

# TERMS OF REFERENCE (ToR)

## Consultancy to Develop Implementation and Monitoring Plans for Agroecology Policies in Nakuru and West Pokot Counties, Kenya

### 1. Background and Context

Agroecology is increasingly recognized in Kenya as a strategic pathway for advancing sustainable food systems, climate resilience, biodiversity conservation, and social equity. In line with this, Nakuru County and West Pokot County have developed and adopted County Agroecology Policies, which provide a strategic foundation for guiding agroecological transitions within their respective counties.

While the policies articulate clear principles, objectives, and priority action areas, their effective operationalization requires clear implementation and monitoring plans. Such plans are necessary to translate policy commitments into coordinated actions, clarify institutional responsibilities, guide programming and investment, and enable systematic monitoring, evaluation, and learning.

The Biodiversity and Biosafety Association of Kenya (BIBA), with the support of the Heinrich Boell Foundation (HBF), seeks to support Nakuru, and West Pokot Counties to strengthen the implementation of their agroecology policies through the development of focused, realistic, and CIDP-aligned implementation and monitoring plans.

BIBA therefore invites qualified consultant(s)/Firms to submit proposals to undertake this assignment.

### 2. Purpose of the Consultancy

The purpose of this consultancy is to develop clear, actionable, and county-owned implementation and monitoring plans for the Agroecology Policies of Nakuru and West Pokot Counties, to support effective and coordinated execution, accountability, and learning.

### 3. Specific Objectives

The consultancy will aim to:

- i. Translate the Agroecology Policies of Nakuru and West Pokot Counties into practical implementation plans.
- ii. Undertake a focused institutional and stakeholder mapping to clarify and align mandates, roles, and responsibilities among key actors, including county departments, development partners, and other stakeholders.
- iii. Develop practical monitoring, evaluation, and learning (MEL) plans with appropriate indicators and reporting mechanisms.
- iv. Align the implementation and monitoring plans with existing county planning, budgeting, and reporting systems, including County Integrated Development Plans (CIDPs).
- v. Strengthen county ownership through structured stakeholder engagement and validation.

### 4. Scope of Work

The assignment will be implemented over a period of three (3) months, during which the consultant will apply a focused and structured approach to deliver high-quality outputs. The methodology aims to prioritize policy coherence, institutional alignment, and stakeholder validation, ensuring that the resulting plans are practical, credible, and usable within existing county systems.

The consultancy will rely on strategic policy review, targeted stakeholder engagement, and facilitated validation processes, drawing on existing data, plans, and institutional knowledge.

#### **4.1 Desk Review**

The consultant will review:

- The Agroecology Policies of Nakuru and West Pokot Counties;
- Relevant national policy, legal, and institutional frameworks related to agriculture, food systems, environment, climate change, and devolution;
- Current County Integrated Development Plans (CIDPs) and relevant sector plans;
- Selected good-practice examples of agroecology implementation and monitoring plans.

#### **4.2 Institutional and Stakeholder Mapping and Role Alignment**

The consultant will undertake a focused institutional and stakeholder mapping to identify key actors directly relevant to agroecology implementation at county level, including:

- County government departments and agencies;
- Selected national government institutions operating at county level;
- Development partners;
- Civil society and farmer organisations;
- Relevant research institutions and private sector actors.

The mapping will:

- Clarify core mandates, roles, and responsibilities in relation to the Agroecology Policy;
- Identify areas of overlap, complementarity, and gaps;
- Propose practical coordination and role-alignment mechanisms suited to existing county structures.

The mapping will be strategic rather than exhaustive and will directly inform the implementation and monitoring plans.

#### **4.3 Stakeholder Consultation and Engagement**

The consultant shall design and facilitate a structured and time-bound stakeholder engagement process, consisting of the following meetings:

##### **a) Inception Meeting (1 Day)**

- A one-day inception meeting will be held at the start of the assignment with BIBA, HBS, and designated county government representatives.
- The meeting will:
  - Confirm the scope, methodology, and workplan;
  - Clarify roles, expectations, and coordination arrangements;
  - Agree on stakeholders to be engaged;
  - Confirm timelines and logistics.
- Outputs from this meeting will inform the inception report.

##### **Consultative Meetings with Key Actors (2 Days)**

- Two days of consultative meetings will be held with key institutional actors and stakeholders involved in agroecology implementation.
- Participants will include representatives from county departments, selected national agencies, development partners, civil society and farmer organisations, research institutions, and relevant private sector actors.
- The consultations will:
  - Validate priority policy actions and implementation pathways;

- Map and align institutional roles and responsibilities;
- Identify opportunities, constraints, and synergies;
- Inform the selection of practical monitoring indicators.

**b) Validation Meeting (1 Day)**

- A one-day validation meeting will be convened with key county stakeholders to review and validate the draft implementation and monitoring plans.
- Feedback from the validation meeting will be documented and incorporated into the final deliverables.

**4.4 Development of Implementation Plans**

For each county, the consultant will develop a five-year implementation plan that includes:

- Priority policy actions and interventions;
- Expected outputs and outcomes;
- Responsible institutions and partners;
- Indicative timelines aligned to county planning cycles;
- Consideration of cross-cutting issues such as gender, youth, climate resilience, and biodiversity.

**4.5 Development of Monitoring, Evaluation, and Learning (MEL) Plans**

For each county, the consultant will develop a practical MEL plan that includes:

- A results framework or theory of change;
- Clearly defined output and outcome indicators;
- Data sources and data collection responsibilities;
- Reporting and learning mechanisms to support adaptive management.

**4.6 Validation and Finalization**

The consultant will incorporate feedback from validation meetings and submit final, county-validated implementation and monitoring plans.

**5. Duration and Planning Horizon**

**5.1 Duration of the Assignment**

The consultancy will be undertaken over a period of three (3) months (approximately twelve weeks) from the date of contract signing.

**5.2 Planning Projection**

While the consultancy duration is three months, the implementation and monitoring plans developed under this assignment shall cover a five-year implementation horizon, aligned with:

- The remaining period of the current CIDP (ending in 2027); and
- The first half of the subsequent CIDP cycle, allowing for review, learning, and development of a future five-year plan.

**6. Indicative Work Plan**

<b>Phases</b>	<b>Key Activities</b>	<b>Timeline</b>
<b>Phase 1</b>	Inception meeting, desk review, inception report	Weeks 1–3
<b>Phase 2</b>	Institutional mapping and consultative meetings	Weeks 4–6

<b>Phase 3</b>	Draft implementation and MEL plans	Weeks 7–9
<b>Phase 4</b>	Validation meeting, revisions, finalization	Weeks 10–12

**7. Expected Deliverables**

- Inception report (including refined methodology and workplan).
- Focused institutional and stakeholder mapping for each county.
- Draft five-year implementation plans for Nakuru and West Pokot Counties.
- Draft monitoring, evaluation and learning (MEL) plans.
- Final, revised, and county-validated implementation and monitoring plans.

All deliverables shall be submitted in editable electronic format.

**8. Reporting and Coordination**

The consultant will work under the overall guidance of BIBA, in close collaboration with HBS and the relevant county government departments. The consultant will report to a designated focal person at BIBA.

**9. Required Qualifications and Experience**

The consultant (or lead consultant) should have:

- An advanced degree in agriculture, food systems, environmental studies, development studies, or a related field;
- At least seven (7) years' experience in agricultural or food systems policy, programme design, or implementation;
- Demonstrated experience in agroecology or sustainable food systems;
- Proven experience developing implementation and MEL plans, preferably at county or sub-national level;
- Strong facilitation and stakeholder engagement skills;
- Good understanding of Kenya's devolved governance and county planning processes;
- Excellent analytical and writing skills.