



**STATE DEPARTMENT FOR AGRICULTURE
MINISTRY OF AGRICULTURE AND
LIVESTOCK DEVELOPMENT**



NATIONAL PROJECT COORDINATING UNIT

**NATIONAL AGRICULTURAL VALUE CHAIN
DEVELOPMENT PROJECT (NAVCDP)**

Project ID: P176758

Terms of Reference For

GENDER-BASED VIOLENCE SPECIALIST

May, 2025

Client:

The Principal Secretary,
State Department for Agriculture
Ministry of Agriculture and Livestock Development.
P.O. Box 30028-00100, Nairobi
Kilimo House, Cathedral Road
Email: info@kilimo.go.ke

Abbreviations

CIG	Community interest group
CoC	Code of Conduct
CPCU	County project coordination unit
ESIA	Environmental and Social Impact assessment
ESS	Environment and Social Standard
FLID	Farmer led Irrigation development
FPO	Farmer producer organization
GBV	Gender-based Violence
GoK	Government of Kenya
GM	Grievance management
ICT	Information & Communication Technology
LCS	Labor contractor societies
M& E	Monitoring and evaluation
MoA&LD	Ministry of Agriculture & Livestock Development
NAVCDP	National Agricultural Value Chain Development Project
NPC	National Project Coordinator
NPCU	National Project coordination Unit
NT	National Treasury
PCU	Project Coordination Unit
PDO	Project Development Objective
SEAH	Sexual exploitation, abuse, and harassment

I.0 Project Background

National Agricultural Value Chain Development Project (NAVCDP) is a Community-Driven Development Project that seeks to increase market participation and value addition for targeted small-scale farmers in Kenya who are engaged across 33 counties. The NAVCDP builds on the foundation set by two existing World Bank funded projects, namely, the National Agricultural and Rural Inclusive Growth Project and the Kenya Climate Smart Agriculture Project. NAVCDP will mostly focus on a subset of farmers drawn from these two projects. The Project Development Objective (PDO) is to increase market participation and value addition for targeted farmers in select value chains in project areas.

This project is supporting over 4.5 million farmers engaged in 16 value chains across the 33 counties. It is anticipated that 50 percent of these farmers will be women. Targeting many female farmers will positively impact their incomes and the food and nutrition status of their households. However, the roll-out of project benefits under the project may result in the exclusion of some farmers from vulnerable and disadvantaged categories (orphans, child-headed households, sick, elderly, female-headed households, people with disabilities) as per ESS1 as well as vulnerable and marginalized communities as per ESS7. The risk of exclusion and inadequate consultation with VMGs is rated as substantial and in most counties, women fall in the category due to land ownership and inheritance. The key challenge for the project would be to ensure that the female farmers are meaningfully engaged in the project and that they accrue the project benefits. In addition, female farmers may be challenged by low literacy levels and limited access to land, which is a key resource for the project. The GBV/SEAH rating is substantial considering

- i) the widespread and rural nature of the program,
- ii) the vulnerability of women due to illiteracy and poor access to land,
- iii) unfavourable cultural norms, and the introduction of outsiders to remote locations (ESS 2 triggered). The Enhanced income at the household level or female farmers taking active roles in community institutions may indirectly lead to an increase in sexual exploitation and harassment incidents. GBV and child abuse incidents were reported in the project counties prior to the project.

The project will deepen investments in existing interventions related to productivity enhancement, community-led farmer extension, water management, and data-driven value chain services. It will also introduce intensified investments into select value chains, scale-up value addition, and market linkages with agribusiness off-takers and small and medium enterprises; support farmer-led irrigation development (FLID); enhance access to credit; and support the rollout of urban food system pilots in select clusters.

1.1 Project Components

Component 1: Building Producer Capacity for Climate Resilient Stronger Value Chains - focuses on sustainable productivity enhancement, climate resilient and nutrition-sensitive production, and increased market participation for project farmers through improved access to credit, inputs, and digital extension services while linking them to high-capacity Farmer Producer Organizations (FPOs). The inclusion of female smallholders will be a key focus area, with at least 50 percent of CIG members supported under the project estimated to be female farmers. Subcomponents here include Subcomponent 1.1: Farmer Capacity Building and e-E-Voucher support; Subcomponent 1.2: Farmer Producer Organization (FPO) level Climate Smart Value Chain Investments; and Subcomponent 1.3: Improve Creditworthiness of CIGs and FPOs (US\$ 40 million)

Component-2: Climate smart value Chain Ecosystem Investments - This component will finance the enabling ecosystem investments identified as part of the county-level, regional-level (spanning several counties), and national value chain development plans for each of the nine identified value chains. The subcomponents are as follows - Subcomponent 2.1: Farmer-led irrigation development (FLID); Subcomponent 2.2: Market access and infrastructure development; Subcomponent 2.3: Data and digital investments; and Subcomponent 2.4: Research linkages, technical assistance, and institutional.

Component 3: Piloting Safer Urban Food Systems - This component will support the rollout of Urban Food System pilots in Nairobi, a major urban cluster in the country, and parts of Kiambu and Machakos bordering the city as the peri-urban areas. The focus will be to demonstrate proof of concept of an efficient, climate smart and safe urban food

system. It has 3 subcomponents namely Subcomponent 3.1: Urban and peri-urban agriculture; Subcomponent 3.2: Urban market infrastructure; and Subcomponent 3.3: Policy and institutional strengthening.

Component 4: Project Coordination and Management - Will finance activities related to national and county-level project coordination. These activities include planning, fiduciary (financial management and procurement), staffing & human resource (HR) management at the national level, environmental and social safeguards implementation, monitoring and compliance, development of the Management Information Systems (MIS) and Information & Communication Technologies (ICT). They also include regular M&E, impact evaluation, communication, knowledge management, and citizen engagement. It has two subcomponents, namely: Subcomponent 4.1: Project coordination, and Subcomponent 4.2: Communication, monitoring & evaluation (M&E), and information communication technology (ICT)

Component 5: Contingency Emergency Response – Has a zero-budget subcomponent will finance immediate response activities following natural disasters (e.g., droughts, floods and any sudden surge of a crop and livestock pest or disease like the locust or fall army worms) impacting the agricultural sector. The emergency response financing would be triggered upon formal request from the National Treasury (NT) on behalf of GoK. In such cases, funds from project components would be reallocated to finance immediate response activities as needed. Procedures for implementing the contingency emergency response will be detailed in the Immediate Response Mechanism Operations Manual (IRM-OM) to be prepared and adopted by GoK within six months of project effectiveness.

2.0 Overall objective:

The overall objective of the assignment is to ensure meaningful participation and consideration of GBV/SEA/SH matters in the NAVCDP benefits at project and community level. The Specialist shall focus on GBV/SEA/SH Prevention, and other VMGs during the planning, decision-making, design and implementation of the NAVCDP program in a manner that protects the targeted beneficiaries, general community and project workers.

2.1 Specific Objectives

Specific objective for this assignment shall be as follows below;

- a) Contribute to the preparation of annual action plans, as well as to the drafting of periodic project reports (monthly, quarterly, and annual) and ensure that GBV/SEAH prevention aspects are adequately considered in the project activities and said reports
- b) Support and backstop national, county, and community to ensure that their project implementation activities comply with project GBV/SEA/SH safeguards.
- c) Review safeguards instruments in relation to Gender mainstreaming / Gender Based Violence/Sexual Exploitation and Harassment and ensure all these issues are accurately addressed.
- d) To provide technical support and oversee continuous stakeholder engagement and regularly liaise with counties and communities that are benefiting from the Project to facilitate communities' access to economic opportunities resulting from project activities as GBV/SEAH issues are prevented.
- e) To ensure meaningful participation and access for women and other vulnerable and marginalized people in the NAVCDP project and increase awareness of GBV/SEA/SH risks among the target project beneficiary community population and the general population
- f) Coordinate to the effectiveness of GBV/SEA response services to survivors and timely reporting and management through strengthening capacity of the local GBV referral systems to better respond to GBV/SEA/SH issues.

3.0 Scope and Specific Tasks of Assignment

The following is the scope and specific tasks

- i) Assess capacity of project staff and awareness of the communities and key project stakeholders on gender and disability inclusion in the project including risks of GBV/SEAH and labor influx and design a training curriculum for the project staff and relevant Community institutions.

- ii) Assess the project for GBV and gender exclusion risks to assist the project develop and deliver information, education, and communication materials for stakeholders to indicate that the project and/area is a GBV/SEAH free zone, as well as provide appropriate information on GBV/SEAH, identify response services (such as hotline numbers and where to seek assistance when needed).
- iii) Identify and map GBV/SEAH service providers to ensure information is made available to health service providers on where psychosocial support and emergency medical services for survivors of GBV/SEAH can be accessed (within the healthcare system).
- iv) Help the project develop GBV/SEAH prevention policy and response procedures that outline key requirements for reporting cases if they arise, measures to enable safe, ethical, survivor-centered response and disciplinary processes.
- v) Provide project staff and communities and inventory of service providers for referrals in the project area to support survivors of violence against women and children, sexual exploitation, abuse and harassment and help develop protocol for management of associated risks and impacts of GBV/SEAH
- vi) She/He will train all project staff and workers (where feasible) and integrate understanding of the CoC, GBV/SEAH as well as accountability and response framework including the referral processes, responsibilities and reporting in other trainings; and
- vii) Assist the project team to be aware and utilize the GM developed under the project with a separate channel to manage GBV/SEAH-related complaints to enable reporting in a safe, confidential survivor-centric manner. Cases of GBV/SEAH will be reported through the general Project GM – through the suggestion box, or through the GM Hotline Operator, phones calls, emails etc. to be developed, collaborated, and managed by the GBV/SEAH Specialist. The project GM will ensure all incidents of GBV/SEAH are reported through the GBV/SEAH - GM system related to NAVCDP and relayed to the NPCU and World Bank within 24 hours.

- viii) Train the project staff on how to engage the communities to influence formation of CIGs with GBV/SEAH sensitivity, advocacy groups for children and adolescent girls and of persons with disabilities/DAPs and other stakeholders (Including issues related to GBV and GBV related concerns about the project) with appropriate ethical protocols. The consultations should feed into the identification of potential GBV issues and possible prevention and mitigation strategies.
- ix) Capacity build the NPCU, CPCU and stakeholders on how to integrate the GBV/SEAH issues in the bidding documents for contractors for the project investments and raise the awareness creation campaigns to all project related agencies to promote the increase of female workers, VMGs/IPs ratio and “equal pay for equal work”.
- x) Provide gender inputs for all project trainings both at institution and community levels.
- xi) Help the project identify the female labor force among the communities in the project influence area and their skills and interests for engaging in the project civil works and include skills training program in the annual work program as well for capacity building for formation and management of female labor contractor societies (LCS).

4.0 Duration and location of the assignment

The overall assignment period is thirty (30) calendar months. The assignment will be for an initial contract duration of twelve (12) calendar months from the date of commencement of this contract. The contract duration is subject to extension based on satisfactory performance, extension of the project, budget availability and project needs.

The position shall be based in Nairobi, Kenya, at the Capitol Hill Towers, Cathedral Road, Nairobi, Kenya with frequent visits to the project counties. All such travels shall be approved in advance by the coordinator.

5.0 Reporting requirements and timelines for deliverables:

The Specialist will generally work from Monday to Friday 0800h to 1700h on a **full-time basis**, and shall be responsible for providing services in line with the ToR. The GBV/SEAH Prevention Specialist will prepare monthly, quarterly, biannual and annual activity reports summarizing progress of the implementation of GBV risk mitigation measures for the project and the services of the other NPCU members, and support to consultants to be integrated into the preparation of monthly, quarterly, biannual and annual activity progress reports of the project's GBV/SEAH Prevention aspects. These reports will take stock of the achievements of the month, quarter or year, will present the main issues raised and the solutions provided, together with the strengths and weaknesses of the actions carried out. The said reports will be due no later than seven (7) days after end of reporting period for the monthly reports, fifteen (15) days after end of reporting period for the quarterly reports and not later than one month (30 days) after end of reporting period for biannual and annual reports. Reporting process will also fulfil the requirements of the ESCP. The report format shall be developed, discussed and approved by NPC in consultation with the M&E and other project Safeguard thematic leads. The report format shall be developed, discussed and approved by NPC in consultation with the other project safeguard thematic leads and the M&E.

All reports will be submitted to;

Principal Secretary

State Department for Agriculture,

Ministry of Agriculture and Livestock Development

Capitol Hill Towers, Cathedral Road,

P.O. Box 8073-00200,

Tel: +254773-203-315, Email: info@navcdp.go.ke

Attention:

The National Project Coordinator

National Agricultural Value Chain Development Project (NAVCDP)

Tel: +254773-203-315, Email: info@navcdp.go.ke

6.0 Payment and Remuneration

The GBV Specialist shall be remunerated based on a monthly rate (inclusive of all clearly identified taxes), which will be negotiated with the successful candidate during negotiations. Remuneration will be based on national competitive rates, commensurate with the selected candidate's area of expertise and work experience, provided he or she has satisfactorily fulfilled all requirements stipulated here in above.

Payment shall be monthly upon submission and approval of the monthly reports. Costs incurred by the GBV Specialist outside the NAVCDP -NPCU office will be reimbursed upon submission of a statement of expense and verifiable supporting documentation to the coordinator.

7.0 Minimum Requirements for the Qualifications and Experience.

The specialist should have the following minimum qualifications and experience

- The Specialist must have a minimum of a Master Degree in Sociology, Anthropology, Gender and Development studies or other relevant fields from a reputed public university.
- General experience of at least six (6) years in social risk management
- A specific experience of four (4) years in actual gender mainstreaming for development, and GBV/SEAH prevention in development projects in different roles and assignments undertaken at different levels with sector specialists working with Multilateral Organizations, International NGOs, implementing compliance procedures like the ESF and Environmental and Social standards.
- A minimum of two (2) assignment in developing and reviewing Grievance Mechanisms, Stakeholder Engagement Plans to enhance Gender inclusion, Gender-based violence plans (GBVPs) and all tools and instruments for mitigating project induced Social Risks and Protection of Vulnerable groups; one (1) of which involves World Bank safeguards operational standards.

8.0 Management and Accountability of the Assignment

The project is under the State Department for Agriculture, and it is the Client for the Services. The Principal Secretary, SDA has appointed the NPC to whom the specialist will report. The selected specialist will report to the Project Coordinator, NAVCDP. The Specialist will also work closely with the E&S staff at national level and support project counties to ensure that the assignment deliverables are met within the stipulated work plans and delivery schedule.

9.0 Obligations of the Client

The Services and Facilities provided by the Client will be as follows

- i. The client (through NPCU) will provide all developed and available project manuals, documents, and Frameworks that can assist in this assignment,
- ii. Organize meetings with relevant stakeholders as may be required by the Specialist.
- iii. Suitable furnished office space.
- iv. Telecommunication/access to Wi-Fi
- v. Suitable Office Equipment.
- vi. Transport to field assignments, as and when required. Where travelling individually on project duties, subsistence allowance shall be paid in the equivalence of the Public Service Job Group “R” rates as published by the Salaries and Remuneration Commission (SRC). All individual travel shall be approved by the National coordinator before the task.
- vii. Support from all the project staff.

10.0 Obligations of the GBV/SEAH Prevention Specialist

The Specialist will work in close collaboration with all component leads, and especially E&S specialists ensuring that all GBV/SEAH incidents are reported accordingly, and due diligence on referral pathways adhered to, as well as quarterly reports on GBV/SEAH. S(he) will submit reports directly to the NPC or an assigned officer by the coordinator. Based on the listed duties the GBV specialist to develop a work plan documenting an implementation strategy for the tasks to be undertaken.

The GBV/SEAH Specialist shall perform and carry out the Services with all due diligence, efficiency in accordance with generally accepted professional standards and practices, and shall observe sound management practices. The specialist shall always act, in respect of any matter relating to this Contract or to the Services and safeguard the Project's legitimate interests in any dealings with the third parties. The expert has an obligation to disclose any situation of actual or potential conflict that impacts on capacity to serve the best interest of the Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the specialist or the termination of his/her Contract.

The Specialist shall ensure

- A high level of professionalism, integrity, diplomacy and initiative is consistently demonstrated
- Activities are implemented within agreed timeframes to required standards and are done in accordance with the standards and guidelines of the World Bank and Government of Kenya
- Improved/efficient information management system
- The Client's interests are held paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own interests.

11.0 Confidentiality, and Property Rights of the Information, data, and Documentation

All the reports, data, and information developed, collected, or obtained from the implementing agencies etc., Client, and other Institutions during this exercise shall belong to the Client and will be relinquished by the specialist to the client. No use shall be made of them without prior written authorization from the Client.
