TERMS OF REFERENCE

DEVELOPMENT OF A DIGITAL NDC TRACKING TOOL FOR THE WATER AND WASTE MANAGEMENT SECTORS IN KENYA

1. Introduction

The Friedrich-Ebert-Stiftung (FES-Kenya), the Civil Society Urban Development Platform (CSDUP), and the Pan African Climate Justice Alliance (PACJA) (hereafter referred to as the Consortium) have received funding from the European Union (EU) to implement a project NDCICI CSO/2024/453-375 (PC-36593) "SCEJU: Strengthening Civil Society Engagement for a Just and Sustainable Urbanization." SCEJU, a 3-year project will be implemented in three counties of Kenya: Kisumu, Nakuru and Makueni.

The project's overall objective is "To strengthen democracy and inclusive democratic processes in, matters of urban quality of life, climate change, and biodiversity in Kenya." The specific objective is "To achieve strengthened responsive, inclusive, participatory, and representative governance in sustainable water and waste management and climate justice" in the target counties.

SCEJU's overall aim is to empower Youth, Women and Vulnerable Groups living in urban informal settlements in the target counties enabling them to tackle critical challenges in sustainable water and waste management. By amplifying their voices and facilitating platforms for engagement with stakeholders, the project aims to influence policy and public discourse, ensuring that the needs and perspectives of these communities are recognized and addressed.

2. Background of the assignment

Kenya, as a signatory to both the Paris agreement and the United Nations Convention on Biological Diversity (UNCBD), has demonstrated a strong commitment to addressing climate change, safeguarding biodiversity, and pursuing sustainable development. Central to these efforts is Kenya's Nationally Determined Contribution (NDC), which serves as the country's principal instrument for articulating its climate action priorities, targets and commitments.

In April 2025, Kenya submitted its Second Nationally determined Contribution (2031-2035) to the United Nations Framework Convention on Climate Change (UNFCCC). This updated submission outlines enhanced ambitions and actions for the period 2025-2035, building upon previous versions submitted in 2016 and 2020. It reflects Kenya's strengthened climate commitments aligned with evolving national development priorities and latest scientific evidence on climate risks and responses.

The NDC (2025-2035) recognizes the role of water and waste management sectors in both contributing to and mitigating climate change. These sectors are not only significant sources of greenhouse gas emissions but also highly vulnerable to climate impacts such as drought, flooding, and water stress. Their integration into NDC planning is vital for climate resilience, public health and sustainable urban development.

Despite the linkages, there remains a gap in systematically tracking and evaluating how water and waste management commitments are implemented under the NDC framework. The complexity of these sectors, coupled with data limitations, fragmented governance structures and limited technical capacity poses a challenge to effective monitoring and reporting.

To address this, there is a need to develop a dedicated web-based tool that enable tracking of Kenya's progress on NDC implementation in the water and waste sectors. Such a tool will provide a centralized platform for data collection, analysis and reporting and will support evidence-based decision-making, enhance transparency and strengthen accountability. It will also help align climate action in these sectors with Kenya's broader environmental obligations and Sustainable Development Goals (SDGs).

This assignment will therefore support the design and development of an NDC tracing tool that operationalizes Kenya's climate commitments in water and waste management and ensures alignment with the ambitions set out in the NDC.

3. Objective of the assignment

To design, develop, test and deploy a digital, web-based NDC tracking tool that enables stakeholders to monitor implementation progress in the water and waste management sectors in line with Kenya's climate commitments.

4. Scope of work

The consultant will undertake the following tasks:

a. Needs assessment and design

- Conduct virtual stakeholder consultations to understand user requirements, data needs and existing systems
- Conduct desk top reviews of Kenya's updated NDC, relevant sectoral strategies and climate reporting frameworks and identify key indicators for the tool (with support from project staff)
- Propose the system design and user interface (basic mock-up)

b. Development of the tracking tool

- Develop a web-based tool NDC with modules for data input, storage, visualization and reporting
- Ensure the tool allows for disaggregated reporting at national and county levels
- Ensure the tool is accessible via standard browsers

c. Testing and validation

- Conduct remote testing stakeholders from the three target counties (Kisumu, Nakuru, Makueni)
- Collect user feedback and refine the tool accordingly

d. Capacity building and documentation

- Facilitate virtual training sessions for key users
- Provide handover documentation

5. Expected deliverables

a) Inception report outlining methodology and work plan submitted 5 days after the inception meeting
b) Design specification and mock-up of the tool
c) Functional web-based NDC tracking tool
d) Completion report detailing the development process, challenges and recommendations

6. Expected results

a) A functional, web-based NDC tracking tool is developed, tested and deployed, enabling monitoring of Kenya's NDC implementation progress in the water and waste management sectors
b) Key sectoral indicators and targets integrated into the tool, allowing for structured data input, analysis and reporting at both national and county levels
c) SECJU project partners and other users utilize the tool for ongoing monitoring, evaluation and learning, enabling adaptive management and continuous improvement
d) Sustainability and scalability mechanisms are embedded into the system design, ensuring potential replication across other sectors or counties, and alignment with national climate data ecosystems

7. Qualifications

a) Advanced degree in Computer Science, Information Systems, or related field
b) Minimum of 3 years' experience in web development and data management tools
c) Experience with climate/environmental data systems preferred
d) Understanding of basic climate reporting frameworks

8. Duration of assignment

This assignment will be conducted over a period of 30 working days within a 2-month timeframe of September and October 2025.

9. Costs covered by the consortium

The consortium will only cover the consultancy fees.

10. Payment terms for the consultancy

The consultancy fee should range from KES100,000 – KES140,000.

The consultant's fees will be paid as follows:

- 40% upon signing the contract to facilitate desk review, development of tools, and inception report
- 60% upon completion of all tasks and acceptance of the deliverables by the Consortium

11. Reporting

The consultant will work closely with the consortium project team and provide regular feedback.

12. Expected conduct

The consultant is expected to undertake the assignment with professionalism, ethical competence and integrity.

13. How to apply

Interested candidates should submit:

a) A technical proposal (not more than 10 pages) outlining the approach and methodology with detailed curriculum vitae(s) included in the annex
b) A financial proposal including all costs

Please send the application materials in PDF format, electronically, using the subject line: NDC Tracking Tool Development by 5pm East African Time on Friday 29th August 2025 to Hope Okuthe email: hope.okuthe@pacja.org