



**MINISTRY OF WATER, SANITATION AND IRRIGATION  
STATE DEPARTMENT FOR WATER AND SANITATION  
THWAKE MULTI-PURPOSE WATER DEVELOPMENT PROGRAM PHASE 1**

**ADF GRANT NO: 2100155025973**

**TERMS OF REFERENCE**

**CONSULTANCY SERVICES TO UNDERTAKE STAKEHOLDER AWARENESS  
AND COMMUNITY SENSITIZATION COMMUNICATION CAMPAIGNS ON DAM  
BREAK AND EMERGENCY PREPAREDNESS**

**OCTOBER, 2024**

## **1.0 INTRODUCTION**

### **1.1 Project Background Information**

The Government of Kenya and the African Development Bank (AfDB) through the Ministry of Water, Sanitation and Irrigation is implementing Thwake Multipurpose Water Development Program. This is a flagship program under Vision 2030 of the Government of Kenya (GOK) whose overall objective is to fulfill the long-term country's development ambition in the areas of water, energy and agriculture, and a key program under the Government Bottom Up Economic Transformation Agenda (BETA). It will also provide regulation of flows on River Athi downstream of the dam for flood control and drought mitigation.

The Program is being implemented in Four phases namely: -

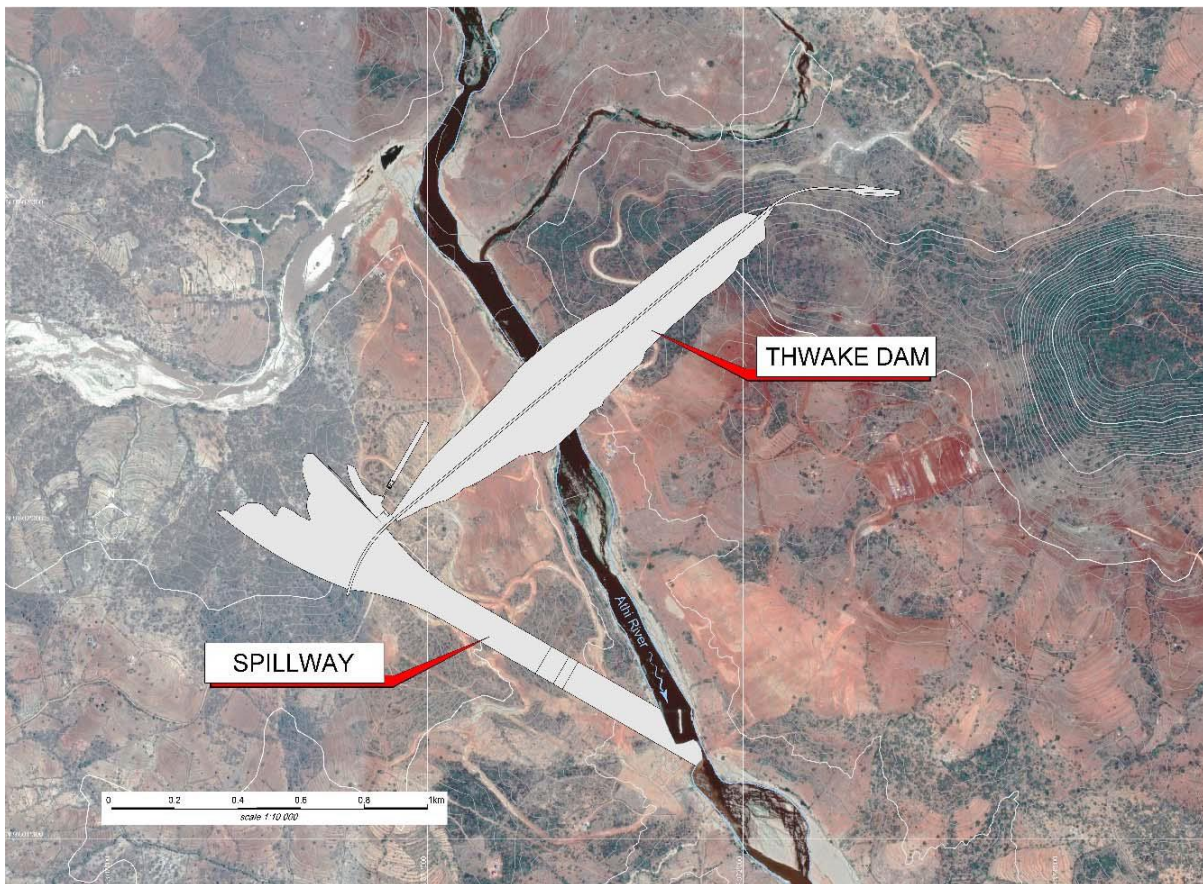
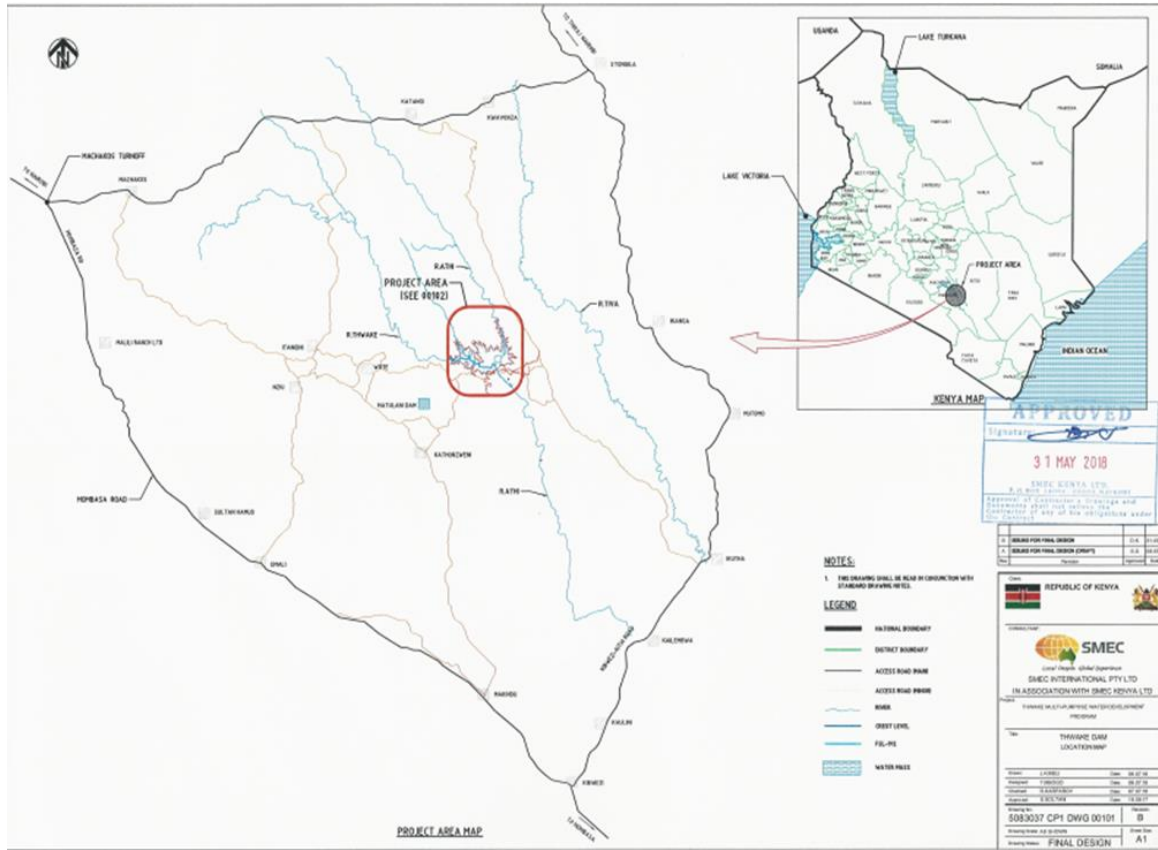
**Phase 1:** Construction of 80.5m high multi-purpose dam with storage capacity of 688 million cubic meter and associated preliminary works located one kilometer downstream of the confluence of Thwake and Athi Rivers

**Phase 2:** Development of Water Supply, Sanitation & Waste Water Infrastructure to supply estimated 150,000 m<sup>3</sup>/day of treated water to approximately 1.3 million people drawn from the rural areas of Kitui and Makueni Counties and Konza Techno City in Machakos County;

**Phase 3:** Development of hydropower generating system with an installed capacity of approximately 20 MW; and

**Phase 4:** Development of Irrigation Scheme to ultimately irrigate 40,000 hectares (approx. 100,000 acres) of land.

The Dam is located at a distance of about 180 km South East of Nairobi and is accessible from Wote Town in Makueni County through Wote – Mavindini road or through Kwa-Vonza – Kanyangi gravel in Kitui County.





The reservoir will cover an area of 2,900 Hectares spanning from the embankment to about 12 Km upstream and an estimated catchment area of 10, 276 square km<sup>2</sup>. The Dam project is expected to serve the greater lower eastern areas of Makueni, Kathonzeni, Mbooni East (all in Makueni County) and lower Yatta in Kitui County. The principal areas which have been targeted as the main beneficiaries of water from the dam are the towns of Kathonzeni, Wote, Kibwezi and their surrounding areas, the Konza ICT City and the neighbouring areas of Makueni County and the Yatta Plateau in Kitui County.

The area is not endowed with surface water resources except Athi River which is a perennial river and drains along the Athi basin and finally into the Indian Ocean. The river is fed by several other tributaries which are seasonal in nature but which carry huge volumes of water during the rainy seasons. Thwake River, one of the tributaries joins Athi River near Kathukuni and Nduyu Hills in Makueni and Kitui counties respectively, and at a distance of approximately 1.0 km upstream of the proposed dam axis.

Ephemeral tributaries into Athi River include Kaiti, Muooni, and Mutito Andei Rivers. Other tributaries are Makindu, Kibwezi and Tsavo Rivers.

The program seeks to meet the following specific goals: -

1. To provide clean and adequate domestic water supply for about 1.3 million people
2. To provide water for irrigation
3. To facilitate water storage and reduce rain water losses, and
4. To generate hydro-electric power.

## **1.2 Project Commencement and Progress**

The Dam Construction site was handed over to the Contractor on 27th March 2018 which was also the commencement date of the works. The expected completion date is December 2024. As at 30th July 2024, the construction works progress stood at 94.09%.

## **2.0 Thwake Dam Emergency Preparedness Plan**

Dams are built not only for water supply, irrigation, hydropower and recreation benefits but also for flood mitigation to minimize risk to the local population downstream and environment. The high volume of water stored in the reservoir behind the dam will undoubtedly pose harmful impacts to the surrounding community if massive downfall release suddenly occurs. The impact is disastrous when the failure is over the large dam. Thwake Dam is a large dam as it is 80.5m and is design to store 688 million cubic metres of water. During the dam design stage, construction, and operation, the factors that cause dam failures can be identified, and the impacts evaluated. Though the causes of dam failures differ to each dam, collected data reveals that the dam's failures are due to overtopping, toe erosion, loss of storage contents, failure of the appurtenant structure, earthquake, foundation failure, and movement or cracking in dam structure.

In recognition of the threat posed by the storage of huge amount of water in Thwake Dam, the Government of Kenya (GoK) initiated study on Thwake Dam Break Analysis and Emergency Preparedness Plan whose report was submitted in April 2020. The aim of the study was to define a procedure to direct operating personnel (dam operating personnel and appointed agencies) during an emergency situation or unusual occurrence:

- To take specific action
- To alert the supervisor
- To initiate any necessary remedial actions
- To remain in contact with the supervisor.

The purpose of the Consultancy services is to implement recommendations of the Thwake Dam Break Analysis EPP study; particularly in sensitizing stakeholders and communities living downstream of the dam on general procedures to reduce the risk of human life loss and injury and minimize property damage during an unusual or emergency event at Thwake Dam.

In undertaking the consultancy services, the Consultant will apply the report to develop sensitization and awareness communication materials that clearly captures:

- Unusual and emergency events based on the features of Thwake dam
- Actors, responsibilities and procedures in case of an emergency
- A plan which facilitates public safety by notifying all appropriate authorities information to all stakeholders to allow for an informed evaluation to be made during emergency events
- Sufficient information for the redaction of the Emergency Action Plan, which is a detailed plan an action for foreseeable flood emergencies affecting the safety of Thwake dam and affected properties downstream.

### **3.0 PURPOSE OF THE CONSULTANCY**

The State Department for Water and Sanitation is seeking to procure services of a Consultant to undertake Sensitization and Community Awareness Communications Campaigns to all stakeholders and communities living downstream of the Thwake Multipurpose Dam in six (6) locations of Hola (Tana River County) , Kilifi, Taita, Machakos, Kitui and Makueni Counties as recommended by the Dam Break Analysis study conducted in the year 2020. The purpose of the consultancy services is to undertake Sensitization and Awareness on the Thwake Dam Emergency Preparedness and Plan (EPP) among the stakeholders and communities living downstream in the areas that are likely to be affected by flooding should the dam fail.

### **4.0 OBJECTIVES OF THE CONSULTANCY SERVICES**

**Specifically, the Consultant will:**

- a) Undertake sensitization and communications awareness campaigns in six (6) locations of Hola (Tana River County), Kilifi, Taita, Machakos, Kitui and Makueni Counties
- b) Create awareness among the stakeholders and communities on the Thwake Dam Emergency Preparedness and Response Plan

- c) Design and print 500 Information Communication and Education (IEC) brochures at each site – both English and Kiswahili, including press kit with information on emergency steps to take
- d) Mobilize community and key stakeholders to attend the events through town crier, local radio stations and local administration
- e) Rapporteur the proceedings through a Secretariat
- f) Provide 6 copies of the meeting report from each site

In undertaking the assignment, the consultant will be required to provide the following equipment and resources at the 6 venues of the meetings:

- a) Hire a Public Address System in all the venues where sensitization will be conducted
- b) Hire grounds or alternatively have halls for the sensitization exercise
- c) Provide tents, chairs and tables for 500 people or in alternative hire a hall
- d) Provide power source during the meetings
- e) Provide audio-visual equipment for presentations
- f) Provide each attendee with a bottle of water and 10 o'clock tea
- g) Provide transport or fuel for teams from Program Implementation Team (PIT) and the National Disaster Management Unit (NDMU) at the six locations
- h) Provide Daily Subsistence Allowance (DSA) for all the team members from Program Implementation Team (PIT) and the National Disaster Management Unit (NDMU) at the six locations
- i) Facilitate presentations at the meetings by PIT members, NDMU and County Security Committee members
- j) Design and print branded merchandise (PIT to provide artwork) like t-shirts, caps, *lessos* for women, non-branded note books for writing, pens /fliers

## **5.0 SCOPE OF SERVICES AND SPECIFIC TASKS OF THE ASSIGNMENT**

The Scope of the Consultancy services includes: -

- i) Raise awareness through community communication advocacy and campaigns on Thwake dam emergency preparedness and safety measures in case of a possible dam break
- ii) Ensure proper documentation of all the processes, workflows, agenda of community meetings, venue (date & time) and attendance sheets of community engagement sessions

- iii) Document the sessions in both still pictures and videos for submission to the Client – Ministry of Water, Sanitation and Irrigation
- iv) Print and distribute IEC materials for the community in all the sensitization venues
- v) Identify and document various stakeholders, establishments and communities living downstream of the Thwake dam and how each will be affected in case a dam break emergency occurs
- vi) Prepare workplan for documenting EPRP and undertaking sensitization of the various stakeholders and communities downstream of the Thwake Dam
- vii) Work closely with the Program Implementation Team (PIT) to oversee the preparation, production and dissemination of both routine and complex outreach products like information, communication and education materials, branded merchandise, banners for outdoor campaigns, brochures, fliers, fact sheets, multimedia content
- viii) Prepare and submit reports and data of the households engaged during the sensitization meetings

### **5.1. Role of Program Implementation Team (PIT)**

The Program Implementation Team (PIT) is the link between the State Department for Water and Sanitation, African Development Bank (AfDB) and all other stakeholders involved in the program implementation.

In this assignment, the PIT will carry out the following functions;

- (i) Securing financial resources to support the implementation of the exercise
- (ii) Guide in providing the necessary support to the Consultant
- (iii) Review all the reports and provide necessary feedback and recommendations

### **5.2. Role of National Disaster Management Unit (NDMU)**

- (i) Assist the Consultant and the PIT in facilitating, promoting and coordinating disaster awareness sensitization programs
- (ii) Support the Consultant and PIT in developing and reviewing the field reports by the Consultant and give recommendations
- (iii) Assist in updating the recommended guidelines and tools sensitization campaigns
- (iv) Assist in empowering communities to address the risks, building capacities, knowledge and implementing disaster risk management strategies

### **5.3.Roles of County Security Team**



- i. Coordinate dissemination and stakeholder engagement on security matters that affect counties
- ii. Coordinate with the counties to rally and mobilize residents for sensitization meetings

## **6.0 METHODOLOGY**

The assignment shall be carried out in accordance with the generally accepted standards of professional practice, following recognized principles and practices.

The consultant shall develop and apply appropriate methodology for undertaking the assignment to deliver on the required output as clearly described in the terms of reference.

## **7.0 TEAM COMPOSITION AND MINIMUM QUALIFICATION AND EXPERIENCE REQUIREMENTS FOR THE KEY EXPERTS**

The firm shall comprise of Consultants well qualified and experienced professionals as required and appropriate for completion of the exercise. The firm should be registered in Kenya with valid practicing license. The Consultant must be knowledgeable and possess expertise in emergency preparedness and capacity building, with particular knowledge of community mobilization, communication, training, mitigation, response preparedness and recovery. Proof of qualification and experience will be required through submission of relevant CVs. The key experts to be provided by the firm for this assignment are as follows:

### **7.1 Team Leader (*Disaster Management Specialist/Community Mobilization and Outreach Expert*):**

The required skills, qualifications, experience and competencies for the Team Leader include but not limited to:

- i. Degree or equivalent in Disaster Management, Community Mobilization and Outreach or communication Studies.
- ii. Skills in journalism, development communication, political science, social sciences, international relations or related field from an accredited/recognized institute in Kenya will have an added advantage
- iii. Ability to prepare materials and conduct sensitization/awareness sessions effectively.

### **7.2 Communications Specialist**

- i. Degree in Communication Studies. Skills in journalism, development communication, political science, social sciences, international relations or related field from an accredited/recognized institute in Kenya will have an added advantage

- ii. Possess relevant skills in presentation and public communication techniques such as graphic design, visual language and the use of social media.
- iii. At least seven years relevant experience in training, presentation and public communication and/or advocacy with proven experience in writing advocacy documents and in the production of communication materials and products.
- iv. Desirable prior working experience with an internal organization with regional, international outreach
- v. Must have valid practicing license from relevant professional organizations or a member of at least one professional body in communications like the Public Relations Society of Kenya, or any other
- vi. Must demonstrate abilities to communicate in English, Kiswahili and local dialect spoken by the community in the assignment area.
- vii. Produce engaging communication and advocacy materials to the communities
- viii. Demonstrated ability to work under pressure to achieve multiple deadlines during the assignment period
- ix. Proven skills in the development and implementation of communication/media products and tactics
- x. Possess excellent skills in presentation and public communication techniques such as graphic design, visual language and the use of social media.
- xi. At least seven years relevant experience in training, presentation and public communication and/or advocacy with proven experience in writing advocacy documents and in the production of communication materials and products.
- xii. Desirable prior working experience with a development partners with regional, international reach
- xiii. Must have valid practicing license from relevant professional organizations or a member of at least one professional body in communications like the Public Relations Society of Kenya, or any other
- xiv. Excellent interpersonal skills complemented by the ability to conceptualize ideas and advocate consensus

### **7.3 Translator/Interpreter**

The required skills, qualifications, experience and competencies for the Translator/Interpreter include but not limited to:

- i. A holder of Bachelor's degree or higher in a relevant field, such as translation, linguistics, or language studies from a recognized Kenyan University

- ii. Minimum of three years of professional experience as a translator or interpreter
- iii. Fluency in at least two languages, including English and Kiswahili
- iv. Excellent written and verbal communication skills in all languages
- v. Strong research skills to ensure accurate translations of technical or industry-specific materials
- vi. Cultural awareness and sensitivity
- vii. Strong knowledge of translation software and tools
- viii. Strong focus on precision and a dedication to delivering excellent work

#### **7.4 Event Rapporteur**

The required skills, qualifications, experience and competencies for the Rapporteur include but not limited to:

- (i) Holder of Bachelor's degree in English, literature, journalism, communication, or any other relevant fields from a recognized institution of higher learning in Kenya
- (ii) Sound experience in drafting/editing reports from technical workshops and at least two years' experience in minutes taking, reporting, or other documentation processes
- (iii) Excellent oral and written English and Kiswahili languages
- (iv) Ability to gather data, compile information, and prepare quality reports
- (v) Good report writing and photography skills. Demonstrate the ability to use a neat, concise, and clear style in writing and communication.

##### **7.4.1 Tasks of the Rapporteur**

The Rapporteur will be responsible for taking comprehensive notes during the sensitization meetings in all the event venues, including key points of discussion, resolutions proposed, and the positions of different stakeholders

- (i) They will take notes of the meetings and produce a well-synthesized reports from all the venues at the end of the exercise.
- (ii) They will be required to meet PIT and NDMU teams before the event to review specific instructions for that event.
- (iii) They will be required to determine the final report template with the PIT and NDMU teams to guide rapporteur responsibilities on the exercise.

- (iv) They will be required to prepare a summary report using the format provided by PIT and NDMU, highlighting the key areas, objectives
- (v) Provide a summary of key outcomes of the event, including suggested follow-up
- (vi) Capture in whatever format (e.g., handwritten notes, typed notes, recorded messages, photographs, handouts and presentations) all pertinent information for each activity, including the speaker's name, title, and organization.
- (vii) Present a discussion summary, highlighting any conclusions, recommendations, and/or next steps (these should be included in the summary report, detailed in the Deliverables section).

Team Leader will be in charge of reporting and coordination of all activities, and will be the main contact person in the team vis-à-vis the Client.

### **8.0. ESTIMATED TIME INPUTS FOR KEY EXPERTS**

The number of key experts and the estimated time input for each key expert for the assignment are presented in Table 2.

**Table 2: Estimated Time Inputs for Key Experts**

<b>S/No</b>	<b>Key and Support Staff</b>	<b>No.</b>	<b>Input Staff No. Weeks</b>
1	Team Leader/Disaster Management Specialist/ Community Mobilization and Outreach	1	8 Weeks
2	Communications Specialist	1	8 Weeks
3	Translator/Interpreter	1	8 Weeks
4	Event Rapporteur	1	8 Weeks

### **8.1 Reporting Requirements and Timelines for Deliverables/Outputs**

The consultant shall submit all draft and final reports to the Program Coordinator in accordance with the schedule indicated in Table 1 below. The duration of the consultancy services will take two (2) months from the date of commencement.

### **8.2. Payment Schedule**

Payment of the assignment will be made as follows:

- a) Submission and discussion of the Inception Report which comprise methodology and sensitization awareness planning and draft EPRP material – 20% of contract sum.

- b) Submission of the Final Sensitization and awareness Report and with recommendations  
 – 80% (balance of the contract sum)

### 8.3. Timelines for Deliverables/outputs

The consultant shall submit all draft and final reports to the Program Coordinator, Thwake Multipurpose Water Development Program, in accordance with the schedule.

**Table 3: Reporting Requirements and Timelines for Deliverables**

No.	Deliverable	Timeline for Submission after Contract Commencement	Format of Presentation
1.	An Inception Report detailing the tasks, methodology of execution and a realistic work plan	Week 1 after signing contract	3 Hard copies and 1 soft copy
2.	Sensitization awareness, stakeholders, and the gaps to be addressed.	Week 6	5 hard copies and 1 soft copy per county
3.	Submission of the Final Sensitization and awareness Report and with recommendations	Week 8	5 hard copies and 1 soft copy per county

The consultant will report to the Thwake Multipurpose Water Development Program (TMWDP) Coordinator and will work under the supervision of the Program Implementation Team (PIT). All reports should be printed, bound and submitted in both hard and soft copies to the Program Coordinator in a standard way by the Consultant.

### 9.0. COST OF THE ASSIGNMENT

The cost of the assignment will be deemed to cover all cost experts input including transport and accommodations costs at the dissemination venues.

Cost of supplying equipment for use at the hired venues will include relevant costs including transportation and storage where necessary

Costs related to transportation and DSA of PIT and NDMU staff will be provided and a percentage added to cover administrative costs. This cost will be reimbursable to the consultant.

The total cost of the assignment will be the sum of all the above costs.

### 10.0 DOCUMENT CONTROL

All documents and data obtained during the audit shall remain the property of the Client. The Consultant shall return the documents obtained to the Client immediately the Consultants submits the reports and before any payment is made.

#### **11.0 CONFIDENTIALITY**

The Consultant shall be bound by the confidentiality clause as provided in the contract.

***Note: The above tables will be used during preparation of the Financial Proposal Document.***