hazardous climate-related events such as floods, droughts.
6. Facilitate one day workshop to share consultancy findings. However, the costs for this workshop will be met directly by Plan International Kenya.
7. Plan International will collaborate with the successful consultant in mobilizing communities and stakeholders. However, the consultant will be fully responsible for catering for all the logistics costs (hire of hall for discussions, lunches, transport etc)
8. Develop county level policy brief as informed by the climate risk analysis.

Assignment critical steps:

#### **Step 1: Scoping.**

The consultant together with Plan Kenya staff will establish the geographical location of the participatory analysis prioritizing at least 28 villages across Kilifi and Kwale counties (14 each) where the COSME project is implemented.

#### **Step 2: Set up a core participatory analysis team.**

The core team is the group in charge of facilitating the participatory analysis process. They will receive training and support. As a minimum, the core team should include community members (with adequate representation of women and minority groups).

#### **Step3: Situation analysis of climate vulnerability.**

- Prevalence/extent of vulnerability
- How different people are able to cope
- Analyze present threats/vulnerabilities

#### **Tools**

- Focus group discussions.
- Historical profile/time line.
- Climate vulnerability map.
- Seasonal calendar to map out when most vulnerabilities occur during the year.
- Livelihood analysis.

#### **Information Required.**

- In-depth understanding of climate vulnerability.
- Who is more exposed to each hazard. (Identify vulnerable/levels/location)?
- Identify hazards/time they occurred/frequency
- Trends/changes over time.
- Differences in climate vulnerabilities i.e., gender, age etc.
- Agree on characteristics of the vulnerable e.g., those that are coping, declining or improving.
- Classification – this includes analysis of exposure and resilience and analyzing livelihoods and what vulnerabilities the livelihood options bring.

#### **Step 4: Analyzing causes of vulnerability.**

- Identification of causes and root causes
- Prioritization

#### **Tools**

- Problem tree/objective analysis
- Concept mapping

#### **Required Information.**

- Classification of severity of the vulnerabilities and their causes.
- Identification of unsafe conditions
- Identification of dynamic pressures or determinants of vulnerability
- Identification of underlying causes of vulnerability
- Prioritize the list of causes

#### **Step 5: Analysis of community action.**

- Establish the existing strategies, resources and assets used to reduce climate vulnerability
- External assistance used to reduce climate vulnerability

#### **Tools**

- Matrix highlighting communities' ability to cope
- Venn diagrams
- Problem tree/objective analysis
- Concept mapping

#### **Information Required.**

- Objective is to determine actions taken to reduce information their vulnerabilities
- Their perceptions of vulnerability and how far it affects decision-making
- Their capacities
- What has worked and what hasn't?
- What support have they received externally?
- How have these reduced their vulnerability?

#### **Step 6: Drawing action from analysis.**

- Prioritize broad interventions
- Action plans including dates and responsibilities
- Scenario planning

#### **Tools**

- Overall vulnerability matrix
- Community action plan
- scenario planning

#### **Information Required.**

- How will the proposed actions bring the desired reduction information of vulnerability?
- How will resilience be improved?
- Prediction of what vulnerability to disasters is likely to be in future
- Look at new threats and how people may be affected or cope
- Preparedness and adaptation in future changes to climate vulnerability.

#### **D. WORK/ DELIVERABLES:**

1. Kwale and Kilifi counties climate adaptation Action Plans informed by the participatory vulnerability analysis incorporating feedback from the stakeholder's validation workshop.
2. Kwale and Kilifi counties community climate risk preparedness plans.
3. Map existing national and county climate, risk reduction and preparedness funding mechanisms and opportunities.
4. Two policy briefs- one for each county.
5. Ward level Climate Adaptation plans.

#### **E. DURATION**

This work is expected to be completed within a maximum of 2 months from the commencement date including joint planning and execution with Plan International and partners for the stakeholder engagement, community participatory assessments and dissemination of findings.

#### **F. SERVICE DESCRIPTION AND QUALIFICATIONS**

The consultant should have:

- Expertise in climate risk assessment, disaster risk reduction, and gender-responsive planning. Preferably have conducted a similar assignment in an ASAL areas.
- A degree in Environmental Science, Natural Resource Management, Disaster Management or a related field. Well versed with the PCRA and DRR methodologies and tools.
- Experience in facilitating stakeholder engagement and conducting participatory assessments.
- Strong analytical skills and ability to interpret complex data.
- Excellent communication and report writing skills.

#### **G. CONSIDERATIONS**

The consultant should respect local cultural norms and gender dynamics while identifying the differentiated needs of different genders.

#### **H. PRICE PROPOSAL**

The total amount quoted should be all-inclusive and cover all costs related to the deliverables. The contract price is fixed and output-based, with payments made upon completion of the deliverables.

#### **I. QUALITY ASSURANCE**

The consultant should ensure that the data collected, and analysis conducted are of high quality and meet the required standards. Any limitations or uncertainties should be clearly communicated in the reports and presentations

#### **J. APPLICATION PROCEDURES**

Applications for the consultancy must include the following components, to a total of no more than 25 pages (not including appendices, CVs, etc.):

6. Detailed **technical proposal** clearly demonstrating a thorough understanding of this ToR and including the following:
  - Demonstrated proof of previous experience in coordinating and administering studies of a similar nature.
  - An outline of the overall approach to the process
  - A proposed timeframe detailing activity and a schedule/work plan (including a Gantt chart).
  - Proposed risk management plan to ensure the successful delivery of the required outputs of this consultancy, on time, within budget and of a high quality.
  - Team composition (including sex-disaggregation) and level of effort of each proposed team member, if applicable.
7. A **financial proposal** with a detailed breakdown of costs for the study (including all applicable taxes):
  - Itemized consultancy fees/costs
  - Itemized field data collection, analysis and reporting expenses (including research assistant costs and workshop cost breakdowns)
  - Itemized administrative expenses.
  - Validity period of quotations
8. **Curriculum Vitae(s)** of all proposed staff outlining relevant experience, including a list of all relevant publications. The proposal should clearly state the roles and responsibilities of all proposed team members for this consultancy.
9. Names and contact information of **three references** who can be contacted regarding relevant experience.
10. A **copy of two previous reports (for reference)** of a similar nature undertaken on standard methodology preferably in similar field
11. A Consulting Firm **profile** must be provided.
12. Fill in the attached **Confidential Business Questionnaire**.

The proposal will be assessed based on Technical (Methodology), Financial-Budget, Experience and Relevant academic qualifications of team.

#### K. Safeguarding Children and Young People

Plan International is committed to actively safeguarding children and youth from harm and ensuring children's rights to protection are fully realized. Plan takes seriously the commitment to promote child safe practices and protect children from harm, abuse, neglect and any form of exploitation as they come into contact with Plan International supported interventions. In addition, we will take positive action to prevent child abusers from becoming involved with Plan International in any way and take stringent measures against any Plan International Staff and/or Associate who abuses a child. Decisions and actions in response to safeguarding concerns will be guided by the principle of 'the best interests of the child.'

Consultants are required to provide a statement within their proposal on how they will ensure ethics and protection of children in the different stages of the task— in line with Plan International's Global Safeguarding Policy. This must also consider any risks related to the study and how these will be mitigated.

#### Payment Schedule

The Consultant is expected to pay all government taxes for which they are responsible. Where applicable, Plan International shall deduct all applicable government taxes under the governing laws of the Republic of Kenya.

The payment schedule will be as follows:



**First payment:** on approval of clear inception report, which will include a qualitative sampling plan, training process, work plan, workshop logistics plan, and finalized data collection protocols, procedures and tools, completion of review of risk assessment of potential risks to participants conducted before data collection, and summary report of appropriate actions taken to mitigate risks identified during the risk assessment, will be paid 30% of total payment.

**Second payment:** Upon completion of all data collection and entry, and the submission of all finalized raw dataset and clean data, all signed informed consent forms in either soft or hardcopies as necessary, and submission of the final report that passes Plan's criteria of Completeness and Quality assessment and approved by Plan International Kenya and Plan International Canada, the remaining 70% of the total payment will be paid.

## **L Submission of Tenders**

All applications must be submitted in one email with the subject: **Tender No. KCO/33/05/FY25: CONSULTANCY FOR PARTICIPATORY CLIMATE RISK & VULNERABILITY ASSESSMENT FOR GENDER RESPONSIVE CLIMATE ADAPTATION** as the subject and received through the email: [Kenya.Bids@plan-international.org](mailto:Kenya.Bids@plan-international.org)

Closing date for submission of complete application is Thursday **19<sup>th</sup> June 2025 at 05:00PM.**

**Note: Financial and Technical Proposals must be submitted as separate documents/files.**  
**Any enquiries should be addressed through [Kenyaprocurement.Kilifi@plan-international.org](mailto:Kenyaprocurement.Kilifi@plan-international.org)**

*Plan International Kenya reserves the right to accept or reject any bid and is not bound to give reasons for its decisions.*

**(CONFIDENTIAL BUSINESS QUESTIONNAIRE).**

**PART 1-GENERAL INFORMATION (To be filled by the bidder)**

**a) Business Name.....**

**b) Location of business premises**

Country/Town.....

Plot No. ....

Street/Road.....

Name of building.....

Floor.....Room No.....

**c) Postal Address.....**

Code.....Town.....

Tel No.....

Fax No.....

Email Address.....

**d) Nature of Main Business.....**

Certificate of Registration/Incorporation No.....

Trade License No.....

V.A.T Registration No.....

PIN No.....

City /County Council License No.....

Income Tax Compliance Certificate No.....

**(Must attach copies of all the above documents)**

**e) Name of your Bankers.....**

Branch.....

**Part 2 (a)- Sole proprietor**

Name in full.....

Age.....

Nationality.....

Country of origin.....

**Part 2 (b)- Partnership**

Give details of partners as follows:

Name in full	Nationality	Citizen Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....

**Part 2 (c)- Registered Company**

a). Private or public (state whichever is applicable) .....

b). State the nominal and issued capital of the company:

Nominal Kshs. ....

Issued Kshs. ....

c). Give details of all directors as follows:

Name in full	Nationality	Citizen Details	Shares
1.....	.....	.....	.....
2.....	.....	.....	.....
3.....	.....	.....	.....
4.....	.....	.....	.....



## DECLARATION

I/We the undersigned certify that the information given above is accurate and correct to the best of my/our knowledge. For and on behalf of the supplier.

Name

Signature

Date

Position