



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 THE

SOCIAL SAFEGUARDS SPECILIST

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
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1.0 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 plus 2 counties. The NAVCDP intends to build on the foundation set by two World Bank funded projects namely, the National Agricultural and Rural Inclusive Growth Project and the Kenya Climate Smart Agriculture Project. *The Project Development Objective (PDO) is to increase market participation and value addition for targeted farmers in select value chains in project areas.*

The project will support about 4 million farmers engaged in sixteen (16) value chains across 33 counties. It is anticipated that 50 percent of these farmers will be women. Targeting a high number of women farmers will positively impact their incomes and on the food and nutrition status of households. However, the roll out of project benefits under the project may result in exclusion of some farmers from vulnerable and disadvantaged category (orphans, and child headed households, the sick, elderly, and female headed households, people with disabilities) as per ESS1 as well as vulnerable and marginalised communities as per ESS7. The risk of exclusion and inadequate consultation with VMGs is rated as substantial. The key challenge for the project would be to ensure that the women farmers are meaningfully engaged in the project and that they accrue the project benefits. In addition, women farmers may be challenged with low literacy level and limited access to land which is a key resource for the project.

1.1 Project Description and Components

The project will deepen investments in existing interventions around 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.

Component 1: Building Producer Capacity for Climate Resilient Stronger Value Chains

Component 1 is focused 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). Inclusion of women smallholders will be a key focus area with at least 50 percent of CIG members supported under the project estimated to be women farmers. Subcomponents here include Sub-component 1.1: Farmer Capacity Building and e-E-Voucher support; Sub-component 1.2: Farmer Producer Organization (FPO) level Climate Smart Value Chain Investments; and Sub-component 1.3: Improve Creditworthiness of CIGs and FPOs.

Component 2: Climate smart value Chain Ecosystem Investments

The component will finance the enabling ecosystem investments identified as part of county level, regional level (spanning several counties) and national value chain development plans for each of the nine identified value chains. The sub-components include Sub-component 2.1: Farmer-led irrigation development (FLID); Sub-component 2.2: Market access and infrastructure development; Sub-component 2.3: Data and digital investments; and Sub-component 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. The component has three subcomponents: Sub-component 3.1: Urban and peri-urban agriculture; Sub-component 3.2: Urban market infrastructure; and Sub-component 3.3: Policy and institutional strengthening.

Component 4: Project Coordination and Management

This component will finance activities related to national and county-level project coordination, including 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), regular M&E, impact evaluation, communication, knowledge

management and citizen engagement. This component has two subcomponents namely Sub-component 4.1: Project coordination; and Sub-component 4.2: Communication, monitoring & evaluation (M&E), and information communication technology (ICT).

Component 5: Contingency Emergency Response

This zero-budget sub-component will finance immediate response activities following natural disasters (e.g., droughts, floods and or 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 project implementation aligns with social risk management requirements, promoting inclusive stakeholder engagement, and mitigating potential negative impacts on communities, particularly vulnerable groups in NAVCDP.

2.1 Specific objectives

- a) Contribute to the development of the work plan and the implementation matrix and documenting an implementation matrix for the tasks to be undertaken as based on the ESCP, and other project E&S compliance documents.
- b) Identify assess and manage social risks associated with project activities, monitor social impacts and ensure compliance with social safeguard policies and regulations,
Develop and implement social risk management plans and monitoring frameworks
- c) Facilitate meaningful and inclusive consultations with affected communities and stakeholders, ensure that diverse perspectives are heard and addressed, Promote transparency and accountability in project decision-making
- d) Operationalize a functional GRM to address grievances raised by affected communities and ensure timely and effective resolution of grievances.

- e) Promote social inclusion and equity by addressing the needs of vulnerable and marginalized groups, ensure that project benefits are distributed fairly and equitably and prevent and mitigate social conflicts and tensions
- f) Provide technical advice and guidance to project staff and partners on social safeguard issues, conduct training and capacity-building activities on social safeguards and support the development and implementation of social safeguards plans and tools.

3.0 Scope and specific tasks of the assignment

The following is the scope and specific tasks of the assignment.

- (a) Develop public education and awareness materials on; social standards applicable to this project, including preparing training materials and coordinate capacity building activities on social risks related to, non-discrimination, labor, and working conditions, and inclusion of vulnerable and Marginalized groups, project impacts on land, consultation, and information dissemination in National and County levels.
- (b) Ensure compliance with project interventions by overseeing community engagement with the guideline requirements as set out in the safeguard frameworks (ESMF, IPMP, VMG, RPF, and SEP. LMP and other plans and instruments) specific to NAVCDP and subsequent plans so developed.
- (c) Ensure that project activities are carried out in line with VVB ESF instruments (i.e., ESMF, RPF, VMGF, SEP, LMP and other project implementation manuals) prepared for the project, and national legislation; more specifically enforce social safeguards measures of the project as stipulated in the VMGF, RPF, and ESMF.
- (d) In collaboration with the Environmental and GBV/SEAH specialist, Design tools and mechanisms to ensure that agricultural services are gender sensitive including the focus of extension for women as managers and/ or partners.
- (e) Develop mechanisms to tackle technical, logistical, and attitudinal constraints facing the service providers in supporting men and women farmers.
- (f) Pay full attention to opportunities to enhance the social impact of the project through reduction and mitigation against potential social risks.
- (g) Serve in the panel evaluating bids / proposals on project investments on social works and consultancies.

- (h) Assess potential social impacts of civil works planned under the project, provide recommendations for adjusting designs for decreasing negative impacts to the extent possible, and identify measures for mitigating negative social impacts.
- (i) Brief contractors engaged under the project on the applicable social safeguards policies and their requirements.
- (j) Be responsible for project-related Grievance Redress Mechanisms (GRMs) and oversee the workers and community grievance redress mechanisms to ensure any issues are resolved in a timely manner.

4. 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 commencement date of the contract. The contract duration is subject to extension based on satisfactory performance, extension of the project, budget availability and project needs.

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

5. 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 Social Safeguard Specialist will prepare monthly, quarterly, biannual and annual activity reports summarizing progress of the implementation of social risk mitigation measures for the project and the services of the other NPCU members, and support to the consultants to be integrated into the preparation of monthly, quarterly, biannual and annual activity progress reports of the project's social 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.

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)

6. Payment and Remuneration

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

7. Minimum Requirements: Qualifications and Experience

The specialist should have the following minimum qualifications and experience

- The Specialist must have a minimum of Master's Degree in Social Sciences, Social work, Environmental Sciences or other relevant social discipline from a reputed university recognized in Kenya.

- A general experience of at least 8 years' working experience managing and mitigating social risks,
- A specific experience of five (5) years on social issues including but not limited to social risk assessment, preparation and implementation of Social Risk Management instruments, and social audits for infrastructure of similar nature in a World Bank or a similar multilateral development agencies and National Knowledge of ESF and IO Standards, and policies, legislation, and experience of human rights and gender, respectively.

8. Management and Accountability of the Assignment

The project is implemented by the State Department for Agriculture who is the client for the Services. The Principal Secretary, State Department for Agriculture has appointed the NPC to whom the specialist will report. 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. Obligations of the Client

Services and Facilities provided by the Client are as follows;

- i. The client (through the 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. Facilitate liaison with other program implementing partners
- iv. Telecommunication/access to Wi-Fi.
- v. Suitable Office Equipment.
- vi. Facilitate communication to the stakeholders
- vii. 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 before the task by the National Project Coordinator.
- viii. Support from all the project staff.

10. Obligation of the Social Safeguards Specialist

The Specialist will work and submit the reports to the NPC but work closely with National Environmental Safeguards Lead, the GBV/SEAH Specialist and other thematic leads at the NPCU. On sensitive information, the Specialist shall liaise from-time-to time with the NPC.

The expert shall perform and carry out the Services with all due diligence, efficiency and economy, 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 specialist 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. Confidentiality, Property Rights of the Client in Reports and Records

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. No use shall be made of them without prior written authorization from the Client.

At the end of the assignment, the Specialist shall relinquish all data, manuals, reports, and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.