PARTICIPATORY SLUM UPGRADING

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Participatory Neighborhood Planning: Majengo and Mzambarauni Settlements in Mtwapa Town, Kenya

Documentation of the neighbourhood planning process in Mtwapa, Kenya
Participatory Slum Upgrading Programme (PSUP)

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List of Acronyms

CBO	Community-Based Organization
CECM	Chief Executive Committee Member
CDC	Community Development Committee
CGA	County Government Act
CGK	County Government of Kilifi
CLT	Community Land Trust
CMF	Community Managed Funds
CT	Country Team
EMCA	Environmental Management and Coordination Act
ERC/SEC	Executive Settlement Committee or Settlement Executive Committee
GIS	Geographic Information System
GLA	Government Land Act
ICT	Information Communication Technology
IRC	Interim Residents' Committee
ISUDP	Integrated Strategic Urban Development Plan
MCA	Member of County Assembly
MoHg	Ministry of Housing
MoL	Ministry of Lands
MoLG	Ministry of Local Government
NEMA	National Environment Management Agency
NLC	National Land Commission
PPA	Physical Planning Act
RC	Residents' Committee
SEA	Social and Environmental Assessment
SWD	Storm Waste Drainage
SWM	Solid Water Management
SWM	Solid Waste Management
UACA	Urban Areas and Cities Act
UDD	Urban Development Department

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1. INTRODUCTION

Participatory neighbourhood planning enables to materialize the community's vision for the development of a slum neighbourhood. In the Participatory Slum Upgrading Programme (PSUP) approach, neighbourhood planning is a key step to ensure that slum upgrading at community level is evidence-based and strategic, leveraging local knowledge. Participatory neighbourhood planning will enable to set local targets, promote coordination and investment, and establish "social contracts" for the improvement of slum areas.

The participatory neighbourhood planning is rooted on the situation analysis and the mapping of the slums in the city and informed by data collection at neighbourhood level. The plan will provide a path for the development of the neighbourhood and the implementation of the priority interventions at neighbourhood level. Neighbourhood planning is then a prerequisite to implement the transformative projects at neighbourhood level defined by the City-Wide Slum Upgrading Strategy. This will contribute to achieve maximum impact and sustainability of the actions towards a shared vision for the neighbourhood. Furthermore, participatory neighbourhood planning builds trust and consensus among residents and external stakeholders and lays the foundations for the residents' contribution to the implementation and monitoring of the plan.

Figure 1. Neighbourhood planning within the PSUP approach
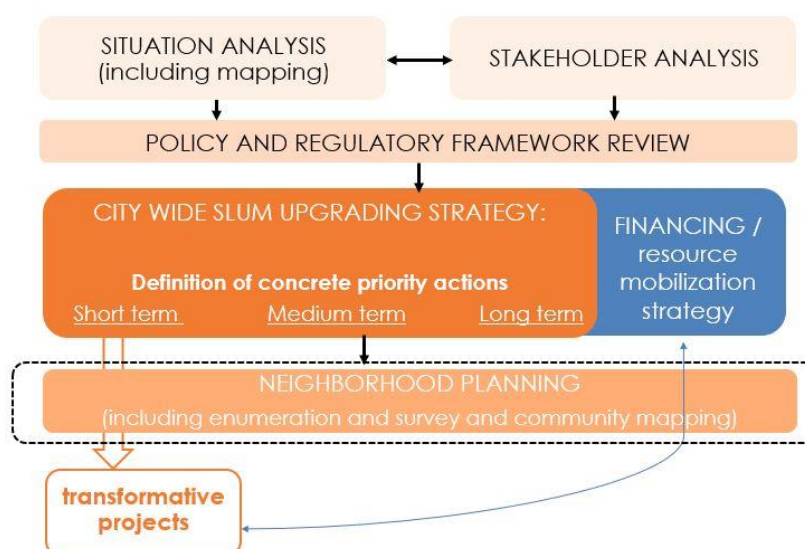
The participatory neighbourhood planning in Kenya was implemented in Majengo and Mzambarauni slums in Mtwapa Town, Kilifi County between 2016 and 2017. The PSUP implementation in Kenya identified participatory planning as a major output for providing a framework for implementing other slum upgrading efforts. Indeed, the neighbourhood planning was identified in the City-Wide Slum Upgrading and Prevention Strategy (CWSUPS) for Mtwapa

as one of the strategic intervention areas[1] for addressing the lack of access to land and basic services.

The planning aimed at the establishment of an integrated development plan for the two neighbourhoods addressing the lack of effective development control in the settlements and guiding the development of the areas given the current rapid growth of Mtwapa town. The output of the stakeholder-driven planning process was a neighbourhood scale spatial plan which provides a framework for the delivery of land tenure security, infrastructure and services and serves as a guideline for the implementation of short-, medium- and long-term interventions aimed at improving living conditions in the target settlements.

The entire planning process was guided by the PSUP principles, including stakeholder empowerment and partnership building; the promotion of in situ and climate resilient upgrading and of a people-centred participatory approach, among others. The key stages of the neighbourhood planning process illustrated in Figure below involved:

- Identification of the relevant stakeholders, establishment of institutions for stakeholder participation and definition of the implementation set up;
- Development of the base maps and data collection;
- Definition of the vision for the neighbourhood development with the participation of the community,
- Scenario-building for the development of the plans with technical inputs in line with the vision identified;
- Land use planning and detailed plan development;
- Validation of the plan by the community;
- Approval of the plan by the competent authorities; and
- Implementation of the plan.

Figure 2. The Majengo neighbourhood planning process
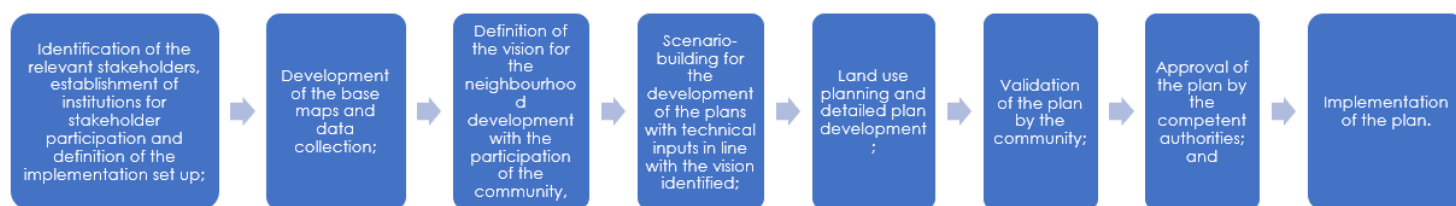
The process followed a systematic and consultative approach which required the involvement of relevant stakeholders to participate in the major activities including data collection exercises and decision-making activities. It further called for the collaboration of a wide range of multidisciplinary and multi-agency stakeholders drawn from various institutions. These included public institutions, such as the national Ministries, Departments and Agencies and the County Council of Kilifi (CGK), authority in charge of the management of Mtwapa town. The process further involved settlement-level grass root organisations and the whole community of the two neighbourhoods through

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[1] The key strategic interventions identified through the CWSUPS include formalization of land tenure and provision of basic urban infrastructure and services.

elected community representatives who were crucial for realisation of the plan.

This report aims at documenting the participatory planning process in Mtwapa to extract the key lessons learnt by the Kenya Country Team during the process. The document will show how the PSUP approach for planning was tailored and adapted to the institutional and legal frameworks and context of the neighbourhoods in Mtwapa. Below, a SWOT analysis of the participatory planning process in Mtwapa summarises the key strengths, weaknesses, opportunities and threats of the planning process in the Kenyan context.

Table 1.SWOT analysis of participatory planning process in Mtwapa

STRENGTHS	WEAKNESSES
• The participation of communities was strong and enabled to engage the local community as a key stakeholder. Indeed, communities have a greater say in the decisions on issues affecting them, which will ensure the sustainability of the plan. • Community representation bodies were inclusive, which ensured the support of a variety of interest groups for the plans. • Multi-disciplinary team integrating representatives from different levels of government. The engagement of the local government enabled adaptation of existing policy frameworks to tailor them to the slum context.	• Difficulties in coordination between stakeholders and inconsistencies in data managed by different entities.
OPPORTUNITIES	THREATS
• Adequate public/government and donor support for the neighbourhood planning development. • Availability of data from previous settlement related studies. • Majengo and Mzambarauni neighbourhoods in growth, strategic time for the development of neighbourhood plans before the density turned too high. • Community managed funds set up in the neighbourhoods enabled the first step in the implementation of the plan. • Land in Majengo and Mzambarauni is public which avoided negotiations with landowners.	• Lack of adequate support by other institutions that the process relies on. • Political sensitivies owing to the sensitive nature of land issues. • Limited financial resources to finance the activities that the process involves and the plan implementation. • Policy at national level is not adapted to slum contexts and limited the flexibility of the technical solutions provided.

2. FRAMEWORKS AND IMPLEMENTATION SET UP

2.1 Existing Frameworks and Strategies

2.1.1 The City-Wide Slum Upgrading and Prevention Strategy

The Mtwapa Integrated Strategic Urban Development Plan (ISUDP) is a 20-year city-wide level plan developed in 2010 with the purpose of providing a framework and strategy for the development of the town. The plan identified settlement upgrading as one of the main strategies for addressing the perennial slum challenges in the town. The ISUDP preparation process involved a wide range of stakeholders drawn from various sectors in Mtwapa town, including representatives from existing informal settlements located within the planning area. The ISUDP widely informed formulation of the PSUP City-Wide Slum Upgrading and Prevention Strategy (CWSUPS) for Mtwapa. The CWSUPS in its turn informed the development of the participatory neighbourhood plans for Majengo and Mzambarauni.

CWSUPS FOR THE IDENTIFICATION OF PRIOIRTY INTERVENTION AREAS

The CWSUPS process included the mapping of slums in the entire Mtwapa town and the identification of the major challenges affecting each of the identified settlements. The table 2 below shows the analysis of Majengo and Mzambarauni, as part of the situational analysis for the CWSUPS for Mtwapa.

Table 2. Summary of the CWSUPS situational analysis for Majengo and Mzambarauni

The CWSUPS aimed at integrating the existing slums into the Mtwapa urban fabric by making these settlements and their inhabitants physically, legally and socially part of the town and the existing planning and urban management systems. The CWSUPS identified priority intervention areas related to land tenure, basic services, and housing delivery and defined priority actions in the short-, medium-, and long-term. In the case of Majengo and Mzambarauni, the key priority intervention areas identified were the formalisation of the tenure, the improvement of roads, drainage, and lighting. To address these issues, the development of neighbourhood plans was identified as the key short-term action.

ANNEXES
Annex 1: Summary of priority intervention areas in the Mtwapa CWSUPS

SITE SELECTION CRITERIA

The development of the CWSUPS also enabled the prioritisation of the neighbourhoods of Majengo and Mzambarauni for the development of participatory neighbourhood plans under the PSUP and the implementation of transformative projects. The Kenya PSUP Country Team (CT) initially proposed to consider all the eleven slums in Mtwapa for the implementation of slum upgrading interventions under PSUP, however, it was decided that it was more strategic to localise the funds for the intervention in two settlements to pilot the planning and implementation methodology. In order to narrow the scope and identify the two settlements, the CT in conjunction with the UN-Habitat PSUP team, and in consultation with representatives from the eleven settlements, agreed on a set of criteria for selecting slums with the highest need for interventions. The criteria considered settlements established on

public land to facilitate the piloting of the intervention and settlements that experienced at least four of the five slum deprivations. The following criteria were developed and applied for the selection of Majengo and Mzambarauni for the implementation of pilot interventions under the PSUP:

- Settlement identified in the City-wide plan as a slum;
- Settlement experiencing the five slum deprivations;
- Land availability and land tenure insecurity;
- Settlement located on publicly owned land;
- Support of upgrading efforts by the authorities;
- Support of upgrading efforts by the community.

2.1.2   Legal Framework

PARTICIPATION AND SUBSIDIARITY

The Mtwapa participatory planning process was supported by an enabling legal and policy framework, which recognises citizen engagement as a key tool for realization of participatory planning. Community participation is anchored in Section 184 (c) of The Kenya Constitution 2010 and provides an umbrella framework for the participation of residents in the governance of urban areas and cities. Furthermore, Schedule 4 of the Constitution mandates County Governments to ensure and coordinate participation of communities and locations in governance at the local level.

NEIGHBOURHOOD PLANNING, TENURE, AND INFRASTRUCTURE

The constitution has further paved the way for the operationalization of, among others, the Physical Planning Act (PPA), Environmental Management and Coordination Act (EMCA), Land Act, Slum Upgrading and Prevention Policy, National Urban Policy and the Land Policy that represented the main reference in the planning process.

See Annex 2. Summary of the supporting legal and institutional framework

However, some legal and policy gaps hindered full realisation of slum upgrading efforts. For instance, the physical planning handbook provides a framework for informal settlement upgrading. In this case, the 225m^2 minimum lot size catered for is unattainable in most slums. This presented a direct challenge to the development of the plans in Mtwapa and Mzambarauni considering the dense and irregular structure and the high number of beneficiaries in comparison with the available land. The planning team worked around the legal challenges through the engagement of Director of Physical Planning and CGK. This engagement enabled to explore the possibilities for a downward review of the plot sizes. Reference was made to the recent case of the Korogocho slum upgrading programme where a minimum lot size of 100m^2 was negotiated and approved by the Director of Physical Planning. Based on this case, the County Physical Planner and the CGK agreed on adopting 100 m2 as the minimum lot size for Majengo and Mzambarauni.

Figure 1: The Korogocho Physical
Development Plan No. 10
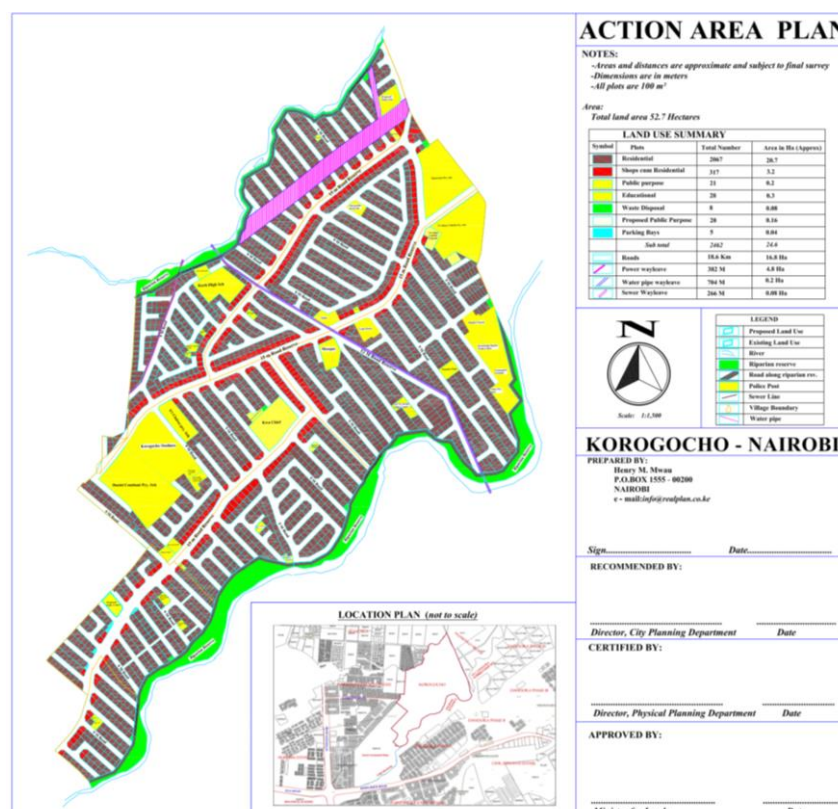
2.2 Implementation and Institutional Set Up

The PSUP approach for implementation of the neighbourhood planning needs to be tailored to the country specificities. As a general guideline, the PSUP aims at strengthening existing institutions, whether governmental or technical, including NGOs and CBOs. In the case of Kenya, the CT had enough technical expertise to lead the planning process and the engagement of the CGK was considered key in the process. The Annex 3 presents the workplan for the development of the neighbourhood planning for Majengo and Mzambarauni agreed upon by all the stakeholders engaged.

2.2.1 Institutional set up

In the Kenya case, the Urban Development Department (UDD) under the then Office of the Deputy Prime Minister and Ministry of Local Government was identified as the government focal point for the implementation of the PSUP. In parallel, to ensure broad coordination with other relevant stakeholders, the Kenya CT incorporated members comprised of technical officers drawn from relevant National and County (local) government departments from the then County Council of Kilifi (CGK) and the then Ministry of Housing and Department of Physical Planning and the National Land Commission (NLC).

The development of the neighbourhood planning was done in close collaboration between the UDD and the CGK. The Kenya CT and UN-Habitat were in charge of the technical back stopping and ensured the quality of the outputs and the compliance with the legal requirements.

2.2.2 Technical team and capacities

The technical team was composed by:
- 2 urban-planners, from the UUD department
- 2 experts in survey and GIS mapping, from the UDD department
- 1 ICT officer from UDD
- 1 Housing expert, from the Housing department
- 1 project supervisor, from the UDD department
- 1 Social development officer from the CGK
- 1 Planning compliance and enforcement officer from the CGK

Institutional capacity gaps at both national and local levels created difficulties in getting adequate technical support in public works related fields like civil engineering and architecture. To address this lack of capacity, the National CT outsourced consultancy services or requested secondment of such officers from other government departments.

Furthermore, the Counties (the Local Government Authorities in the Kenya) were then young institutions that only became operational in late 2013. These entities experiences difficulties in assigning staff, since the few available officers were engaged in numerous assignments. In order to facilitate the follow up from the County Government with little human resources, the UDD continued sourcing human resources from relevant sections within the department to provide technical assistance.

LESSONS LEARNT: FRAMEWORKS AND IMPLEMENTATION SET UP	
• The neighbourhood planning process was anchored in the ISUDP and the CWSUPS for Mtwapa and identified as a key short-term action. • The Kenyan legislation recognises the importance of participation. • Devolution process in Kenya is very recent, this created challenges that were overcome through continuous technical support by UDD and other national government departments.	
DOs	**DON'Ts**
Form a multidisciplinary team including: - urban planners - surveyors and mapping experts - social mobilisers	
Ensure close follow-up from local authorities as they are the lead agencies in charge of resource mobilisation and implementation. Engage decision makers and higher ranks to avoid changes in technical team.	Manage the neighbourhood planning only from national level institutions.
Anchor neighbourhood planning processes in broader strategies and justify the selection of neighbourhoods.	
Provide recommendations for the policy environment and, whenever possible, suggest adaptations to the regulatory environment so it is tailored to the slum context and situation.	

3. STAKEHOLDER PARTICIPATION

Participatory planning in slum upgrading takes into consideration the perspectives of the stakeholders in general and specifically of the residents of the area considered by the intervention. It provides an avenue through which knowledge and skills of the varying range of stakeholders can be shared. Through the provision of active participation channels, stakeholders can constructively contribute to data collection, decision-making and implementation of the plans. Participation should be guided by the principle of inclusivity, representative consultation, ensuring and facilitating the participation of residents, communities and other key stakeholders.

In the Kenya example, community engagement was ensured by the organisation of the community as per the PSUP approach. This guarantees that the plan will be implementable, agreeable to most stakeholders with limited negative impacts and improved sustainability.

2.3   Stakeholder identification

The PSUP approach calls for concerted and coordinated efforts by all relevant players in urban development and slum upgrading. In the case of the neighbourhood planning in Kenya, although the technical team for the development of the neighbourhood plans was limited to two government agencies, it was important to include representatives of various stakeholders from both the public and the private sector as they will be key to the development and future implementation of the final plan.

The key relevant stakeholders were identified from the stakeholder list developed during the CWSUPS process. Their selection was based on based on their relevance to the built environment - in particular to the slum deprivations - and on their experience in upgrading processes. The stakeholder mapping focused on public institutions at both national levels and grass root level organizations. The process was driven by the PSUP Country Team and involved consultative meetings. This resulted in a list of organizations and clear definition of stakeholder roles (as summarized in **Table 3** below) to guarantee the development of a viable neighbourhood-based plan.

Table 3: Roles of the key PSUP stakeholders

	Stakeholders	Level of Interest	Ability to influence or impact project	What the Programme want from stakeholders	What stakeholders want from the Programme	Our strategic relationship objectives
1.	Local Communities: Residents of Majengo and Mzambarauni settlements	Medium/ High	Medium	• Cooperation • Ownership • Mobilise local resources • Implementation of CPF • Consultation and Validation • Monitoring	• Improved living conditions and service delivery • Security of tenure • Recognition and participation in governance • Technical Assistance • Capacity enhancement •	• Better living conditions and quality service delivery • An empowered community • Slum prevention
2.	Local Communities from the remaining 7 settlements	Low/ Medium	Low/ Medium	• Draw lessons from the pilot projects • Replicate and scale up • Monitoring	• Experience sharing • Updated data • Replicate and scale up	• Better living conditions and quality

#	Stakeholder					
					• Advocacy for replication and scaling up	service delivery • An empowered community • Slum prevention
3.	County Government of Kilifi: • Department of Lands, Energy, Housing, Physical Planning and Urban Development • Department of Education, Youth Affairs, Culture and Social Services.	High	High	• Cooperation • Data and information • Maintenance and updating of data • Local political support • Counterpart funding • Adoption and maintenance of infrastructure and other assets • Technical support • Awareness creation • Replication and scaling up • Development control • Implementation of PSUP	• Capacity building • Financial support • Exposure • Replication and scaling up	• Enhancing efficiency in service delivery • Slum prevention
4.	Urban Development Department	High	High	• Cooperation • Data and information • Maintenance and updating of data • Counterpart funding • Technical support • Disseminate PSUP methodology • Replication and scaling up • Implementation of PSUP	• Capacity building • Financial support • Exposure • Replication and scaling up	• Influence policy • Enhancing efficiency in service delivery • Slum prevention
5.	Core line ministries and Government Agencies: MLHUD, Kenya Power, KIMAWASCO.	Medium/ High	Medium	• Collaboration • Support • Data and information • Facilitation	• Collaboration • Support • Data and information • Facilitation	Collaboration and mutual consultation
6.	Development Funds: CDF, Uwezo Funds, Women Enterprise Fund, Ward Development Fund etc.	Low/ Medium	Low/Medium	• Financial Support • Capacity building • Scaling up	• Data and information • Groups' organization • Collaboration	Collaboration and financial support
7.	Development Partners: UN-Habitat, EC: • Housing and Slum Upgrading Branch, Slum Upgrading Unit	High	Medium/ High	• Collaboration • Resource mobilization • Technical support • Capacity building, Sharing of best practices and exposure • Networking • M&E	• Collaboration • Support • Experience sharing • Data and information • Accountability •	Mutual support
8.	Top leadership: Political, top managers, ambassadors etc	High	High	• Political goodwill • Advocacy • Resource mobilization • Support	• Collaboration • Support • Data and information • Involvement •	Collaboration and mutual support
9.	Mtwapa Business Community	High	Low/Medium	• Support • Collaboration •	• Information • Collaboration	Economic growth

3.1   Community organisation

Community organization was prioritised as an effective tool for community engagement during the PSUP upgrading initiatives. People-centred neighbourhood planning processes guarantees the realization of priority and

localized solutions that fit the needs of the community. The participatory planning in the Mtwapa case relied on knowledge and expectation of the residents to inform the decision-making process. In this regard, PSUP adopted programmatic, rights-based and gender-sensitive approaches to ensure meaningful community engagement. Figure 3 below illustrates the community organisation structure for the effective engagement of communities in Kenya.

Figure 2: Structure de l'organisation communautaire selon la méthodologie PPAB
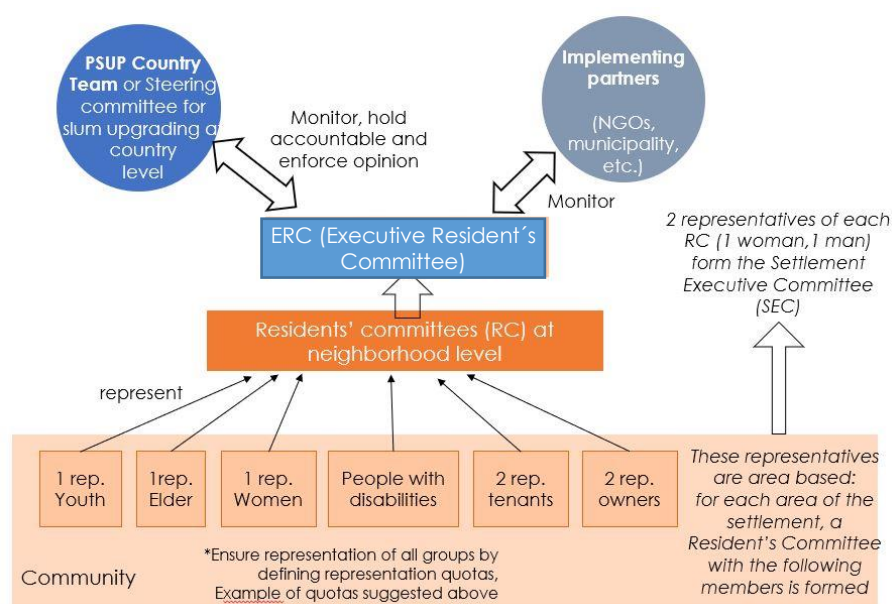
To ensure the community's engagement, the PSUP approach included the election of two Residents Committees (RC), one per neighbourhood, to represent the interests of the two communities and to ensure a communication channel during the process.

3.1.1 The Interim Residents' Committee/Village elders

Prior to the formation of the RC, an Interim Resident's Committee composed of village elders was created with the assistance of the Area Chief (Local Administration). The majority of the village elders had participated in the ISUDP process making them a special entry point for contacting the community in preparation for election of the RC.

The key guiding steps for the formation of the Interim Resident's Committee in the Mtwapa example included:
- The members of the Interim Committee were amongst those who had participated in the citywide strategy definition process.
- Other members were incorporated through consultation with local administrative offices.
- A listening survey was conducted in the community to get names of people considered influential in the community.

Figure 3: Members of the Interim Residents' Committee undergoing sensitisation

3.1.2 Community sensitization

The CT conducted community mobilisation and sensitisation activities in the two neighbourhoods through the village elders, majority whom had participated in the ISUDP process. The CT used the Interim Committee as a channel through which the programme's agenda was shared with the community in preparation for implementation. The Committee played a crucial role in this preliminary stage, including providing crucial information necessary for understanding the project area.

Figure 4: A community sensitisation session in (a) Mzambarauni and (b) Majengo villages

3.1.3 The Residents' Committee

The Residents Committee (RC) that replaced the Interim Resident's Committee is a community representation body through which the vision and experience of different community interests were represented. The RC structure borrows heavily from the Settlement Executive Committees (SECs), a common community organisation structure in other settlement upgrading initiatives in Kenya. The RC played a key role of supporting the PSUP technical team in updating the community on progress and collection of views.

Figure 5:Elected Residents' Committee
Members from Mzambarauni and
Majengo

COMPOSITION AND ELIGIBILITY CRITERIA

To ensure the representation of various interest groups within the community, the CT consulted community members in a public meeting at the MAKIO social Hall in Majengo and the Mzambarauni playground. The deliberations resulted in an agreed composition of the Resident Committees. The discussions were important to resolve issues including overt expression of reservations by sections of residents for the inclusion of some interest groups into the RC especially the tenants. Thus, candidates were expected to meet certain eligibility criteria to ensure the integrity of the election process. The criteria, summarised in Table 4 below, were formulated by the implementation team and agreed upon by the community.

Table 4: Summary of eligibility criteria for election to various RC positions

Position	No.	Criteria
Structure owner's representative	4	To be a local resident, owner or tenant with no criminal records and in possession of a valid national ID. Educational level: read and write. To be elected by Mzambarauni and Majengo structure owners.
• Disable people representative	1	To be a local resident, owner or tenant with no criminal records and in possession of a valid national ID. Educational level: read and write. To be elected by Mzambarauni and Majengo disabled people
• Woman Representative	1	To be a local resident, owner or tenant with no criminal records and in possession of a valid national ID. Educational level: read and write. To be elected by Mzambarauni and Majengo women.
• Youth representative	1	To be a local resident, owner or tenant with no criminal records and in possession of a valid national ID. Educational level: read and write. To be elected by Mzambarauni and Majengo youth.

Tenants representative	2	To be a local resident, owner or tenant with no criminal records and in possession of a valid national ID. Educational level: read and write. To be elected by Mzambarauni and Majengo tenants

The final structure with 9 elected members per RC, illustrated in **Figure 7** below, is inspired by previous slum upgrading programmes in Kenya and included, in addition:

- The Area Chief[2] for the Majengo Kanamai Location (designated ex officio, representing the National Government internal security arm); and

- The Area Member of County Assembly was incorporated as a designated ex officio, representing the County Assembly[3] and grass root political support.

Figure 6: Formation of the Residents 'Committee in Majengo & Mzambarauni
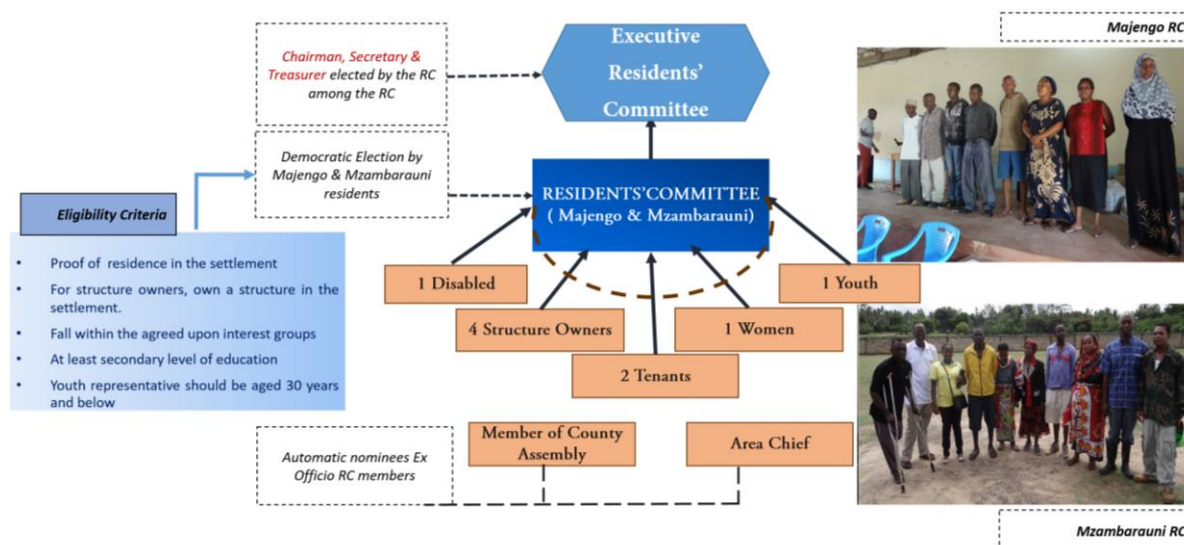
VOTING PROCESS

The formation of the RCs followed a democratic process involving the nomination and the election of representatives by the settlement residents. The election process of the RCs can be summarized in the following stages:

1. Official declaration:
Before the election, an official declaration was done. With the help of the local administration, elections were planned and organized at convenient places in the settlements. The RC election dates were set, and the participation of residents facilitated through the village elders through churches, funeral meetings, word of mouth, house to house, posters, public meetings by the chief of the area.

2. Nomination and voting of preferred candidates:
Different settlements have different preferred ways of conducting elections. For instance, in Mtwapa, Mzambarauni residents decided to nominate candidates and, on the date of the election, community members queue

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[2] The Area Chief is the representative of the office of the President of the Republic of Kenya. He/she is also in charge of security at the community level.

[3] Local equivalent of parliament at the County Government level.

behind the candidates they want to vote for. For Majengo the community proposed the names of the candidates and the residents voted by raising hands when each of the candidates is named.

Finally, following consultations between the CT and the community members who participated in the process, the secret ballot voting was selected instead of queue voting. The process was led by the Social Development officer from CGK assisted the other CT members. During the secret process, participants jotted names of preferred volunteer candidates on pieces of paper and dropped them in an improvised ballot box.

3. Tallying and announcement of votes.

Following completion of the voting exercise, the votes were counted to determine winners of the various positions of the RCs. The candidates name on the piece of paper was read out loudly by a member of the CT and lifted up to give everyone present a chance to confirm the same. The winners were announced immediately after vote count for a specific position was complete. The votes are tallied by at least three independent people who reconcile their results and announce the results.

RC TERMS OF REFERENCE

Each committee must unanimously agree with the community on a well-structured constitution to guide the committee and the daily developments in the settlements with minimal hindrances of the upgrading process. The RC, guided by the County Social Development officer drafted a "constitution" to provide rules and regulations for operationalizing the group while defining the goals, objectives and responsibilities of the group. It was agreed with the community that elected members of the RC would serve on a voluntary basis for a period of five years. One would cease to be a member of the RC in the event he/she moves out of the settlement, dies or engages in any form of irregularity.

Annex 6: The RC Constitution including list of roles of registered members and officials.

REGISTRATION OF THE RESIDENTS' COMMITTEE

The committees further underwent formal registration with relevant county and national government agencies. The institutionalisation of the Residents Committee involved the registration of the group as a self-help group in line with the Societies Act CAP 108, Laws of Kenya. This legitimised the RCs as representatives of the communities of the neighbourhoods. The RCs were also registered with the Department of Social Services and the County Government of Kilifi. The committee was assisted by the County Social Development officer - member of the CT. The registration process involved submission of the list of registered community members and the group constitution. The registration enabled the RCs to open and operate a bank account and manage funds as well as to co-ordinate activities by members on behalf of the community. The bank account enhances accountability as all transactions can be monitored through bank statements.

For smooth operationalization of the RC activities, the construction of RC offices in both villages was ensured. The offices also doubled as information and resource centres where community members could get information regarding the programme implementation and other activities in the settlements.

3.1.4   The Executive Resident´s Committee at settlement level

Following election of the RC by the community, the members were asked to elect three members to be appointed as the Chairman/Chairlady, Treasurer and Secretary. It was agreed that the treasurer position will be taken up by a woman for equitable presentation. The three officials from each RC formed the Executive Residents Committee (ERC) which was the top decision-making organ at settlement level. The three represented the interests of the entire committee in activities where the presence of the entire committee was not necessary. For instance, in following up on registration of the group and in the evaluation of activities amongst others.

3.1.5   Induction of the Residents' Committee members

Capacity building for the RC was a long-term continuous process that entailed training workshops on the upgrading process. However, a two-day induction workshop was conducted mainly focusing on an overview of PSUP, sharing of existing settlement data, the informal settlement upgrading process. It further entailed outlining the roles of the committee including community sensitisation and close participation in other programme activities.

See Annex 7: Agenda of the workshops for RC capacity building.
See Annex 8: Training materials for RC induction workshop.

Figure 7: Capacity building session for the Residents' Committee

3.1.6   Incorporation of Community Managed Funds (CMF) groups

The Community Managed Funds (CMF) groups[4] are Community Based Organisations (CBOs) competitively selected to implement the PSUP CMF model in Majengo and Mzambarauni. Members of these CBOs were engaged in the planning process to complement the efforts of the RCs. The CMF members played instrumental roles in supporting the RC. The RC CMF group team reinforced the feedback mechanisms between PSUP CT and the community.

The RC CMF team mobilised and sensitized the community sharing workshop and implementation reports with the larger community through public *barazas* where they invited community members. The barazas, held on set dates communicated to the community in advance, were mostly held at the Majengo community centre/MAKIO hall and the Mzambarauni playground.

3.2   Stakeholder Engagement Channels

The stakeholder engagement activities in the participatory planning process in Mtwapa aimed at:
  i. Informing the community about the process, key concepts about upgrading and about their roles;
 ii. gathering data and information about the settlements;
iii. building capacities of communities and implementing agencies'; and
 iv. Engaging stakeholders in key decision-making processes that the process entails.

Stakeholder engagement channels during the neighbourhood planning process included:

• Technical meetings involving technical officers after each stakeholder workshop to discuss and give technical inputs into workshop deliberations. The technical team identified key information gaps and discussed among others the best methods for information dissemination.

• Stakeholder forums/workshops before commencement of key activities of the planning development.

• Community forums *(Barazas)* organised by the RC for the dissemination of key outputs to the general settlement population.

• Electronic media including emails and social media platforms like Facebook (https://web.facebook.com/search/top/?q=mtwapa%20slum%20upgrading%20project&epa=SEARCH_BOX) and FUPOL (http://www.fupol.eu/en/solutions/fupol-in-action/mtwapa). This provided crucial channels for citizen participation targeting the majority youthful population. Management of the two platforms were mainly managed by the PSUP ICT officer who was also a member of the CT. The officer uploaded current information on the platform while gathering opinions from the community. This was shared with other members of the CT during technical meetings for discussion and feedback. The information was shared in form of pictures and narratives on ongoing and planned events.

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[4] These consisted of Community Based Organizations operating within Majengo and Mzambarauni who were competitively selected to implement PSUP Community Managed Funds (CMF) projects.

Public places like churches, mosques and community centres were used for information dissemination of comments and for gathering views. This was mainly done through verbal announcements during prayer session and posters.

LESSONS LEARNT: STAKEHOLDER ENGAGEMENT
• The RC is key in ensuring that the community interests are catered for, despite limited levels of technical knowhow. This presented challenges in simplifying some technical aspects of the planning process. However, their level of local knowledge was key in getting a clear picture of the existing situation in the settlement. • Although the County Government recognised and registered the RC, the National government body in charge of social services was hesitant to register groups dealing with land matters owing to sensitivity of land issues in the coastal regions of Kenya. • Like every other leadership position, the RC members' personal interests at times can override community interests, frustrating decision-making efforts. The RC is vulnerable to manipulation by political elite which may be divergent from community interests. Electing the community representatives through a transparent election process and developing clear Terms of Reference can help overcome some of these challenges. • Elections comprise the best form of RC formation as the community takes centre stage in the decision-making process. • Relationship and partnerships between the community, government and other organizations have been enhanced as a result of close cooperation in the process. Inclusion of all interested parties and definition of clear roles of each stakeholder reduced incidences of conflicts. • The participatory planning process has contributed to the community's understanding and appreciation of the planning and related legal framework. Their knowledge of the process and related activities will enhance their capacity to participate in the implementation of the plan. • The involvement of major interest groups helped in addressing major gender issues. In this regard, the plan is expected to offer equal opportunities as it guides efforts to improve living and working conditions in the slums. Residents, especially children and youth, will be able to access social facilities and a conducive environment to grow in.

DOs	DON'Ts
Identify community champions and existing structures as an entry point to engage the community.	
Expedite the election process to reduce instances of external interference and bias.	Avoid delaying the election process so as not to provide room for external interference and influence.
Ensure representation of the elected local area representatives in the RC to enhance lobbying for resources.	
Adopt the community's preferred RC election method.	

4. DATA COLLECTION

Stakeholders teamed up to consolidate the basic data and information necessary to guide the planning process. The data collected through base mapping, structure numbering, socioeconomic survey and enumeration of the residents informed the situation analysis and the entire planning process.

The process illustrated in Figure 9 below enabled the definition of the geographical scope of Majengo and Mzambarauni settlements. The mapping and data collection exercise was spearheaded by land survey and mapping experts drawn from the CT with assistance from relevant sections within CGK[5], government departments and private offices undertaking land survey, mapping and planning.

Figure 8: Showing the settlement mapping process
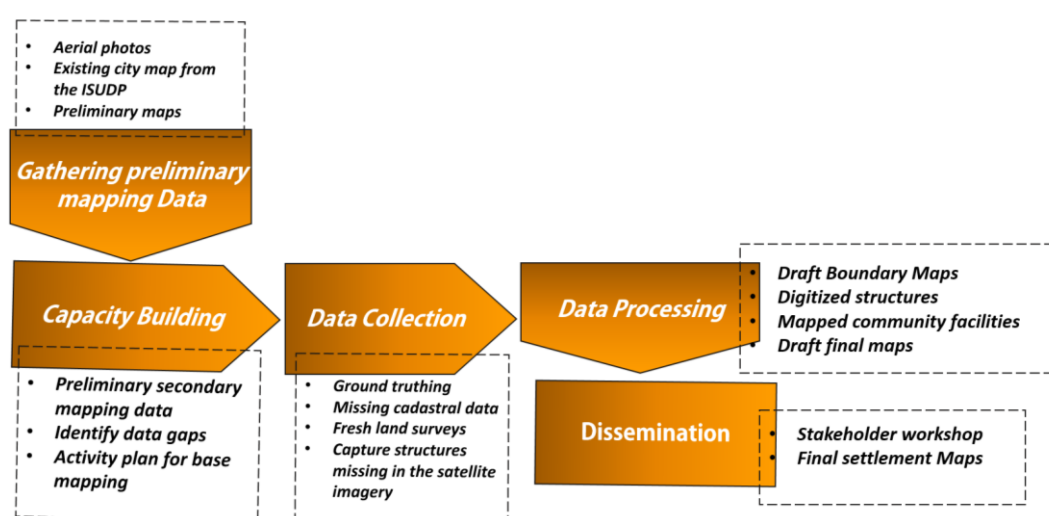
4.1 Gathering Preliminary Mapping Data

The preliminary data collection involved the collection of relevant mapping data from a variety of sources through a series of field and desktop activities. Data collected included mostly secondary data in various formats, including hard copy and digital formats from national and local level departments of lands survey and physical planning. Preliminary data included digital topographical maps and existing local area development city and local level plans. Further to this, survey plans of surrounding properties and relevant land ownership records were collected from the County Survey offices and local private surveyors. Other forms of data included preliminary mapping data drawn from the ISUDP and CWSUPS processes. The team acquired recent aerial photos, existing maps and relevant cadastral information like Registry Index Maps (RIMs), existing part Development Plans and other land records.

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[5] The Department of Land, Energy, Housing and Urban Development and Department of Gender, Social Services, Culture and Sports.

The outputs of this process were updated base maps defining the existing situation in the settlements providing a base for planning and project implementation. The base maps indicated the geographical scope of the settlements as 23.1 and 7.9 Hectares for Majengo and Mzambarauni respectively including the existing land use, land tenure, structures, and infrastructure and service networks.

See Annex 10: agreed base maps for the settlements.

4.2   Sensitisation and capacity building

Led by the CT in collaboration with the RC, the process begun with intensive community mobilisation and sensitisation. Intensive community mobilisation and sensitisation was ensured through the major communication channels identified at the early stages including community *barazas* and social media platforms like Facebook and loudspeaker announcements rounds; one in the evening and one in the morning and announcements in public places. Furthermore, structure owners were informed through a door to door campaign and announcements in public places like churches and mosques of the mapping and structure numbering to ensure their presence on specified dates. This sensitization effort was mainly driven by the Residents' Committee and the Country Team respectively.

Two consultative workshop sessions involving the 18 members of the RC, the area Chief, and the MCA were held focusing on mapping data types and sources an identification of data gaps. The outcome of this session was an activity plan for base mapping for both settlements.

See Annex 12: activity plan for base mapping / calendar of structure numbering

In addition, capacity building activities were conducted by a team of officers from the CT, CGKL and the UN Habitat in order to prepare for the collection of primary data and structure numbering. This activity included the preparation of the data collection tools and the recruitment and training of the RC and the 14 data collection assistants - enumerators on basic data collection. The data collection team were selected based on an interview process undertaken by the CT and the RCs and engaged on a US 5 a day allowance. The enumerators were taken through a training that included an overview of PSUP, objectives of the socio- economic and enumeration exercise to equip them with the required knowledge on data collection and on how to fill in the questionnaires. The training ended with a presentation on methods for resolving conflicts and hostility during the data collection exercise.

See Annex 14: Tool for selection of enumerators
See Annex 11: training materials for mapping.

4.3 Data collection

4.3.1 Base mapping

The base mapping at preparing up-to-date map of the settlement showing all existing structures and other physical features in an eight-week long data collection process. Accurate base maps enable layout planning respecting as much as possible the current structure of the settlement to limit the

demolition of existing structures and reducing socio-economic negative impacts. The data collection process aimed at collecting primary data to capture missing preliminary mapping information and to identify the existing structures in the neighbourhood. The process was guided by the cadastral data collected from secondary sources.

The extent of the intervention area within the settlements was agreed upon with the RC during a stakeholder's workshop following community consultations through public barazas. This proved to be a key step before the collection of household level data as the whole community had agreed whom the planning will target and who will be the beneficiaries of the intervention.

4.3.2 Structure mapping and enumeration of residents

The technical team, with close involvement of the Residents' Committee (RC), undertook a field exercise where the data collectors led by the CT head recorded the structure owner's details. The enumeration of residents was a "door-to-door" exercise involving all households residing within the intervention area defined, within the structures numbered. The enumeration provided key information about the number of direct and indirect beneficiaries of the intervention estimated at 5.200 in Majengo and 3.000 in Mzambarauni including the tenants, the number of rooms occupied, length of stay, and household sizes.

The data collection tool (illustrated by **Figure 10** below) was prepared by the CT to guide the process. The involvement of the RCs at this stage was key due to their knowledge of the residents so they could confirm the owners of the identified structures.

See Annex 15: enumeration data collection tools

Figure 9: The data collection tool used for collecting Structure Owners' details during structure numbering

Structure Numbering Field Sheet

Settlement Name:..   Date: ....

No.	Name (Structure owners)	Identification details	Address/Phone	Structure Details (status)	Remarks	Verified RC Member

The structure numbering exercise involved:
- Development of a template/table providing details to be captured during the structure numbering exercise.
- Identification of relevant final base maps.
- Locating, updating and numbering the structures in the topographic map and assignment of unique structure numbers.
- Recording the owners' details and structural details of the structure. Capturing the structure numbers, structure types, owner's names and their ID. The number of tenant households and whether the owner resides or not within the settlement were also noted on a field data collection sheet.
- Review of data and labelling and numbering of structures which were omitted in the first instance.

- Correlation of the verified draft topographic survey and the owners' list by technical team consisting of the surveyor, urban planner, social planner, Lands Officer, RC Chairman, RC Secretary, and RC Treasurer.
- Signing off the field sheets by the RC representatives, UDD representative, CGK representative.

The enumeration was done by a team of 22 data collection assistants nominated by the RCs from the community. The Assistants were engaged in close collaboration with the RC and the data collection was overseen by the CT. The three-week exercise was guided by the settlement base maps to ensure that every household was included.

Figure 10: (a) Enumerator conducting the socioeconomic survey and (b) A structure with structure number on the door

Through this process, every house and/or structure was assigned a unique number, which was painted on the structure door as shown in Figure 12 above. Structures were recognised as inhabited dwelling units and perimeter under the same roof avoiding stand-alone structures like latrines and rundown deserted structure.

Figure 11: Sample of the Mzambarauni database
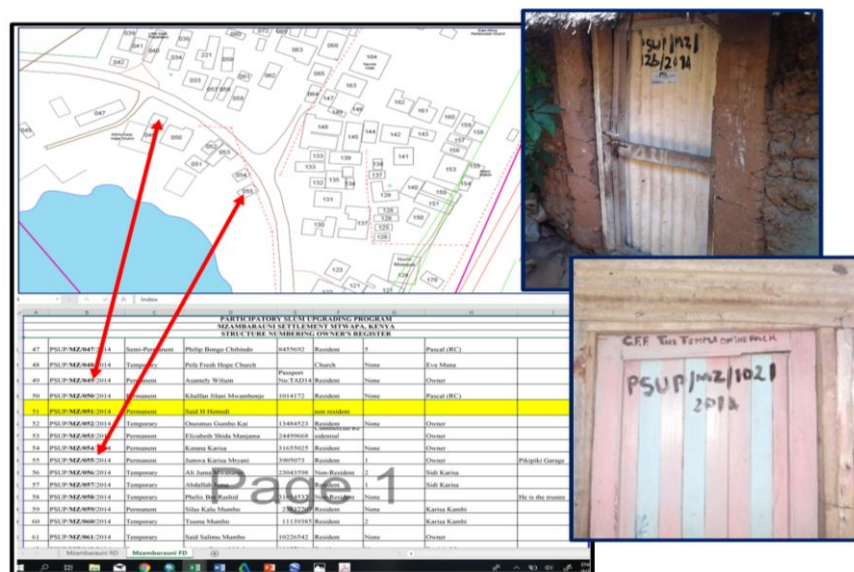
4.3.3 Socioeconomic Survey

To complement the physical data gathered in the mapping phase, a socio-economic survey was carried out in order to understand the socioeconomic situation of the settlements. The socioeconomic survey aimed at understanding the living conditions in the two neighbourhoods in terms of access to infrastructure and services and at identifying the main planning issues. The survey was overseen by the Country Team in liaison with the RCs from both settlements.

The data collection team sampled households for the survey ensuring that at least 10% of the households in each settlement were captured. The sampling entailed to select randomly structures considering the densities and the structure of Majengo and Mzambarauni. Each enumerator was assigned a range of structure numbers to work on. The scripts with the collected data were later verified by the CT.

See Annex 17: socioeconomic survey questionnaire

The results of the survey were consolidated in a report. The figure below illustrates the whole process of the survey and highlights the key findings.

Figure 12: The survey process
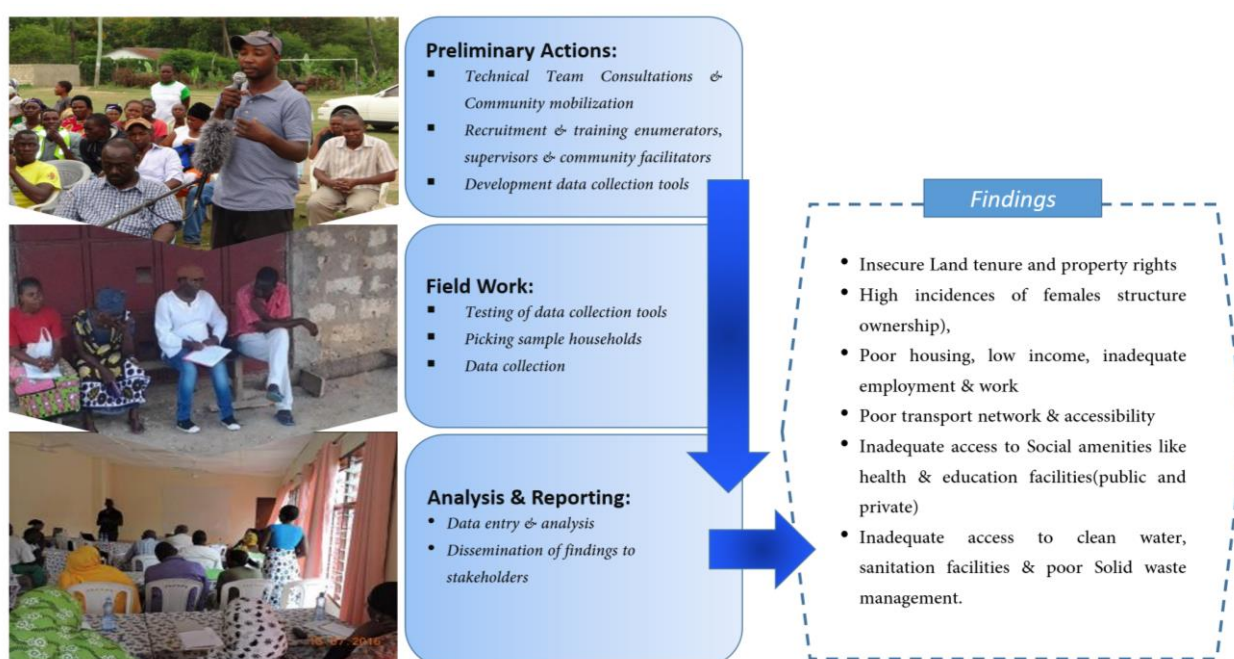
4.4   Data validation

The available preliminary data was continuously presented to the stakeholders in the course of the data collection exercise. Stakeholders, mainly the CGK and the community supported the validation and the identification of data gaps and of alternative data sources. The data – especially the mapping information - was presented in digital formats that eased manipulation and hard copy maps where community identified gaps. Hard copies of the final structure owners' list were prepared for the RC append their signatures for their endorsement.

This endorsement by the RC was followed by a data validation exercise, which involved inviting structure owners to verify the data and address any information gaps. The combined topographic map and structure owners list were displayed for at least 21 days to give community members a chance to verify that has been mapped. The final list was posted at the RC offices/ resource centres and other public places for public viewing and further verification. Residents were invited to scrutinize their names against their structure numbers to ensure that their names and ID numbers entered are correct. Changes may be made on the list from time to time upon owners request due to varying reasons like inheritance or death.

As disputes were expected in the data validation process, a dispute resolution mechanism as set in place and a complaint committee was formed by the Residents' Committee to address any matters. The dispute resolution mechanism entailed:
• Developing a register to be signed by the residents to confirm their data and their details.
• Recording any arising disputes regarding ownership in a complain form. The parties are required to fill complaint forms (*See* Annex 16: complain form for structure owner's registration) that accompany any changes to the structure owners' list stating the nature of complaints and their recommended action by RC;
• Dispute resolution inviting the disputing parties and their witnesses for a meeting on a fixed date where each party produces any available documentary evidence of ownership of structure e.g. sale agreements if any. Once the complaint forms have been filled by the two parties, with assistance from the RC and other local leaders, a decision is reached on actions to be taken, as well as recommendations. The RC's report is then presented to the CT for their endorsement.

4.5   Processing of the Data

The mapping data was consolidated by the GIS team from UDD, UN-Habitat and the CGK for the creation of thematic maps including:
- the settlement boundaries (geographical scope),
- major roads,
- physical/ecological environment (swamp and inundation area)
- existing buildings and structures (including latrines, communal water points and residential and commercial),
- services (water infrastructure, electricity lines, etc.)
- public facilities (waste disposal, community centres, places of worship, cemeteries, educational facilities, etc.), and
- surveyed properties and status of land ownership within and around the settlement (pockets of titled properties in both settlements)

Figure 13: The final outputs of the base mapping process
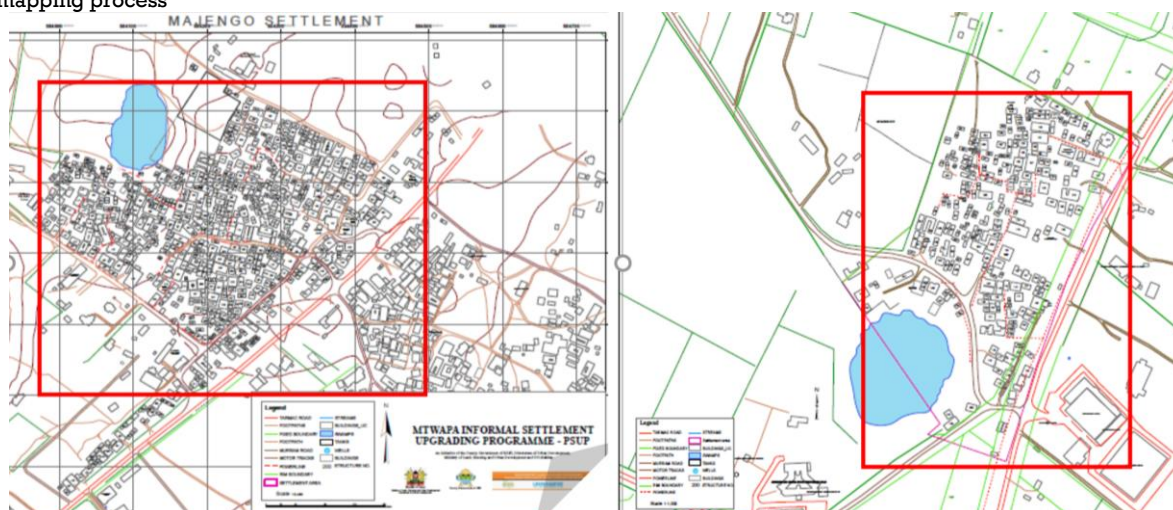
4.6   Analysis, Reporting and Dissemination of Findings

The draft structure owner's list was compiled and integrated into the GIS system and linked with the settlement base maps as shown above. The harmonised structure owners list was linked with the final topographic map as illustrated in Figure 15 below.

Figure 14: Showing a sample of the database

The studies highlighted that the living conditions in the two settlements are precarious mainly due to the irregular spatial organisation and a low level of access to services, such as solid waste management, water and sanitation. It was noted that accessibility challenges were worsened by the encroachment of the narrow access roads by informal activities. Furthermore, the provision of facilities such as schools, health facilities and security facilities is not enough for the population of the area. Low incomes characterise the two settlements. The availability of public land for upgrading was considered a major strength while proximity to Mtwapa town was a major opportunity providing economic boost for the settlements.

Figure 15: The location and existing conditions in Majengo and Mzambarauni settlements in Mtwapa town
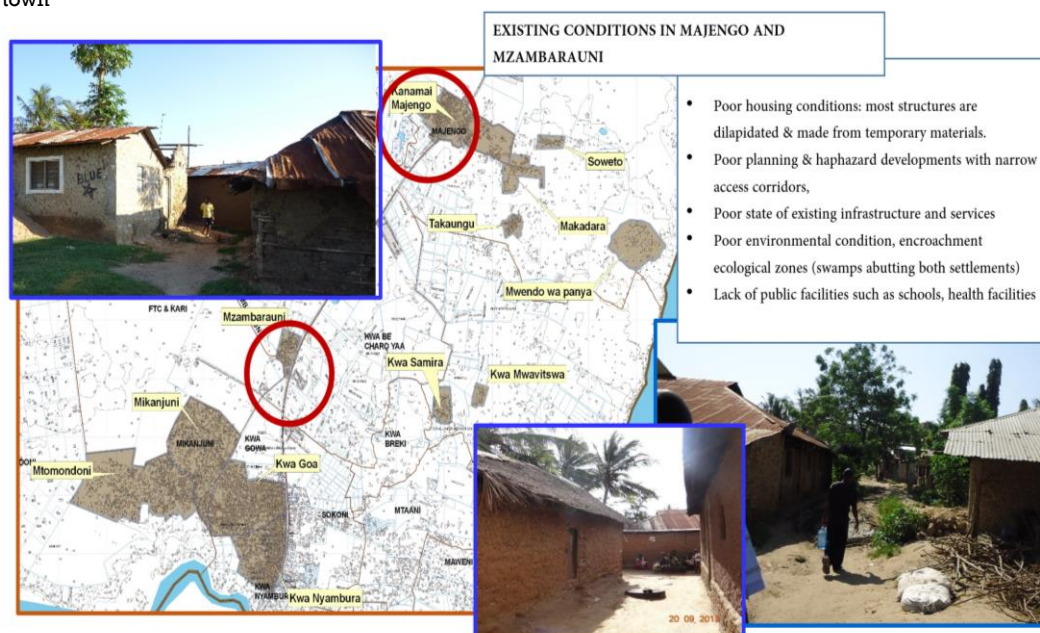
The mapping, structure numbering, enumeration and survey data was disseminated to the RC/CMF teams in a two-day workshop. The two institutions presented the data to the larger community to enable verification of names and updating of personal details by the community.

LESSONS LEARNT: DATA COLLECTION	

- Structure numbering and general data collection process in areas with an irregular structure, such as Majengo and Mzambarauni, requires time and resources. Engaging community members in these activities enabled the delivery of these activities in time and with limited budget.
- Poor and uncoordinated storage of mapping data presented difficulties to access of information and up to date data reflecting the existing situation. The poor coordination resulted in inconsistencies in mapped data obtained from different sources. This compromised the accuracy and presented challenges at later stages of the planning process. For instance, the survey data in Mzambarauni did not match development on the ground (developments outside surveyed plot boundaries). The planning team decided to give priority to the actual developments on the ground assuming that the coordinates of the survey data were mistaken.
- Most residents were absent during the day making the enumerators work in the early morning and late evening in order to meet the target. Conducting the mapping and data gathering exercises on weekdays and during working hours prevented reaching residents who work outside the area. This was addressed through extensive community mobilisation and sensitisation on the importance of the enumeration exercise and residents were encouraged to leave identification details with their neighbours to facilitate registration.
- The structure numbering is important as it enables to recognise the structures that may have been built after having agreed with the community to stop the construction at the commencement of upgrading.
  - The total number of available enumerators were 14, the rest were committed in other assignments.
  - Resistance from the residents to give valuable information was experienced during data collection. This was limited by community-led data collection and the training of enumerators.
  - Some occupants of the settlement do not have valid identity documents but wanted to be recorded as Kenyans. For this community sensitization and collaboration was key to provide evidence for their neighbours.

DOs	DON'Ts
Invest in enhancing RCs' knowledge in basic map reading and involve the RC in mapping as they have vast knowledge about the settlement.	Avoid relying entirely on the RCs' judgment on the boundaries of the settlement, to ensure consistency.
Involve the relevant mapping authorities in advance to ease access to data and rely on multiple mapping data sources from official sources to address any possible conflicts.	Do not depend on data from a single source as the same may not be up to date or may lack crucial information.
Authenticate data sources and materials with the relevant authorities to ensure that final mapping information is consistent with the city wide and national mapping database.	
Check the information with field visits to capture the missing data.	
Engage property owners in the upgrading process, in particular in the regularisation of the property boundaries. Consider structure owners irrespective of whether they dwell within or outside the settlement.	
Structure numbering should consider full structures that are inhabited at the time of the exercise.	Discourage registration of structures constructed after the declaration of the upgrading exercise.

5. VISIONING, SCENARIO BUILDING AND PLAN PREPARATION

The visioning process under the PSUP methodology aims at defining the communities' dreams/expectations for the future development of the neighbourhood. The visioning is to be informed by the findings of the mapping process and studies. In the Kenya example, the visioning enabled to define two possible scenarios and select one of them in order to define a "social contract" with the community to base the development of the planning on.

1.1. Visioning and objective setting

The visioning exercise was done through a two-day stakeholder workshop involving community representatives drawn from the RC, the CMF groups and local elected political representatives. The workshop sessions were conducted by the planners from the County and National Government supported by the social development officers and the rest of the CT.

See Annex 18: Activity programme for the Visioning workshop agenda and outputs of the 2-day workshop including the participants list

The visioning and objective setting for the neighbourhood plan was guided by three fundamental questions: *Where are we? Where do we want to be? How do we get there?* summarized in figure 17 below.

Figure 16: The visioning process

Informed by the outputs of the socioeconomic survey and enumeration outcomes, the workshop endeavoured to address the three fundamental questions above:

1. *WHERE WE ARE,* was informed by the results of the mapping, enumeration and socioeconomic survey.
2. **WHERE WE WANT TO BE** included addressing land, infrastructure and accessibility as the priorities. These included providing adequately sized plots,

infrastructure meeting the minimum standards within existing legal provisions, space for public facilities and widening the access corridors. The community's vision for the neighbourhoods was sketched on maps where access corridors were identified as shown in **Figure 18** below.

3. HOW DO WE GET THERE: the answer to this question guided the next step of scenario building based on the following objectives:

• To create order and provide enabling environment for housing improvement/construction as a result of land tenure security.

• To create a basis for improvement of revenue collection and management capacity at local level by instituting a local revenue management system.

• To provide a basis for improvement of infrastructure and services, contributing to an environment for development of income generation opportunities focusing on vulnerable groups.

• To take the existing situation into consideration to minimise displacement and other negative effects.

Figure 17: Community visions mapped on the settlement base maps

This forum enabled the community to appreciate the challenges they experience and prepared them to conceptualise methods for addressing them. During the visioning process, major planning issues, opportunities, and constraints noted during base mapping and socioeconomic surveying are highlighted to objective setting. The workshop culminated in identification of key issues and objective setting to guide development of planning recommendations to improve the liveability of the two neighbourhoods. The outputs of the workshop guided development of short-term spatial reorganisation while focusing towards achieving future long-term development of the settlements.

1.2. Scenario building and participatory layout planning

5.2.1 Preliminary activities

The planning process included key preliminary activities, such as publishing the intention to plan in local dailies in line with the Physical Planning Act CAP 286

Kenyan Laws for citizen participation. The entire process ensured adherence to other existing policy and legal frameworks including sections of the Kenya Constitution, Physical Planning Act (PPA), Urban Areas and Cities Act, Government Land Act (UACA), Environmental Management and Coordination Act (EMCA), the National Land Policy, the National Urban Development Policy.

5.2.2   Scenario building workshops

Scenario building was done through two workshops engaging the Residents Committee in the layout planning. In the first workshop, the residents verified the topographic map and gave land use proposals and guidelines to be used by the physical planner. In the second workshop, they reviewed the alternative plans or scenarios drafted by the planners' team.

During the workshops, the groups -guided by the technical staff from the CT and the KCC- developed indicative plans showing the location of major roads, proposing access roads and location of social facilities and other inputs for the plans. The technical team helped in the development of possible scenarios according to the expectations of the visioning and the community was able to select their preferred scenario for the plans taking into consideration:
• Acceptable minimum street widths
• Minimum plot sizes
• Land tenure option (in majority of cases, selected land tenure option choice determine plot sizes and street widths)
• Acceptable riparian reserves
• Existing policy and legal framework
• Available land tenure options
• Land uses; street widths plot sizes and riparian reserves in line with existing legal provisions mainly the Physical Planning handbook, the land Act, EMCA etc.

Figure 18: Majengo and Mzambarauni RC members participating in development of the draft plans
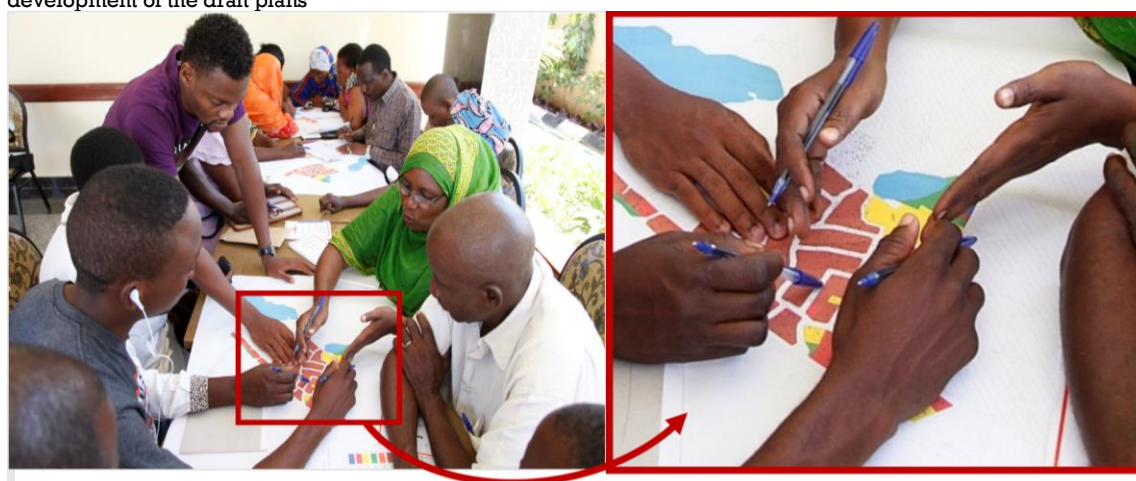
Technical retreats involving the CT and UN-Habitat were held in between the stakeholder workshops to compile information gathered during the workshops. This activity involved formulating possible plan layout scenarios taking into consideration the structuring elements including main features like existing major roads or natural features like water bodies within and adjacent to the settlements while weighing their effects on the community. Emphasis was laid on minimising issues that would likely hinder the acceptance of the plan. The main areas of concern included plot sizes and road widths *vis-à-vis* available land against the existing policy and legal framework.

PLOT SIZE

The Physical Planning Handbook 2007 provides a minimum plot size of 225 m^2 for upgrading programmes. This figure has often been reviewed downwards in the course of implementation of previous upgrading efforts. In the Korogocho Slum Upgrading Programme (KSUP) implemented by the UDD, the minimum plot size was reviewed to 100m^2 . After consultation with the County Government, it was agreed that the same reduced minimum polit size could be applied to Majengo and Mzambarauni.

ROADS

The plan layout for Majengo and Mzambarauni adopted primarily 9-meters-wide access roads as provided for in the Physical Planning Handbook 2007 for Kenya. The 9-meter width option takes into consideration a 6-meter carriage way and 1.5 meters on each side to provide for sidewalks and utilities like water, sewerage, and stormwater drainage.

LAND TENURE

The land where the two settlements are located was public before the upgrading and is to be converted to private or communal tenure through the planning. The choice of land tenure for Majengo and Mzambarauni was guided by the provisions under the Constitution of Kenya, the Land Act, the National Land Commission Act, and the Land Policy. Discussions in the scenario building sessions revolved around two land tenure options:

• Communal/ block tenure grounded on the Sectoral Property Act laws of Kenya and inspired in the Tanzania Bondeni informal settlement upgrading Community Land Trust (CLT) model. This option provides more flexibility on the road sizes allowing accesses up to 6m and plot sizes below 100m^2 thus more plots.
• Individual tenure option inspired in previous upgrading projects in Kenya such as the Korogocho Slum Upgrading programme in Nairobi. Despite its popularity, this option requires each plot to front a 9m wide road to qualify for titling, resulting in a lower number of plots.

Table 5. Communal titles vs. individual titles

Intervention Areas	Option 1: Communal/ Block Titles	Option 2: Individual Titles
Land/Plots sizes	Provide 6-meter streets with relatively higher number of plots with little regard to minimum plot sizes. Beneficiaries co-own land within specific blocks under one property title with sub titles for the sub plots.	Provide for standard minimum 9-meter roads with negotiated minimum plot sizes of not less than 100m^2.
Infrastructure & Services	Consider 9-meter roads to separate the identified blocks and 6-meter roads separate the sub-plots within the blocks.	Adapting the widths of existing abutting gazette roads & fixing widths of proposed access roads to the standard 9 meters[6].

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[6] PPA CAP 286 dictate that every titled plot must front a minimum of 9 meters to accommodate a 6-meter carriage way and 1.5 meters reserves on each side to accommodate services like sewer, storm water drains and pedestrian walks.

5.2.3   Validation of scenarios

MAJENGO SETTLEMENT SCENARIOS

Based on the two land tenure possibilities, two scenarios for the Majengo settlement were drafted during the scenario building workshop. Scenarios 1 and 2 illustrated in **Figure 20** below were developed for Majengo settlement.

- **Scenario 1**. Block titling option which yielded 395 plots excluding titled parcels falling along the main Mombasa Malindi and enabled most of the existing structures to remain unaffected by the implementation of the plan.
- **Scenario 2**. Individual titling and equal plot sizes with a minimum of 100 m2. This resulted in 405 plots excluding titled parcels along the main Mombasa Malindi.   Out of the total 575 structures, 210 structures were affected by proposed roads, 321 by proposed plot boundaries, while only 44 were fully accommodated within plots.

Figure 19: Majengo workshop proposed draft

After the workshops, the technical team refined the proposals into two proposals as illustrated in figure 21 below.

Figure 20: Refined Majengo scenarios 1 and 2
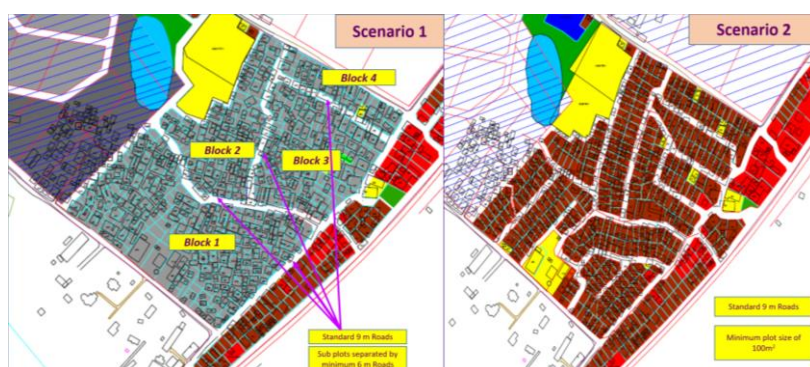
The high densities in Majengo recommended for scenario 1 with block titles as a smaller number of structures would be affected by the implementation of the plan. However, the community opted for individual land titles as per Scenario 2.

MZAMBARAUNI SETTLEMENT SCENARIOS

Figure 22 below shows *Scenario 1* and *Scenario 2* developed for Mzambarauni settlement both based on individual titles but with slight differences in the access roads to the neighbourhood:

- **Scenario 1:** This scenario is based on the principle of minimum destruction of existing structures. It resulted in a total 153 plots of varied sizes with road hierarchies of 12 meters, 9 meters and 6 meters (6 meters to access individual plots).
- **Scenario 2**: This scenario was based on the principle of equal plot sizes of minimum 100m^2 developed with least regard to the existing situation. It yielded 165 plots where 104 plots were affected by proposed roads, 212 by plot boundaries and 13 in full plots. Access roads varied between 12- and 6-meters widths.

Figure 21: Scenarios 1 and 2 respectively of Mzambarauni settlement scenarios developed during the scenario building workshop (Note RC members' signatures)
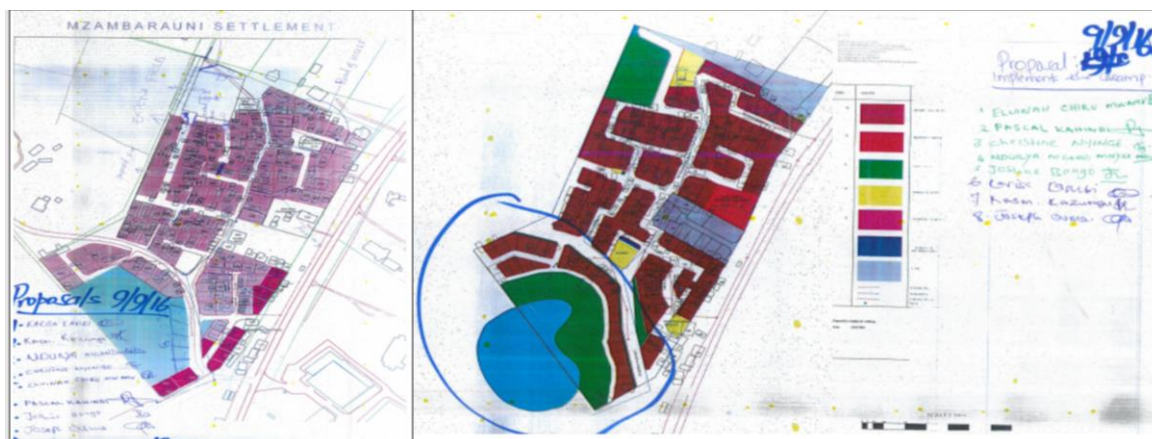
Once again, after the scenario planning workshops with the community, the technical team refined the proposals and submitted them for the community approval.

Figure 22: Refined Mzambarauni Final Draft Plans

The community settled for Scenario 2 (see Figure 23 above) which after the refining of the technical team yielded a total of 169 plots against the initial 165 plots.

DISSEMINATION

Regular community-level open public meetings (*barazas*) enabled the Residents Committee to disseminate outcomes of the stakeholder workshops to the larger community. Other forms of community engagement included displaying of outputs of stakeholder workshops in the community center for access by the larger community.

1.3. PREPARATION OF FINAL PLANS

The technical team fine-tuned the preferred scenarios into land use/subdivision plans to provide a framework for property survey for land tenure security and infrastructure provision in the implementation of the plans. Efforts were made to meet the expectations of the community while adhering to legal provisions regarding street layouts and widths, plot sizes, social infrastructure and services.

See Annex 19: final plans for Majengo an Mzambarauni

In the case of Majengo, the County Government of Kilifi had developed a plan for the broader Majengo-Kanamai area in parallel to the process for elaboration of the neighbourhood plan for Majengo. Due to changes in the focal point within the County Government a lack of coordination between the two planning processes made necessary a working session for the alignment of the plans for the Majengo-Kanamai area and the Majengo neighbourhood (within this area). The workshop brought together the Kenya CT members, technical staff from the KCC and the PSUP team.

See Annex 20: Plan of the Majengo Kanamai Area developed by the county government with integration of the Majengo Plan

This workshop opened the possibility to do a further review of the plan of Majengo in order to align it with the broader vision by the Kilifi county government and to minimise the number of structures affected by the

implementation of the plan. This version did respect the agreements reached with the community (individual plot titles and minimum plot size of 100 m2) however it suggested a 3rd scenario where a minimum number of structures would be affected by providing varying sized plots.

• **Scenario 3**: This was developed through efforts of UN-Habitat's and the UDD's technical teams. The scenario yielded an estimated 350 individual plots of varying sizes excluding titled properties within the settlement. This included 15 public use plots including the Community Centre, two cemeteries, the chiefs' office, Water point and several religious institutions. The option resulted in minimal interference with existing structures by an estimated 70%.

As the number of structures affected in scenario 2 was relatively high comparing to the scenario 3, the technical team esteemed that is was worth developing a 3rd plan proposal and submitting it for the community's validation. The table below and **Figure 24** illustrate the difference between the two plans as presented to the community.

Proposed plan (scenario 2)	Reviewed plan (scenario 3)
• 9m roads	• 9m roads
• All the plots are the same size	• Plots have different sizes
• Structures affected by the roads and plots	• The plan will avoid affecting the existing structures
• Equal sized plots 100 sqm	• Less plots available
	• Minimum plot size 100 sqm

Figure 23: final review of the Majengo plan (a) scenario 2, (b) scenario 3
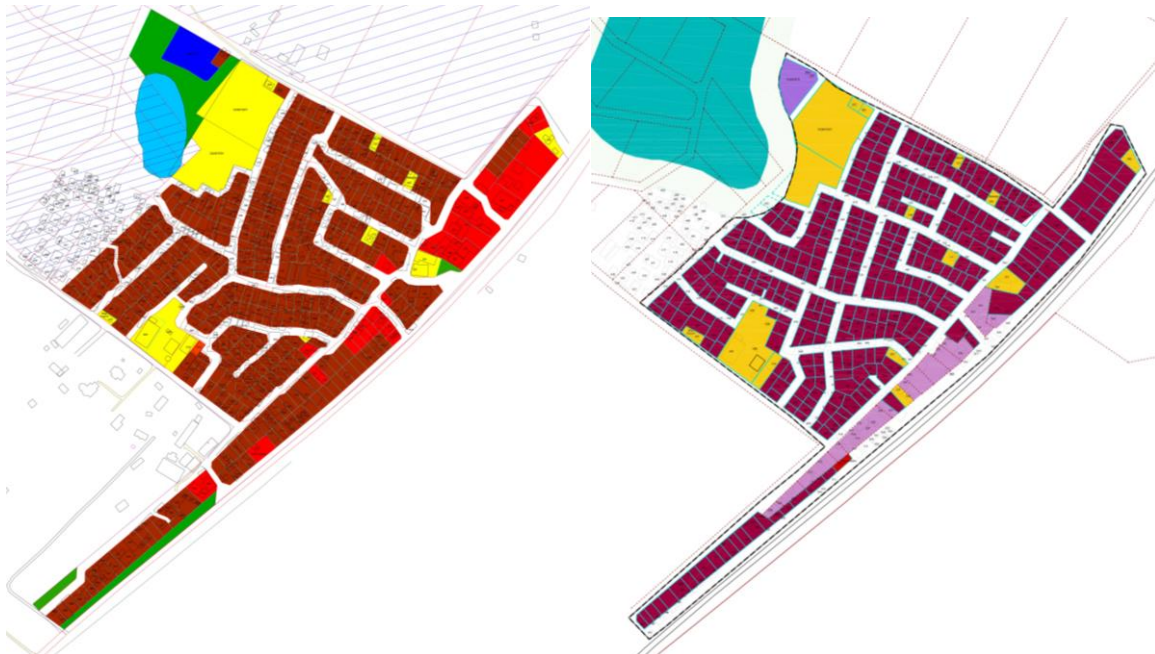
The community finally settled for scenario 3 for Majengo during the last consultation session held.

LESSONS LEARNT: VISIONING, SCENARIO BUILDING AND PLAN ELABORATION	
- With adequate technical support, communities can identify their own vision and objectives. - The agreements reached in the visioning process need to be respected by the plans. The role of the technical team is to find technical answers to the agreements and expectations defined in the visioning session by the community. Several proposals of plans can be elaborated and submitted for approval of the community always respecting the guiding principles. - Ensuring that the planning affects as little as possible the existing structures in the neighbourhood can be challenging due to the owing to irregular spatial structure in the slums. However, this is key to ensure the sustainability of the plan, reduce costs of implementation and avoid negative socio-economic impacts.	

DOs	DON'Ts
Coordinate with local government agencies to ensure alignment of the plans with broader planning.	
The technical team should focus on guiding the process to enable the community to make a sound choice of preferred scenarios.	Prepare a planning independently as technical team and present it for community validation. Participatory planning means that the technical team supports the community's vision!

6. VALIDATION AND APPROVAL OF THE PLANS

Following finalisation of the draft plans, the documents were disseminated to three key stakeholder groups to enhance validation and final approval of the draft plans.

6.1 Validation by the community

The first forum for the validation of the plans as mentioned before, involved the Majengo and Mzambarauni Community (RC and CMF group members). As communities are the direct beneficiaries of the plan, their acknowledgment and acceptance pf the proposal is key and will enable smooth implementation.

Figure 24: Presentation of the final layout plan for Mzambarauni settlement
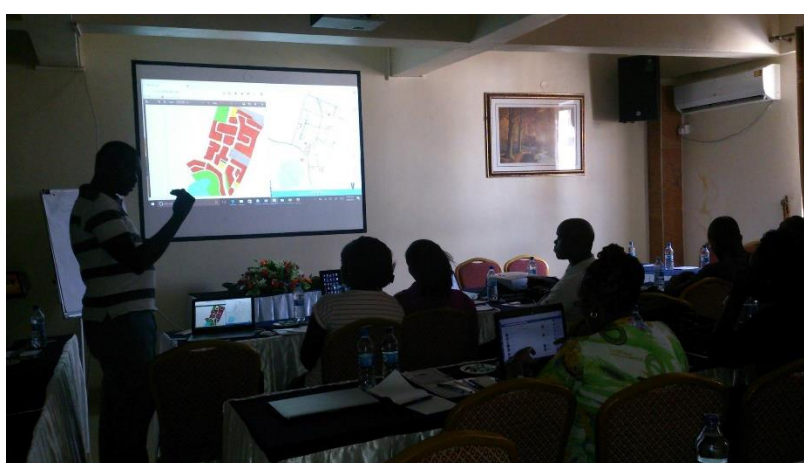
6.2 Approval by County Government management

The County Government is the institution in charge of the implementation of the plan and hence its approval is key. The plans were presented in a forum with attendants by top County Government officials, led by the Head of Department in charge of lands and Physical planning. The community, who had confirmed their support for the plans, also attended the forum. This meeting paved the way for the actual approval of the plans by the County Government as the officials were familiar with the plan and its elaboration process. The final forum, which aimed at gaining political support of the plan, involved Members of the Land and Planning Committee in the Kilifi County Assembly.

6.3 Official approval by County and National Government

The final drafts, having been validated by the Community/RC, the County Government management and the Land and Planning Committee of the County Assembly, were handed over to the Chief Executive Committee Member (CECM) in charge of land and physical planning. The CECM forwarded the plans to the larger County Assembly of Kilifi for final County level approval then to the National Director of Physical Planning and the Minister in charge of Lands and Physical Planning for final approval. Whereas exercise was scheduled to take a period of six months, it took over 18 months to complete the entire process excluding final approvals.

LESSONS LEARNT: PLAN VALIDATON AND APPROVAL
• Lack of clear legal guidance on the final plan approving authority as the County Governance Act and Physical Planning Act provided for plan preparation by the County Government and the Director Physical Planning respectively.
• Plan validation and approval requires continuous consultations that translate into financial costs that need to be provided for.
• Changes in the technical officers tasked with the follow up of the programme affected the continuity and delayed the process. Creating institutional memory is key to avoid such delays.

DOs	DON'Ts
Ensure the community approves the final plans before presenting to other approval authorities.	
Closely involve the political leaders throughout the planning and through to the approval process.	

7. PLAN IMPLEMENTATION

7.1   Implementation Strategy

The implementation of the Majengo and Mzambarauni plan will be guided by an implementation strategy developed during the planning process. The strategy outlines a sequence of activities necessary for realisation of the plans' objective. Implementation will involve a wide range of stakeholders whose roles are outlined in the implementation strategy.

7.1.1   Strategic Environmental Assessment (SEA) Report

The objective of the SEA is to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of the Development Plan, with a view at promoting sustainable development. The SEA process involves the sensitisation of the local community and will further seek their views on the proposals entailed in the plan. The report will be prepared by Environmental experts registered and recognised by the National Environmental Management Authority (NEMA) as the report will be presented to the same authority for approval. The implementations can begin once the license has been provided.

7.1.2   Survey of Plots

A cadastral survey and preparation of deed plans to survey the plots and to isolate public spaces, roads and utility way leaves need to be carried out by the Ministry of Lands, Department of Survey. This will involve demarcation of the boundaries of the plots created.

7.1.3   Allocation of Plots and preparation of title deeds.

Following the survey process, the plots will then be allocated to beneficiaries once land allocation principles and mechanisms are agreed on with the community. The overseer of this process will be the Country Team and the responsible institution for the allocation of plots to the beneficiaries will be the CGK. The preparation of land titles deeds will be responsibility of the CGK and the National Land Commission. Since the allocation process will already be done, processing of property titles will be an on-going process.

7.1.4   Systematic translocation of villagers

A resettlement plan needs to be developed to address the households that are affected by the plan implementation (i.e. by the enlargement of access roads or the readjustment of plots). Compensation mechanisms need to be agreed upon with the community and the process should seek at minimizing the number of resettled households (to 10% of the total number of households) and seek possibilities for resettlement within the same area.

7.1.5   Construction of facilities

Although this can take place at any stage of the process subject to availability of space, the construction of facilities is usually scheduled after resettlement of beneficiaries. The facilities include buildings, roads and drain system, water pipes, playgrounds and public parks and the process will be led by the responsible agencies within the CGK and National Government.

7.2 Community Managed Funds and priority interventions for plan implementation

In the framework of the CWSUPS development activities, priority interventions have been identified for the neighbourhoods. The plan allows to align the implementation of these pilot projects with the future development of the neighbourhoods. In the case of Majengo and Mzambarauni, the pilot projects included the construction of community facilities (one community centre per neighbourhood and an ablution block in Mzambarauni). Furthermore, water provision was identified as a priority intervention. Therefore, the water pipes installed in the two neighbourhoods follow the access roads established in the plans.

Moreover, Community Managed Funds (CMF) projects were considered and adopted during the plan preparation process, to contribute to the implementation of key components of the plans such as waste management, water provision and the housing construction (CMF on cement blocks)

7.3 Mobilising funds for plan implementation

The two neighbourhoods have been planned independently except in what relates to the provision of public facilities and utilities. This means that the implementation can be done simultaneously in both neighbourhoods or one of the neighbourhoods can be used as a pilot for the implementation of the plan. Even a cluster within one of the neighbourhoods can be used as pilot area for the implementation of the plans.

After the piloting o the interventions, the CGK and national government can draft strategies to upscale the intervention and replicate it in other neighbourhoods and allocate funds for the neighbourhood planning activities and implementation following the methodology developed for Majengo and Mzambarauni to upscale slum upgrading in the county.

7.4 Outcomes of the plan

The layout plans and implementation strategies resulting from this process provide a framework and strategies for addressing pertinent slum challenges in Majengo and Mzambarauni. Land tenure security and infrastructure form the basis for addressing the five slum deprivations. An estimated 3.000 households are expected to directly benefit from the implementation of the plans.

Tenure security will promote investments at different levels. This investment can then be mobilised to contribute to the overall improvement of the living conditions in the neighbourhoods for example through tax collection and revenue enhancement for the County Government of Kilifi or through direct investment of the families in the upgrading of the housing, etc.

LESSONS LEARNT: PLAN IMPLEMENTATION	
- A participatory planning process will pave the way for the implementation of the plan. Having engaged all stakeholders in the plan preparation will facilitate the allocation and mobilisation of resources by several institutions. - Linking the planning with City-Wide level strategies and plans **can ensure the mobilisation of resources for the implementation of the key infrastructure.**	
DOs	**DON'Ts**
Discuss with communities the plan implementation and particularly the issues related to land allocation as the planning is ongoing and the land structure is being agreed upon.	Avoid bringing sensitive issues during the plan preparation, as if these issues are not addressed by the plan, they will eventually block the plan implementation.
Ensure that the plan is aligned with the priorities and standards of several institutions to ensure resource mobilisation and allocation.	

8. ANNEXES

Annex 1: Summary of priority intervention areas in the Mtwapa CWSUPS

NO.	SETTLEMENT NAME	MAJOR CHALLENGES	PRIORITY INTERVENTION
1.	Mzambarauni	• Insecurity of tenure • Poor accessibility and SWD lacking • Congestion • Poor lighting (at night) & Insecurity • Poor waste management • Poor electricity connection	i. Formalization of tenure ii. Improved roads & drainage iii. Lighting (urban masts)
2.	Majengo	• Insecurity of tenure • Congestion • Poor accessibility and lack of SWD • Insecurity & Poor lighting • Poor SWM • Flooding (Makweza swamp overflows when it rains)	i. Formalization of tenure ii. Improved roads & drainage iii. Lighting (urban mast)

Annex 2: Summary of the supporting legal and institutional framework

LEGAL FRAMEWORK	NEIGHBOURHOOD PLANNING	LAND TENURE	INFRASTRUCTURE-SERVICES	CITIZEN PARTICIPATION
Constitution 2010 (Supreme law of the Republic and binds all persons and all State organs at both levels of government.)	Chapter five provides for management of land and environment. Article 184 provides for the governance and management of urban areas and cities and operationalization of the UACA 2011 and CGA 2012.	Highlights equitable access to land, security of land rights and suitable and productive management of land resources as among the key principles of the land policy. Section 44 (4) Public land shall not be disposed of or otherwise used except in terms of an Act of Parliament specifying the nature and terms of that disposal or use.		Section 43 part 1(b) highlights the right of citizens to accessible and adequate housing, and to reasonable standards of sanitation.
Vision 2030 (2008 – 2030) ("Provision of high-quality life to all citizens by the year 2030")	Vision 2030's effort to provide the country's population with adequate and decent housing in a sustainable environment. The plan provides for land tenure security empowering structure owners to improve their housing towards.		The plan will further address slum challenges like overcrowding, lack of adequate sanitation and pollution that the Vision highlights as major health risks to residents.	
Government Lands Act 2012 (Revise, consolidate and rationalize land laws; to provide for sustainable administration & management of land & land-based resources, & for connected purposes)	The plan is a form of application that provides a framework for disposal of the public land on which Majengo and Mzambarauni are located guided by the GLA 2012 (Section 12 (b) application confined to a targeted group of persons or groups in order to ameliorate their disadvantaged position.	Operationalizes Article 68 of the Constitution of Kenya & Guides the choice of available land tenure options while providing for management of public amenities like roads and open spaces.		
Physical Planning Act, Cap 286 & the Physical Planning Hand Book (Provide for the preparation and implementation of physical development plans and for connected purposes) (The Handbook is a supplemental guidance and standards on the process and practice of land use planning.	Preparation of the Majengo and Mzambarauni neighbourhood plans within the framework of the Physical Planning Act (Part IV (B) of the PPA 286). The plan is a form of Action Area Plans that is specifically provided for in the third schedule of the Act under short term plans. PPA tasks the Director Physical Planning the power to prepare plans and declare an area a special planning area[7]. The Handbook provides standards for Slum rehabilitation and upgrading schemes and guidelines for implementation of the PPA (Chapter 2 outline some of the legal statutes to consider when planning and stakeholder involvement, Chapter 5 and 6 of the			

[7] Special Planning Areas are areas with unique development potential or problems

	handbook provides general guidelines as for various Land uses. Guides realisation of strong controls to secure proper use of land and ensure achievement of planning objectives.			
Urban Areas and Cities Act of 2011 (Provide for classification, governance and management of urban areas and cities; To provide for the principle of governance and participation of residents and for connected purposes)	Operationalizes Article 184 of the COK 2010 by providing for preparation of integrated plans. The Majengo and Mzambarauni plans can be anchored in various parts of Section 36 of UACA.		The PSUP plans are anchored in the Mtwapa ISUD plan provide a basis of development control and provision of physical and social infrastructure	Section 22 (a) (v) provides specifically for citizen participation stating that residents can deliberate and make proposals to proposed development plans of the county and of the national government
County Government Act of 2012 (Provide for county governments' powers, functions and responsibilities to deliver services and for connected purposes)	Operationalizes Chapter 11 of the COK and outlines the role of the county government in the planning process. Section 37 outline the Role of the executive committee in urban area or city planning One of the roles of the County Assembly under Section 8 (e) is approval of county development planning.			Provides for citizen participation in development of policies and plans, and delivery of services in the county. Section 113 of the County Government Act makes public participation in county planning processes mandatory
Environmental Management and Co-Ordination Act Cap 387 (EMCA), 1999 (Provide for the establishment of an appropriate legal and institutional framework for the management of the environment and for matters connected therewith and incidental thereto)	Operationalizes by article 69 (a) and (d) of the Constitution of Kenya and governs management of natural resources in the country and upholds the importance of environmental protection. Section 38 (h) propose guidelines for the integration of standards of environmental protection into development planning and management			Provides for substantial public involvement in any major development decisions, which have an environmental bearing Section 3 (5) (a) the principle of public participation in the development of policies, plans and processes for the management of the environment.
National Land Commission Act (An Act of Parliament to make further provision as to give effect to the objects and principles of devolved government in land management and administration, and for connected purposes)	One of the functions of NLC under Section 5 (h) is to monitor and oversee land use planning throughout the country.	Management of public Land on behalf of the National and county governments. Section 3 (2) (a) on behalf of, and with the consent of the national and county governments, alienate public land in line with Article 67(3) of the Constitution; Encourage application of traditional dispute resolution mechanisms in land conflicts.		
National Land Policy (Promote positive land reforms for the improvement of the livelihoods of Kenyans through the	Provides a framework of policies and laws designed to ensure the maintenance of a system of land administration and management. Provides for survey	Supports PSUP Kenya's key components of provision of secure land tenure. Provides for upgrading of Informal Settlements. 211 (h) (h) provide for establishment of a legal framework and		

establishment of accountable and transparent laws, institutions and systems dealing with land.)	and mapping, cadastral and Land Information Management System principles (3.5.4. 3.5.5 & 3.5.6)	procedures for transferring unutilized land and land belonging to absentee land owners to squatters and people living in informal settlements; Identifies Land rights in informal settlements and for informal activities as one of the land issues requiring special intervention under 3.6 (171 (f)).		

Annex 3: the draft activity plan for Neighbourhood Planning

Legend: O = orange, P = peach, G = green, Y = yellow

Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Activities Group 1 - Preparatory Activities	O	O	O	O	O	O	O																
Establishment, training and operationalization of PSUP Community Committee	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Election preparations				G																			
Election and organization of the Residents Committee					G																		
RC Induction Workshop					G																		
RC Constitution & Registration					Y	Y																	
Leadership Training Workshop							Y																
Construction of RC Office & resource centre						Y	Y	Y															
Equipping of the RC office and Resource centre								Y															
Neighbourhood clustering and Formation of CDCs																							
Development of Communication and engagement strategy					P	P	P																
Drafting of strategy						Y																	
Review of strategy							Y																
Finalization of strategy							Y																
Appreciation of existing situation	P	P	P	P																			
Updating of Mtwapa informal settlements base maps						Y	Y																
Acquisition of the imagery						Y																	
Updating of the maps						Y																	
Ground truthing							Y																
Finalizing the base maps							Y																
Structure numbering								Y															
Awareness workshop and Baraza								Y															
Field numbering								Y															
Socio-economic survey						Y	Y																
Recruit a consultant						Y																	
undertake the socioeconomic survey						Y	Y																
validation workshop							Y																
Enumeration								Y	Y														
prepare the tools								Y															
sensitize the people								Y															
train the enumerators								Y															
conduct the enumeration								Y	Y														
validation workshop										Y													

Documentation of the neighbourhood planning process in Mtwapa, Kenya. Participatory Slum Upgrading Programme (PSUP) October 2020

Activity																								
Participatory Settlement Planning																▓	▓	▓						
Community visioning workshops																								
Drafting of planning proposals																								
Draft planning proposals workshop																								
Final plan presentation and validation workshop																								
Cadastral and land tenure registration																▓	▓	▓	▓	▓	▓	▓	▓	▓
Cadastral survey																								
Registration of titles																								

SLUM UPGRADING INITIATIVES: RC FORMATION AND ORGANIZATION

Defining Criteria for Membership

There are various target groups who can be considered or favoured through specific selection criteria. However, residents in the settlements should be given first priority and special consideration should be given to gender especially single-headed household and tenants. It is important that the community and the Government/County agree on the selection criteria and document the reasons for their decision. They should bear in mind that upgrading, in its original idea, means trying to assist the people who are on site to get secure tenure and some basic improvements in their physical living environment. Therefore, they should prevent, as much as possible a legalization process through which a majority of the original low-income population is bought-out and replaced by wealthier applicants as soon as the plots reach the market mechanisms.

Election and Registration

The RC represents the interests of the community and will be democratically elected by the residents. The RC should have membership consisting maximum of 13 members representing various interested groups in the settlement among whom at least two should be women.

The Council Representative, area County rep or, and the chiefs are ex-officio members. Elections will be held in accordance with their constitution and presided over by a social development officers from the county with assistance from implementing ministry. The committee can co-opt additional members when necessary. Proposals for the representatives and the number should be agreed upon.

Member	Criteria	No. ???
Owners)	(structure, TOL & letter of Allotment Holders	
Women	Any female over the age of 18	
Tenants	A resident of the settlement with a known land lord	
Youth	Not aged above 30 years (to provide room of five years before the legal maximum age of a youth)	
Council Representative	either Works or community development officer	
Area councillor	Elected member of the electoral ward within which the settlement fall	
Area Chief/Assistant Chief	Chief in charge of the area within which the settlement falls.	

Annex 5: List of Elected RC Members per village

• Elected Mzambarauni Village Residents Committee Members				
•	• Names	• ID Number	• Role	• Contacts
•	Francis J.	• XXXXXXX	• Chairperson	• XXXXXXX
• Structure Owners Representatives	Susan A.	• XXXXXXX	• Member	• XXXXXXX
	Sinamoyo N.	• XXXXXXX	• Treasurer	• XXXXXXX
	Ndurya M.	• XXXXXXX	• Member	• XXXXXXX
• Tenants Representatives	Joseph O.	• XXXXXXX	• Secretary	• XXXXXXX
	Evaline C.	• XXXXXXX	• Member	• XXXXXXX
• Women Representative	Bahati I.	• XXXXXXX	• Vice Chairperson	• XXXXXXX
• Youth Representative	Pascal K.	• XXXXXXX	• Vice Secretary	• XXXXXXX
• Disabled Representative	Kassim K.	• XXXXXXX	• Member	• XXXXXXX

•

• Elected Majengo Village Residents Committee Members				
•	• Names	• ID Number	• Role	• Contacts
•	Gladys K.	• XXXXXXX	• Chairperson	• XXXXXXX
• Structure Owners Representatives	Ambrose C.	• XXXXXXX	• Member	• XXXXXXX
	Mashombo M.	• XXXXXXX	• Member	• XXXXXXX
	Amina M.	• XXXXXXX	• Member	• XXXXXXX
• Tenants Representatives	Mwagandi N.	• XXXXXXX	• Secretary	• XXXXXXX
	Caleb O.	• XXXXXXX	• Member	• XXXXXXX
• Women Representative	Mbodze C.	• XXXXXXX	• Treasurer	• XXXXXXX
• Youth Representative	Mbogo B.	• XXXXXXX	• Vice Chairperson	• XXXXXXX
• Disabled Representative	Abdillahi B.	• XXXXXXX	• Vice Secretary	• XXXXXXX

Annex 6: The RC Constitution including list of roles of registered members and officials.

CONSTITUTION OF MAJENGO RESIDENTS COMMITTEE FOR MAJENGO MTWAPA PSUP

CHAPTER 1: INTRODUCTION.

The Resident Committee shall be a body corporate under the name of Majengo Residents Committee Upgrading Project, having the responsibilities to initiate participate in and carry out implementation of community development projects within Majengo area in collaboration with their committees existing therein.

It shall be a participating committee member of any committee (s) of any social development society (ies) that exists within the Majengo Location which has similar aims improving status of the community, through self – help programme.

The Majengo Residents' Committee is a non-profit making and non-political entity which shall not engage in any political activities as a group. It shall support and develop project that is necessary to improve the lot of the residents without political, racial, religious or tribal bias.

The office of Majengo Resident Committee shall be located at the Majengo Community Centre as its physical address.

CHAPTER 2: OVERALL OBJECTIVE

To uplift/upgrade the living standard of Majengo People through slum upgrading project

CHAPTER 3: SPECIFIC OBJECTIVES

The objectives of the upgrading project shall be:

i)   To furnish volunteer aid to development project either initiated by the committee, local authority or government of Kenya, in order to enhance its completion.

ii)   To educate and encourage members Settlement - the needs and importance of voluntarism and their roles in development.

iii)   To promote health and prevention of preventable diseases throughout the community and its environment.

iv)   To propagate the ideals and principals of development with a view to developing a feeling of solidarity understanding among all stake-holders.

v)   To improve on drainage system, good road network, service lines sewer system

vi)   To facilitate; Residents to construct permanent houses

vii)   To facilitate improvement of educational facilities.

viii)   To employ community development workers, advisors, expert and other staff for all or any of the objects of the group.

ix)   To enter into any arrangement with any governments or authorities that may seem conducive to the Group objects or any of them, and to obtain from such government or authority any rights.

Privileges and concessions which the group may think desirable to obtain. Facilitate resettlement for those who may be affected by infrastructural system. In pursuing the said objectives, the committee shall not make any distinction found on sex, race, nationality, tribe, religious, political opinion or any other similar criteria and shall act in the spirit and principles of oneness, guided by location development requirements.

CHAPTER 4: MEMBERSHIP
Eligibility

Membership of the Majengo Residents Committee Upgrading project shall be open to all residents of Majengo settlement, Kanamai Location without discrimination of their social class. Upon payment of Ksh. 200 as subscription fee of which is nonrefundable.

Recruitment and Membership fees

Members of the community who are stakeholders must register themselves and pay fees as part of being a member of the group. Registration fees should be set by the interim committee and presented for adoption by the community. Another option available is for the beneficiaries to be charged small amount of money for balloting, showing of beacons and collection of letters of allotment. The membership fees are for the day to day running of the office as guided by the constitution of the group.

CHAPTER 5: CESSATION OF MEMBERSHIP

The membership of any member shall cease automatically upon death of which next of kin will take over subject to confirmation by the Executive Residents Committee. When a member is found to have contravened the provisions of this constitution

CHAPTER 6: RESPONSIBILITY OF MEMBERS
- Active participation in the Residents activities
- Responsible safeguarding of the Residents information and property.
- Show undivided commitment to the Residents objectives and activities.
- Meet any other conditions as stipulated by the Residents Committee.

CHAPTER 7: DUTIES OF ALL MEMBERS
- All members shall be expected to respect one another and its organs.
- Members shall be required to respect any property owned by the Residents' Committee
- Every member shall abide and bind himself/herself to the letter and submission to the spirit of the Residents committee constitution.

CHAPTER 8: BENEFICIARIES
- First priority will be given to squatters living in Majengo
- The beneficiaries will decide upon the physical planning for their area through participatory planning.
- The beneficiaries will work closely with the local authority and other stakeholders.
- The beneficiaries will be responsible for formulating an action plan to facilitate the movement of residence affected by roads, power lines and overcrowding on settled plots as defined by the agreed layout plan.
- The beneficiaries will be responsible for paying the survey fees, beacon certificate, allotment letters and other fees as may be required.
- The beneficiaries will be 'responsible for the improvement of their houses.
- The Residents Committee will handle any problems related to disputes on ownership of structures/plots and will screen the beneficiaries
- The beneficiaries will be residents of Majengo who have lived there for more than 10yrs.

Agreement

For the purposes of the upgrading there will be contractual engagement between stakeholders and residents. And RC decision will not be taken to court.

CHAPTER 9: OFFICE BEARERS
The Residents' Committee shall have the following office bearers: -
1. Chairman
   - The chairman shall preside over all meetings of the committee and at all general meetings
   - Shall be a bank signatory

In absence of both chairman, secretary, treasurer and their assistant's executive resident committee will appoint anyone to act on their behalf.

2. Secretary
   - The secretary shall deal with all the correspondence of the residence committee under the general supervision of the committee
   - Shall take and/or read minutes in meetings
   - Shall keep in custody all documents of the residence committee in liaison with the chairman
   - Shall communicate in writing within and outside the residence committee
   - Shall be a bank signatory
   - He shall issue notices convening all meetings of the committee and all general meetings
   - Shall be a representative in the steering committee
   - Shall act as a good will ambassador of the committee (public relations person)
   - Shall from time delegate duties to his /her assistant

3. Treasurer
   - The treasurer shall receive and shall disburse under the directions of the committee. All moneys belonging to the residence committee
   - Shall issue receipts for all moneys received by him/her.
   - Shall ensure that funds of the residence committee are deposited in the name of the committee in accordance with these rules.
   - Shall ensure that the financial records of the group are maintained in accordance with sound accounting practices.
   - Treasurers report shall be read every month and at the end of the year and when need arises.

- Shall also be bank signatory.
- Shall keep in custody all the books and documents of accounts of the residence committee
- The treasurer shall handle matters, concerning funds directly in his/her absence, the secretary will help.
- Shall keep all the books open to scrutiny by other members upon adequate notice of 7 days.

CHAPTER 10: FUNDS
- Within the limits laid down by its objectives the committee shall receive contribution from beneficiaries for any project strictly on voluntary basis following clear education.
- Any contribution given shall be an amount approved and receipt issued. Finances shall be subject to auditing by any auditor appointed by the committee. Unless otherwise, such an auditor shall be a community member of the Majengo Resident Committee project area.
- When necessary any other stakeholder other than the committee may appoint an auditor with the approval of the Majengo Executive Residents Committee.
- All cheques on the accounts shall be signed by the bank signatories.

The books of accounts and all documents relating to and a list of members of the project shall be available for inspection at the office of the project by an officer or RC Members

CHAPTER 11: COMMITTEES
There shall be the following committees, which will help in steering the slum –upgrading project. The Executive Residents Committee, Residents Committee, Village Committees.

CHAPTER 12: EXECUTIVE RESIDENTS COMMITTEE
There shall be elected a Chairman, Secretary and Treasurer elected from among the RC members. The three officials shall constitute an Executive Resident Committee (ERC). which will be comprised of one three top officials elected by the larger RC. The Ward Manager, area chief, area councilor will form part of the ERC.
In order to get advice on development programmes, procedures and co-ordination with other development agencies in the location, the resident committee will co-opt member as follows: -
- Chief of the location or his/her representative
- Area councilor
- District social developer officer/his/her representative
- Marketing/town planning officer
- Town clerk or his/her representative
- Any other government extension officer operating in the area may be invited

Executive RC Committee shall be composed of the committee shall be composed of the committee members elected as office bearers by the Resident Committee members

CHAPTER 13: RESIDENT COMMITTEE
Shall be comprised of Nine (9) elected Representatives from the Majengo Settlement will be chaired by a Chairman elected by the RC members.

CHAPTER 14: VILLAGE COMMITTEE
This will be comprised of 9 (Nine) members comprising of village elder, two structure owners, tenant, youth and a woman representative and a disabled representative. This committee shall operate at the village level and will be responsible of all activities at the village level.
This committee shall seek guidance, direction and support from the executive Residents Committee in discharging its operations. The village elder shall chair this committee and the youth shall be the secretary. The village committees shall form the Residents Committee. The village committee will settle all disputes in their village, if they will not be able, executive resident committee will intervene. Selling and repair of structures will be commissioned by six people as a mandatory.

CHAPTER 15: RULES
(a) Term of Office

i) The RC shall remain in office for a period of 5 years after which time fresh elections shall be conducted

(b) Discipline

i) A committee member who fails to attend 3 consecutive meetings without an apology shall be deemed to have disqualified him/herself from committee membership. In such a case replacement shall come from the affected subcommittee/village through an election.

ii) Unless otherwise stated, all matters discussed at committee level shall not be distorted. Any member (s) found to have violated that shall be dismissed. Subject to sufficient evidence

iii) Any member found inciting, fueling propaganda, animosity and rumours shall be dismissed subject to sufficient evidence.

iv) Quorum for all meetings shall be 2/3 of the total membership.

v) Disciplinary committee will be constituted and its terms of reference shall be defined by the Executive Resident Committee.

CHAPTER 16: ELECTIONS
i) Shall be through secret ballot.
ii) Notice of the elections shall be given at least 28 days before they are held.
iii) No member shall be entitled to vote by proxy.
iv) All elections shall be presided over by a returning officer.
v) All elections shall be free and fair.
vi) All petitions shall be received after the announcement of the results for investigations.

CHAPTER 17: MEETING NOTICES:
Notices to attend committee meetings shall be given and not less than three days prior to the date of the meeting.

CHAPTER 18: BANKING
All monies received by the committee shall be paid into a bank account of the Majengo Residents Committee

CHAPTER 19: WITHDRAWALS
Three signatories plus one member shall be allowed to withdraw, with approval of the executive resident committee through a resolution

CHAPTER 20: COMMITTEE MEETINGS
a. These shall only be attended by elected people from respective villages and ex-officials
b. Resident committee will be held once a month unless otherwise.

CHAPTER 21: GENERAL MEETINGS
There shall be two classes of general meetings annual general meetings and special general meetings.
a) The annual general meeting shall be held not later than august 20 in each year. Notice in writing of such annual general, accompanied by the annual statement of account and the agenda of the meeting shall be sent to all members not less than 21 days before the date of the meeting.
b) This shall be attended by the Executive Residents Committee, Residents Committee, Village Committees and Ex – Officials.

The agenda for any annual general meeting shall consist of the following: -
1. The confirmation of minutes of the previous annual general meeting.
2. Consideration of the accounts.
3. Appointment of auditors. Through a special general meeting prior to AGM
4. Such other matters as the committee may decide or as to which notice shall have been given in writing by a member or members to the secretary at least four weeks before the date of the meeting.
5. Any other business with the approval of the chairman.
6. A special general meeting may be called for any specific purpose by the committee, Notice in writing such meeting shall be sent to all members not less than 7 days.

CHAPTER 22: RESOLUTIONS
Any member desirous of submitting a resolution may do so by sending it in writing to the secretary at least 14 days before the date of the meeting and in case of a resolution to amend the constitution 28 days before the date of any special general meeting.

CHAPTER 23: AMENDMENT
Amendment of the constitution shall be by ¾ of the registered members at a special convened meeting within 28 day notice. No provision of this constitution shall be altered, modified or otherwise amended.

CHAPTER 24: GROUP ASSETS
The assets owned by the group as the day of this constitution's adoption and any other assets to be acquired in the course of group's future engagement shall remain the groups property and shall therefore do not belong to an individual unless otherwise.
Disposal of assets shall be by tender system, of which valuation of such assets will be done by professional valuers to be vetted by executive committee.

CHAPTER 25: DISSOLUTION

a) The resident committee shall not be dissolved except by a resolution passed at a general meeting of members by a vote of two-thirds of the members present. If no quorum is obtained, the proposal to dissolve the Residents' Committee shall be subjected to a further general meeting which shall be held one month later. Notice of this meeting shall be given to all members of the Residents Committee at least 14 days before the date of the meeting. The quorum of the second meeting shall be the number of members present.

b) Provided, however, that no dissolution shall be effected without prior permission *in* writing of the Registrar, obtained upon application to him made *in* writing and signed by three of the office bearers.

c) When the dissolution of the Residents' Committee has been approved by the Registrar, no further action shall be taken by the committee or any other office bearer of the Residents committee in connection with the aims of Residents Committee other than to get *in* and liquidate for cash all assets of the Resident's Committee. Subject to the payment of all the debts of the Residents' Committee the balance thereof shall be distributed in such other manner as may be resolved by meeting at which the resolution for dissolution *is* passed.

Annex 7: Agenda of the workshops for RC capacity building.

RC INDUCTION WORKSHOP PROGRAM

Day 1: (28th May, 2014)

5.00 pm: Arrival at Venue

Day 2: (29th May, 2014) RC Induction Workshop

Time	Activity	Facilitator	Moderator
9.00am – 10.00am	Overview of PSUP - Global Overview of PSUP - Mtwapa Progress reports by the RC	Claudio Torres D. Kutoyi Jannet T.	
10.00am – 10.30am	**Tea Break**		
10.30am – 11.30pm	Role of Stakeholders in the implementation process	K. Nyaseda	
11.30pm – 12.30pm	Slum Upgrading Process	Isaac Mungania	
12.30 – 2.00pm	**Lunch Break**		
2.00pm – 4.00pm	Review Concept Paper	Mungania	
4.00pm – 4.30pm	**Tea Break**		
4.30pm – 5.00pm	Team Building	Nyaseda/Rael/Jannet	

Day 3: (30thMay, 2014) RC Induction Workshop

Time	Activity	Facilitator	Moderator
8.30 am - 9.00am	Recap	Gambo	
9.00am – 10.30am	Community Organization	K. Nyaseda	
10.30am – 11.00am	**Tea Break**		
11.00am – 12.30pm	Action Planning and Way Forward	D. Sakwa	
1.00pm – 2.00pm	**Lunch Break**		
2.00pm	Departure		

PSUP GLOBAL OVERVIEW

Elections of Mtwapa Village Residents Committees

ASANTE SANA / THANKS

PSUP LOCAL OVERVIEW

MTWAPA INFORMAL SETTLEMENT UPGRADING PROGRAMME
OVERVIEW OF PSUP: LOCAL CONTEXT

RC induction workshop at Lawford's Hotel, Malindi
By Kutoyi D. S.

Background

- Mtwapa digital mapping and preparation of ISUDP in 2008…..from which one of the outputs was informal settlement upgrading strategy
- The ISUDP identified 11 settlements namely: Kwa Gowa, Kwa Nyambura, Mikanjuni, Mtomondoni, Mzambarauni, Majengo, Kwa Mavitswa, Maweni, Soweto, Mwando wa Panya and Four farm

Participatory Slum Upgrading Programme (PSUP)

- Initial Agreement (MoU) in 2009 between MoLG and UN-Habitat focused on improvement of informal settlements
- The overall objective is **to improve the living conditions of people living in informal settlements in Mtwapa town** by regularizing all informal Settlements, improving infrastructure services

PSUP Cont'd…

- The Programme has been done in phases
  - Phase I – urban profiling
  - Phase II – concept notes
  - Phase III – Implementation

Phases of PSUP explained…

- Phase I – the Mtwapa ISUDP
- Phase II – preliminary data collected and analysed, establishment of the boundaries of the settlements, identifying priority projects and concept notes preparation
- Phase III – project implementation (from community organization, enumeration, pilot projects, planning to cadastral survey)

Villages review

- The villages were reduced to 9 after Mwando wa Panya (court case with the owner of the land) and Soweto (bought out) were dropped
- Through consultation with the village elders, a criteria of clustering the villages according to the characteristics, narrowed down to 2 villages for the pilot; Mzambarauni and Majengo

Majengo Village

Main Characteristics
- Approximate population ……….
- Land covered: 23.2 Ha
- No. of dwellings: 1783
- Average household size: 2.9

Major Challenges
- Insecurity of tenure
- Poor accessibility
- Congestion
- Insecurity
- No drainage systems
- Poor lighting (especially at night)
- Poor waste management
- Poor housing and amenities
- Flooding especially when it rains

Priority Projects
- Formalization of tenure
- Improved roads & drainage
- Lighting (urban masts)

Mzambarauni Village

Main Characteristics
- Approximate population….
- Land covered: 7.8 Ha
- No. of dwellings: 166
- Average household size: 3.8

Major Challenges
- Insecurity of tenure
- Poor accessibility
- Congestion
- Insecurity
- No drainage systems
- Poor lighting (especially at night)
- Poor waste management
- Poor housing and amenities
- Flooding especially when it rains

Priority Projects
- Formalization of tenure
- Improved roads & drainage
- Lighting (urban masts)

ROLE OF STAKEHOLDERS IN THE IMPLEMENTATION PROCESS

Ministry of Land Housing & Urban Development

Directorate of Urban Development

ROLE OF STAKEHOLDERS

Participatory Slum Upgrading Programme – PSUP Mtwapa

Overall objective

- To create a sustainable and improved environment and living standards for the residents of 2 No. informal settlements in Mtwapa town (Majengo and Mzambarauni) as part of the implementation of the newly prepared Mtwapa Integrated Strategic Urban Development Plan.
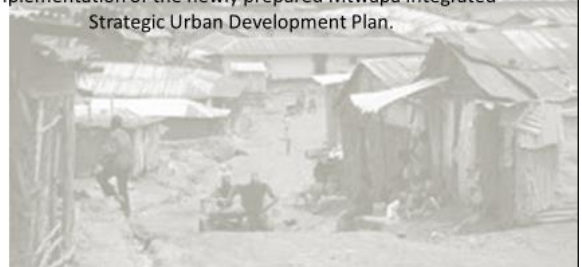
Specific objectives

- To provide security of tenure to an estimated 2000 Households (subject to enumeration)
- To provide /improve basic infrastructure and service provision in the 2 informal settlements: Access roads, storm water drainage, security lighting, sanitation facilities, and solid waste management.
- To build capacity of various actors/Institutions in Mtwapa: County Government of Kilifi, Residents Organisations, Department of Urban Development, CBOs

Methodology

- Stakeholder involvement
- Community mobilization
- Community organization: Election and capacity building of the RC
- Establishment of village boundaries
- Structure numbering & Enumeration
- Preparation of and Implementation of plan

Stake Holder Analysis

URBAN DEVELOPMENT	COUNTY GOVERNMENT OF KILIFI	UN-HABITAT	RESIDENTS' COMMITTEE
- Programme coordination - Technical support - Liaison between UN-Habitat and the County Government - Management of programme funds - Financial reporting to the UN-Habitat - Capacity building to the County Government and RC - Logistical support at National level - Data and information management - Information dissemination - Documentation	- Technical support - Liaison between the programme and the community - Provision of data and information - Information storage, maintenance and updating - Political goodwill - Counterpart funding - Liaison with other local stakeholders - Community organization and capacity building - Financial reporting to UDD - Management and maintenance of infrastructure and other assets - Logistical support at local level - Information dissemination - Documentation	- Fundraising - Liaison with the European Commission - Documentation - Monitoring and Evaluation - Capacity building - Networking and Experience sharing - Partnership building - Technical support - Financial reporting to the EC - Conflict resolution at community level - Information dissemination	- Community mobilization and sensitization - Management of Community Project Funds - Liaison between the implementing agencies and the community - Conflict resolution at community level - Community organization - Facilitate PSUP implementation activities: Enumeration, mapping, socioeconomic survey, participatory planning, cadastral survey, title registration etc. - Management of community assets - Information dissemination

PSUP implementation structure

National Technical Team
MOLH&UD
UN-Habitat

County Technical Team

Residents' Committee
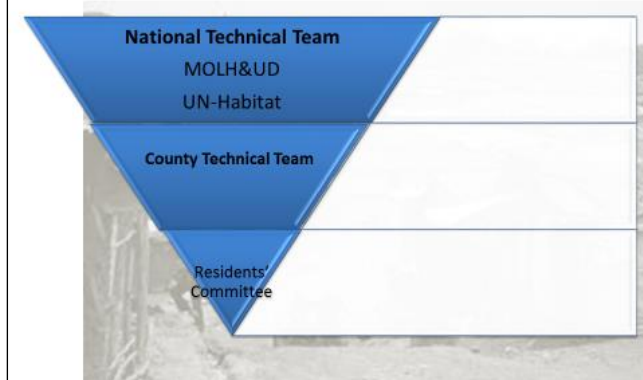
THE PROCESS OF UPGRADING INFORMAL SETTLEMENTS (UDD EXPERIENCE)

A Paper Presented

In:

Training Workshop

On

ASSESSMENT OF INFORMAL SETTLEMENTS

By Mungania I.K.

The process described below assumes a local authority with one or more informal settlements within its area of jurisdiction.

The Process of upgrading of informal settlements can be grouped into three main activities namely:

1. Assessment of the existing informal settlements in the town

2. Approval and adoption by the Local Authority

3. Implementation of the upgrading process.

1. Assessment of the Existing Informal Settlements in the Town

This is an assessment of all the informal settlements in the town. It is aimed at collecting background information of each settlement. It involves

- Field visits to each settlement,

- Meetings with the LA and community leaders,

- Collection of existing background data,

- Compilation of a draft assessment report,

- Presentation and discussion of the report in a stakeholder's workshop,

- Compilation of the final assessment report with action plans. The final report contains, among other things the following:

  - Location map of the informal settlements in the town

  - Historical background of each settlement

  - Land ownership status for each settlement

  - Current status of previous attempts to secure tenure

  - Relationship with LA

  - Community organization

  - Stake holders' initial workshop recommendations and action plans.

This report should be presented to the LA for adoption as a tool for planning of informal settlements in its area.

2. Approval and adoption by the Local Authority

It is necessary for the Town Planning committee of the LA to be formally presented the assessment report and to formally approve and adopt the recommendations of the stakeholders' workshop. Informal settlement upgrading projects need full support of the LA. This is particularly necessary at the time of application for land, where approval by the LA is a must. It is also necessary for the upgrading projects to be included in future LAPDs.

3. Implementation of the upgrading process

The Upgrading process to be applied to each settlement includes the following activities:

- *Community mobilization, elections, registration, operationalization of Residents Committees*. This ensures full participation of the residents of each settlement and representation by a properly elected and registered residents committee. The residents should be involved and participate in all activities of the upgrading project.

- *Social economic survey, owners register*. The survey results in social economic data of the resident population. Depending on available resources, this activity can be scaled down to compilation of an owners register.

- *Financial Management Training*. This targets the Residents Committee. It is very necessary, as they will be handling funds raised by the residents. The training includes simple bookkeeping practices.

- *Topo Survey/ base Map Preparation.* This is aimed at preparing up-to-date base map of the settlement showing all existing structures and other physical features. Accurate base maps enable layout planning incorporating the principle of minimum demolition. It should be correlated with the social economic survey/ owners' register.

- *Participatory Layout planning*. This involves participation of the residents committee in the layout planning. This is best done in two workshops. In the first workshop, the residents verify the Topo map and give land use proposals and guidelines to be used by the physical planner. In the second workshop, they review the alternative plans drafted by the planner and finally adopt one of the layout plans.

- *Application for land*. Formal application for land to the Commissioner of Lands is done through the LA and other approving authorities. Support letters from the LA, DC, and MLG are necessary. The application could be initially for reservation of the project area shown on a perimeter/ block plan.

- *Cadastral survey.* This involves boundary surveys required for registration of the title deeds. In most cases it will entail beaconing of each plot in the scheme. It results in surveyed plots, road reserves and perimeter boundaries. The survey is followed by approvals and registration of the titles.

- *Infrastructure improvements*. This involves opening and improvement of roads, water reticulation systems etc. The extent of the improvements depends on availability of funds.

- *Housing improvements*. In most cases this is left to the individual residents. They could form housing self-help groups and cooperative societies. LA assists in building plans and standards.

- *Title registration*

WORKPLAN. STATUS TABLE FOR UPGRADING PROCESS

The following table is to be used in determining the activities accomplished and guide of pending activities. It is to be completed for each settlement by the participants either in plenary or working groups.

Item No.	Activity	Sub-Activity	Product/Result/ Indicator	Status Done/ Not done	Remarks
1	Community Mobilization	Awareness creation	Minutes of meetings and *Baraza's*	Done	
		RC Elections	RC, minutes of elections	Done	Report, attendance list, first meeting minutes.
		Registration of group	Certificate of registration	Not Done	In progress
		Member registration	Members register	Not Done	
		Opening of Bank accounts	A/C number	Not Done	
		Operationalization of RC	RC Office, minutes	Not Done	
2.	Social Economic Survey / or Structure Owner Register	Numbering of Structures	Number of structures, structures numbered on the doors		
		Design of questionnaires / or owners register	Questionnaires or Register book		
		Field work to fill questionnaires / or members register	Completed Field data sheets or register of names with structure numbers		
		Compilation of the report or register	Social economic survey report, Owners register		
		Verification of owners list	Verified list		
3	Financial management Training	Commissioning of trainer	Contract		
		The training workshop	Workshop report		
		Opening of account books	Opened bookkeeping and accounts books		
4	Topo survey (Base map) and Perimeter boundary	Commissioning of surveyor	Contract or agreement		
		Determination of perimeter boundary	Physical marking of perimeter boundary		
		Topo survey work (Picking, plotting, correlation with owners register)	Top map/ base map showing all structures with numbers, physical features, contours		
5.	Participatory Layout Planning	1st participatory planning workshop (proposals to the planner)	Workshop report, proposed draft plans signed by RC		
		Draft Layout Planning	Draft PDPs		
		2nd Participatory planning workshop	Workshop report, Final Draft PDP signed by RC		
		The approval process	Advertising and gazettement of PDP, Approved PDP by Minister for Lands		
6	Application for Land	Application to COL through Council, with list of names	Application letter, Council minutes,		
		Land Allocation	Letters of Allotment		
7	Cadastral Survey	Commissioning of Surveyor	Contract or agreement		
		Survey work	Beacons, approved survey plans.		
		Showing of beacons	Beacon Certificates, resettlement		
		Preparation of deed plans or RIM	Approved Deed plans or RIM		
8	Infrastructure improvements	Opening and improvement of roads and drains	Opened and improved roads		
		Improvement of water reticulation	Improved water reticulation, water kiosks		
		Power and Telephone services	Electricity, street lights, Tel.		
9	Housing Improvement	Building rehabilitation and new constructions	Improved housing		
10	Title Registration	Title Registration	Title Deed		

Annex 9: example of preliminary mapping data gathered (FRs)

Annex 10: agreed base maps for the settlements.

MAJENGO SETTLEMENT

MZAMBARAUNI SETTLEMENT

Annex 11: training materials for mapping.

MTWAPA INFORMAL SETTLEMENT UPGRADING PROGRAMME - PSUP
BASE MAPPING, STRUCTURE NUMBERING AND OWNERS' REGISTER
BY DANIEL SAKWA
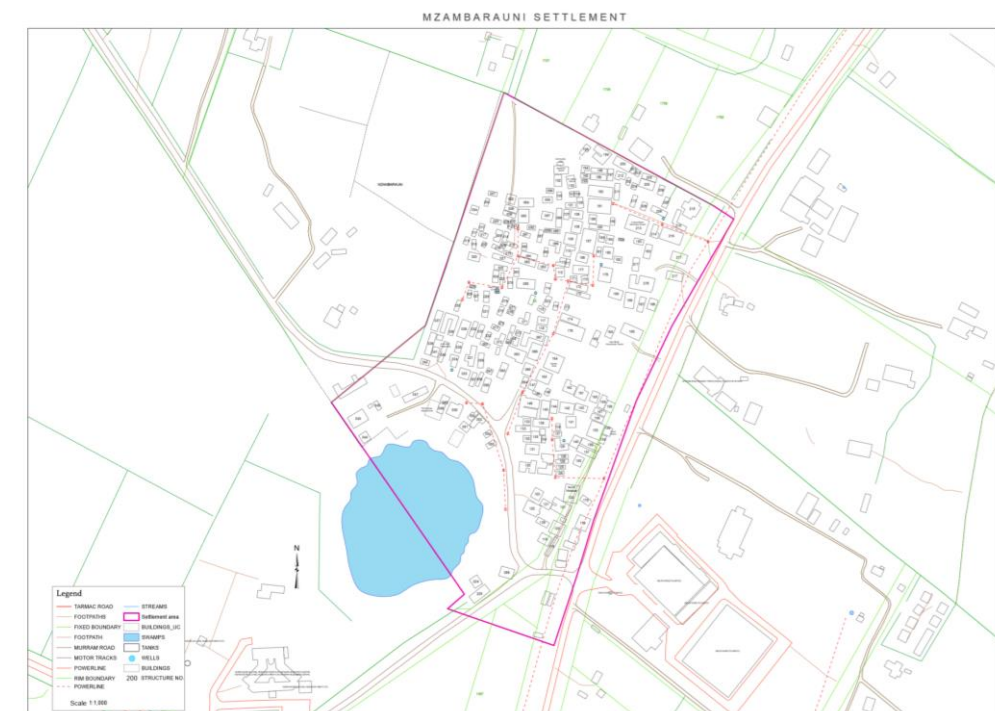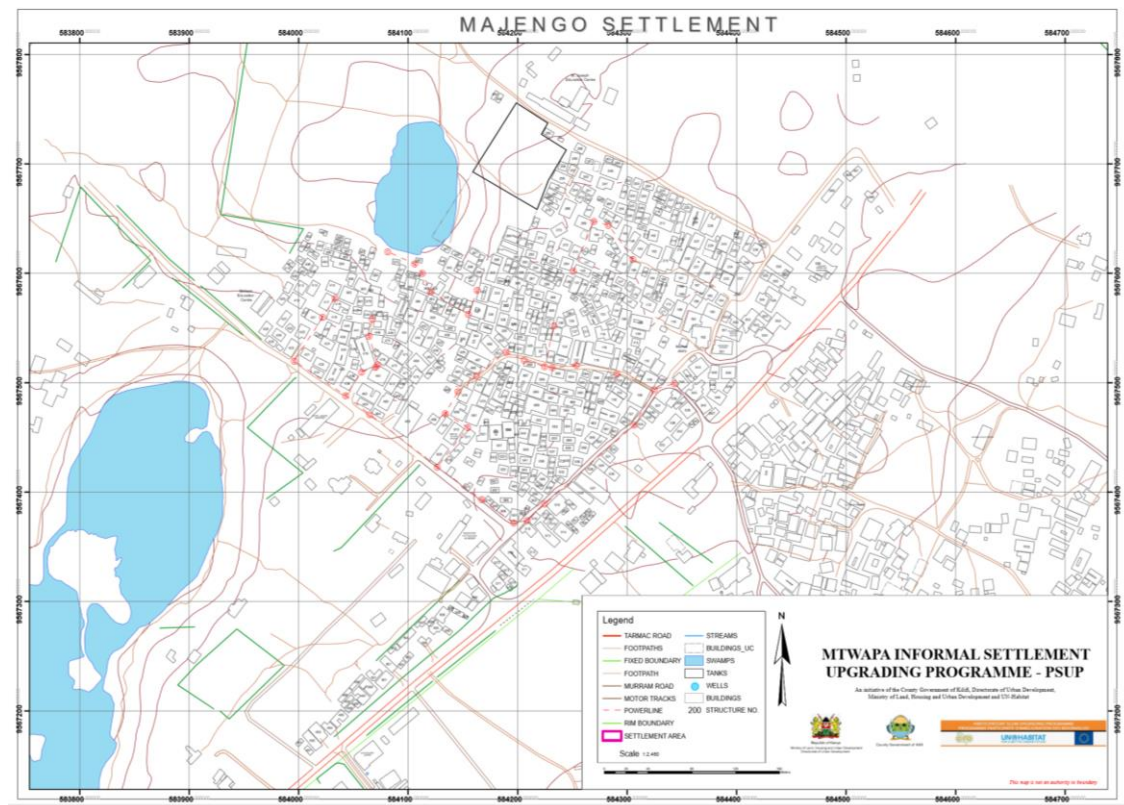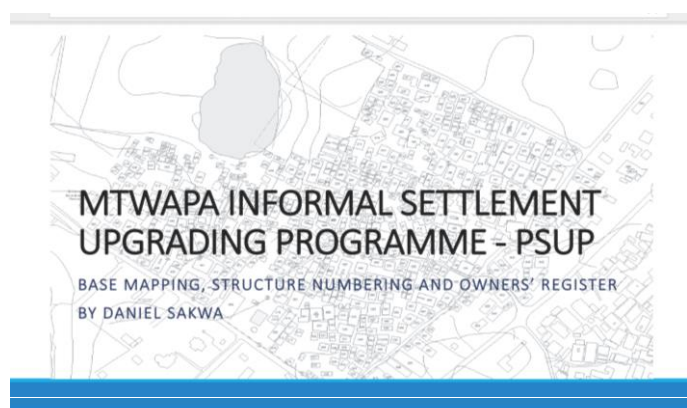
Base mapping

o Adopted the maps from the Mtwapa digital mapping and planning project
o Updated using recent aerial photograph
o Further desktop and ground edits during the structure numbering and socio-economic survey exercise

Outputs:

Updated maps of Majengo and Mzambarauni

Structure numbering and owners' register

o Done with the assistance of the resident committees from both the villages
o Involved marking structure numbers on the doors and registering the corresponding owners

Results:

1. Numbered structures
2. Owners register

	Informal settlement name	No. of structures
1.	Majengo	540 (do not correspond to the structure numbers)
2.	Mzambarauni	225
	Total	**765**
		Subject to the verification reports
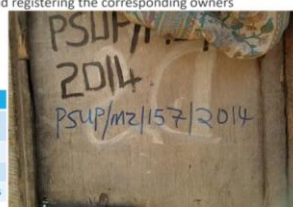
Cadastral information

o Cadastral information for Mzambarauni done
o Not started for Majengo, but some deed plans obtained

Observations:
➢Most of the structures are within the boundaries except for the businesses on the road
➢Some areas within the settlement have been surveyed

To be shown better interactively in GIS...
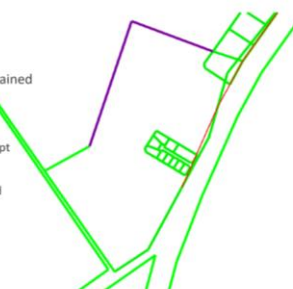
Annex 12: activity plan for base mapping / calendar of structure numbering

Day 1 (arrival and meeting)		
Time	**Activity**	**Facilitator**
11.00 a.m.	Arrival	
12.00-1.00 p.m.	Discussions (CT)	CT
1.00-2.00 p.m.	Lunch	
2.00-2.30 p.m.	Arrival and registration of RC and enumerators	MN/JT/RR
2.30-4.00p.m.	- Objectives of the mission - Activities planning - Discussions	JT/RR
Day 2 (field activities)		
Time	**Activity**	**Facilitator**
8.00-8.30 a.m.	Arrival and Registration	
Morning session	• Enumeration and socio-economic survey field work • Structure numbering – Majengo (finalization)	JT/MN/IM DK
	Lunch	
Afternoon session	• Enumeration and socio-economic survey field work	JT/MN/RR
Day 3 (field activities)		
Time	**Activity**	**Facilitator**
8.00-8.30 a.m.	Arrival and Registration	
Morning session	• Enumeration and socio-economic survey field work • Picking of mapping details	JT/MN/RR DK
	Lunch	
Afternoon session	• Enumeration and socio-economic survey field work	JT/MN/RR
Day 4 (field activities)		
Time	**Activity**	**Facilitator**
8.00-8.30 a.m.	Arrival and Registration	
Morning session	• Enumeration and socio-economic survey field work • Picking of mapping details • Meeting to review progress of RC office construction	JT/MN/RR DK/IM
	Lunch	
Afternoon session	• Enumeration and socio-economic survey field work	JT/MN
Day 5 (field activities)		
Time	**Activity**	**Facilitator**
8.00-8.30 a.m.	Arrival and Registration	
Morning session	• Enumeration and socio-economic survey field work	JT/MN/RR DK
12.30-2.00 p.m.	• Consolidation of all week's activities • Discussions / Wrap up meeting • Closing	
	Departures	

Annex 13: GIS mapping layers

MAJENGO SETTLEMENT

MAJENGO SETTLEMENT
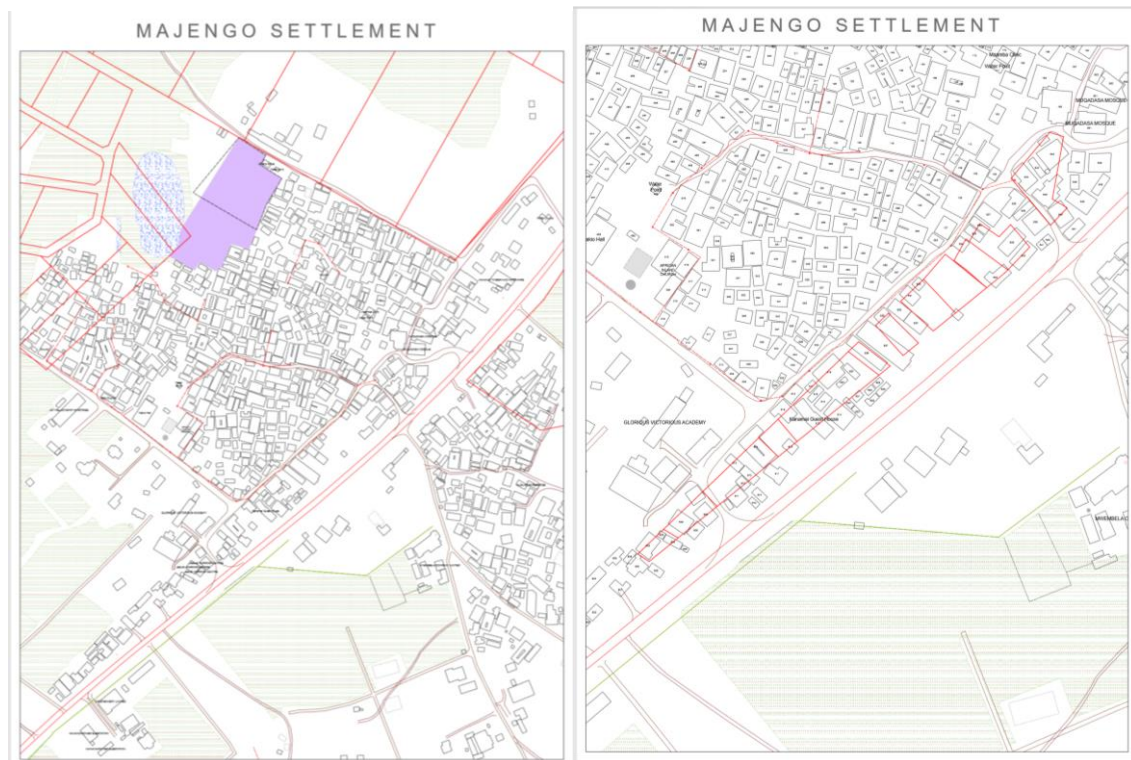
Annex 14: Tool for selection of enumerators

SCREENING

No	EDUCATION AND PRIOR EXPERIENCE	
	CRITERIA	**SCORE**
1	EDUCATION AND PRIOR EXPERIENCE (30%)	
2	ORAL INTERVIEWS (70%)	
	TOTAL	

No	CRITERIA	RATING						SCORE
1	Academic qualification (Form Four)	**20**	**15**	**10**	**5**	**2**	**0**	
2	Post-secondary Training	**5**	**4**	**3**	**2**	**1**	**0**	
3	Relevant Experience	**5**	**4**	**3**	**2**	**1**	**0**	
	TOTAL							

Notes:
Item 1: Form four Education: - Grade A - 20 Marks, Grade B – 15 marks, Grade C- 10 marks, Grade D - 5 marks, Grade E – 2 Marks
Item 2: Post-Secondary Training (Including student):- Degree – 5 Marks, Diploma - 4 Marks, Certificate – 3 Marks, Attendance- 2 Marks, Informal – 1Mark
Item 3: Relevant Experience in the last five years: - More than 1 year: 5 Marks, 6 Months – 1 Year -4 Marks, 3 – 6 Months -3 Marks, 1-3 Months- 2 Marks, Less than 1 month – 1 Mark

ORAL INTERVIEWS

NO	QUESTIONS	RATING						SCORE
1	Tell us about yourself	**5**	**4**	**3**	**2**	**1**	**0**	
2	Who is an enumerator? What are their roles?	**5**	**4**	**3**	**2**	**1**	**0**	
3	In your own words, tell us what you understand by the term socio-economic.	**5**	**4**	**3**	**2**	**1**	**0**	
4	Have you ever been involved in any survey work? i.e. Population Census, Voter registration exercise….	**5**	**4**	**3**	**2**	**1**	**0**	
5	What activities do you engage in to benefit your community?	**5**	**4**	**3**	**2**	**1**	**0**	
6	How would you respond to resistance/ignorance of information?	**5**	**4**	**3**	**2**	**1**	**0**	
7	Have you any information or idea of what PSUP is?	**10**	**8**	**5**	**3**	**2**	**0**	
8	What are your expectations from the PSUP programme?	**5**	**4**	**3**	**2**	**1**	**0**	
9	Why do you think you are the most suitable candidate for this assignment?	**5**	**4**	**3**	**2**	**1**	**0**	
10	Are you a resident of Mtwapa? Which settlement do you come from? What is the structure number of where you live?					**10**	**0**	
11	**Personality**							
	Audibility					**2**	**0**	
	Appearance					**2**	**0**	
	Eye contact					**2**	**0**	
	Confidence					**2**	**0**	
	Sincerity and general conduct					**2**	**0**	
	TOTAL							

Serial No.............................

REPUBLIC OF KENYA   COUNTY GOVERNMENT OF KILIFI   UN@HABITAT
FOR A BETTER URBAN FUTURE

MTWAPA INFORMAL SETTLEMENT UPGRADING PROGRAMME: PARTICIPATORY SLUM UPGRADING PROGRAMME (PSUP)

ENUMERATION QUESTIONNAIRE: - **MAJENGO**

Village:........ Structure No:..................... Structure type:........No. Rooms:............. No. House Holds:..........

Structure Ownership:

1. Name: .... ID No.:..................... Absentee/Resident...................
2. Name: .... ID No.:..................... Absentee/Resident...................
3. Name: .... ID No.:..................... Absentee/Resident...................
4. Name: .... ID No.:..................... Absentee/Resident...................
5. Name: .... ID No.:..................... Absentee/Resident...................

No.	Name of HH Head	HH Size	No. of Rooms	Total Space (m2)	Occupancy Owner/Tenant	No of years in Majengo	No. Years in Structure	Voters Card No.	Polling Station

Enumerator:.......................... Team Leader:.......................... RC Rep:...................... Date: ....

Annex 16: complain form for structure owner's registration

Project Complaint form

Complaint Form for Plot Ownership in an Informal Settlement

1. PARTICULARS APPEARING ON THE SOCIO ECONOMIC SURVEY DATA

   i) Zone/Plot No./Structure No.: ………..…. Type of Structure: ………………
   ii) Full Name: ………………………………………. I/D No.: ……………………

2. DESCRIBE THE NATURE AND REASONS OF THE COMPLAINT
   (If it is the change of names, please attach copies of supporting documents)
   ....
   ....
   ....
   ....
   ....

3. PROVIDE THE CORRECT INFORMATION

   i) Name: ……………………………………… ID No.: …………………………
   ii) Address: ………………………………………...………………………………
   ....

4. COMPLAINANT   5. INTERVIEWERS
   Name: ………………… Sign……………… i) Name:…………Sign …………
   Date…………………………………… … ii) Name:………... Sign …………

_____

(For official Use only)
6. VERDICT/RECOMMENDATION OF THE RESIDENTS' COMMITTEE
   ....
   ....
   ....
   ....
   ....
   ....

   Chairman …………………….   Secretary……………………

Serial No………………………..

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF KILIFI

MTWAPA INFORMAL SETTLEMENT UPGRADING PROGRAMME: PARTICIPATORY SLUM UPGRADING PROGRAMME (PSUP)

SOCIO – ECONOMIC & ENUMERATION QUESTIONNAIRE:

Date	
Enumerators Name	
ID No,	
Settlement	
Structure No.	

	Mwenye kujibu *(Respondent):*	
A	**Household Details**	
1	**Jina la kwanza** *(First Name):*	
2	**Jina la kati** *(Middle Name):*	
3	**Jina la mwisho** *(Last Name):*	

	ID No *(Nambari ya Kitambulisho):*		**Mobile No.** *(Simu ya rununu):*	
4	**Idadi ya wanaoishi kwenye nyumba hii?** *(Number of persons living in this household):*		Below 18 Years	Above 18 Years
5	**Idadi ya vyumba** *(Number of rooms):*			

6	**Umililiki wa makao** *(Tenure status):*	☐ Owner *(If owner, do you have land ownership documents)*
		☐ Tenant *(If tenant do you have a landlord/tenant lease agreement)*

B	**Parcel owner's/ owner occupier's/ Tenant's general details** *(Household Head)*		
1	**Jinsia** *(Gender):*	⊺	**Mume** (Male)
		⊺	**Mke** (Female)
2	**Uraia** *(Nationality):*	⊺	**Raia wa Kenya** (Kenyan Citizen)
		⊺	**Raia wa nchi nyingine** (Other Nationality)
3	**Kuna ulemavu wowote?** *(Any disability?)*		**Ndio** (Yes) **La** (No) If yes, please specify
4	**Kiwango cha elimu** *(Educational level)*	⊺	**Chuo/Chuo Kikuu** College /University)
		⊺	**Shule ya upili** (Secondary)
			Shule za Kiufundi (Post Primary)
		⊺	**Shule ya msingi** (Primary)

		†	**Nyingine (**Others**)**
5	**Kazi** (*Occupation*)	†	**Mtumishi Umma** (Civil Servant)
		†	**Mwajiriwa kampuni ya kibinafsi** (Employee in private sector)
		†	**Kibarua** (Casual Labourer)
		†	**Mwajiriwa wa kibinafsi** (Self-employed)
		†	**Asiyeajiriwa** (Unemployed)
		†	**Mwanafunzi** (Student)
		†	**Business Oriented** (Mfanyibiashara)
6	**Mahali pa kazi** (*Place of work*)	†	**Katika Mtaa huu** (Inside this settlement)
		†	**Nje ya Mtaa huu** (Outside this settlement)
7	**Unatumia namna ipi ya usafiri unapoenda kazini?** (*Mode of transport used to work*)	†	**Gari la kibinafsi** (Private car)
		†	**Gari la moshi** (Train)
		†	**Matatu/ Basi** (Bus/ Matatu)
		†	**Pikipiki** (Motor cycle)/Tuktuk
		†	**Baiskeli** (Bicycle)
		†	**Kwa miguu** (On foot)
8	**Mapato yote kwa mwezi** (*Total Monthly income*)	†	0 -2,500 Kenya Shillings
		†	2501 – 10000
		†	10001 – 20000
		†	20001 – 30000
		†	Above 30000
9	**Watumia njia ipi kwa mawasiliano?** (*Which mode of communication do you use?*)	†	**Barua** (Letters)
		†	Simu (Land line telephone)
		†	Simu ya rununu (Mobile phone)
		†	Barua Pepe(E-mail)
10	**Mahali pa matibabu** (*Availability of Health Facility*)	†	**Hospitali ya raia** (Public hospital)
		†	**Hospitali ya kibinafsi** (Private hospital)
		†	**Zingine (**Others)
11	**Kituo hiki cha matibabu kiko wapi?** (*Where is this medical facility located?*)	†	**Katika Mtaa huu** (Inside this settlement
		†	**Nje ya Mtaa huu** (Outside this settlement)
12	**Magonjwa ambayo umeugua miezi 4 iliyopita** (*Diseases suffered in the last 4 Months*)	†	**Water Borne Diseases** (Amoeba / Typhoid,
		†	**Lifestyle Diseases** (Hypertention, Diabetes)
		†	**Malaria**
		†	**TB**
		†	**Respiratory Diseases** (Pneumonia, Whooping Cough)
		†	**Other**

C	**Vifaa vya ujenzi vilivyotumika** (*Building materials used*)		
1	**a) Ukuta** (*Walls*)	†	**Mawe** (Stone)
		†	**Mabati** (Ironsheets)
		†	**Mbao** (Wooden)
		†	**Udongo** (Earth)
		†	**Karatasi (**Polythene Paper)
		†	**Nyingine (**others)
2	**b) Sakafu** (*Floor*):	†	**Saruji** (Cement)
		†	**Udongo** (Earth)
		†	**Nyingine** (Others)
3	**c) Paa** (*Roof*)	†	**Mabati** (Iron sheets)
		†	**Mbao** (Wooden)
		†	**Makuti/Nyasi** (Grass thatched)
4	**Kipimo** (*Size*):	† **Urefu (Metric)** /*Length (feet)*:	† **Upana (Metric)** /*Width (feet)*:

5	**Kodi ya nyumba/chumba kwa mwezi** *(Monthly rent for the room):*		
6	**Unapika kutumia moto gani?** *(Source of Energy):*	† † † † † †	Electricity, Solar Charcoal Paraffin Firewood Others (Specify)……………………………………………
7	**Watumia vipi umeme/stima?** *(How do you utilize electricity?)*	†	**Mwangaza** (Lighting)
		†	**Kupika** (Cooking)
		†	**Matumizi mengine** (Other)
8	**Gharama ya wastani ya stima wastani, mafutaa taa kwa mwezi** *(Average cost of use of electricity, paraffin per month):*		

D	**Water and Sanitation** *(Maji na Usafi)*		
1	**Mnapata maji ya matumizi wapi?** *(What is the main source of water?):*	†	**Maji ya mfereji** (Piped water) †In the house †Stand Pipe
			Kisima kisicho kirefu (Shallow well)
		†	**Maji ya mvua** (Rain water)lo[pp;;;;;;;;;;;;;;;;;;;;;;;;;
		†	**Njia nyingine ya kupata maji** (Other water source)
		†	**Umbali wa kuchota maji** (Distance water point)
2	**Bei ya kiwango cha kawaida ya maji kwa siku?** *(Average cost of water per day):*		
3	**Mnatumia Bafu hapa?** *(Do you have access to a bathroom?):*	†	**Hakuna Bafu** (No bathroom)
		†	**Location of the bathroom (Bafu iko wapi)** †Bathroom in the structure (Bafu ndani ya nyumba) †Bathroom outside the structure (Bafu nje ya nyumba) †Communal bathroom (Bafu ya umma
		†	
4	**Ni aina ipi ya choo unayotumia?** *(Which type of toilet facilities do you have access to?):*	†	**Hakuna Choo** (No toilet)
		†	**Location of the toilet/latrine (choo iko wapi)** † Toilet/latrine in the structure (choo ndani ya nyumba) † Toilet/latrine outside the structure (choo nje ya nyumba) †Communal Toilet/latrine (choo ya umma)
		†	**Choo cha shimo** (Latrine)
		†	**Choo** (VIP) Ventilated Improved Pit
		†	**Choo cha maji** (WC/Sewer)
		†	**Choo kingine** (Other)
5	**Wewe hutupa taka wapi?** *(Where do you dispose your solid waste?):*	†	**Mtoaji wa huduma ya kibinafsi** (Private service provider)
		†	**Mahali pa takataka** (Dump site)
		†	**Pipa la takataka** (Bin)
		†	**Barabarani** (Road)
		†	**Mitaro ya maji machafu** (Open sewer)
		†	**Nyingine** (Other)

E	**Business details**		
1	**Jina la kampuni / biashara** *(Company/trading name):*		
		†	**Duka la jumla** (Wholesale shop)
		†	**Duka la rejareja** (Retail shop)
		†	**Duka la vifaa** (Hardware)

			†	**Pump ya petroli/ mafuta ya taa** (Petrol/Kerosene pump)
			†	**Mitumba** (Textiles/Secondhand clothes)
			†	**Duka la nyama** (Butchery/Food Kiosk)
			†	**Duka la mboga** (Green grocer)
			†	**Mwuzaji makaa** (Charcoal dealer)
			†	**Seremala** (Carpenter)
			†	**Fundi wa baiskeli** (Bicycle repair)
			†	**Fundi wa viatu** (Shoe cobbler/Tailoring)
			†	**Kinyozi/Mahali pa kutengeneza nywele** (Hair salon)
			†	**Ukumbi wa filamu/Maktaba ya video** (Video show/library)
			†	**Baa** (Bar)
			†	**Biashara nyingine** (Other commercial)
2	**Makadirio Mapato ya biashara kwa mwezi?**	*(Average Monthly Income)*		
3.	**Chanzo cha Malighafi/bidhaa**	*(Source of goods)*	†	**Katika Mtaa huu** (Inside this settlement)
			†	**Nje ya Mtaa huu** (Outside this settlement)
4.	**Wasafirisha vipi malighafi au bidhaa zako?**	*(How do you transport your raw material/products?):*	†	**Lori** (Lorry)
			†	**Gari la kibinafsi** (Private car)
			†	**Mkokoteni** (Hand cart)
			†	**Pickup**
			†	**Baiskeli** (Bicycle)
			†	**Mchukuzi** (Porters)
			†	**Wilibaro** (Wheelbarrow)
			†	**Nyingine** (Other)
5	**Wewe huuza bidhaa zako wapi?**	*(Where do you sell your products?):*	†	**Katika Mtaa huu** (Inside this settlement)
			†	**Nje ya kijiji hiki** (Outside this settlement)
6.	**Wateja wako watoka wengi wapi?**	*(Where do majority of your customers come from?):*	†	**Katika Mtaa huu** (Inside this settlement)
			†	**Nje ya Mtaa huu** (Outside this settlement)
7.	**Idadi ya wafanyi kazi**	*(Number of workers including yourself):*	Wake……………	Waume………………….
8.	**Waishi wapi?**	*(Where do you live?)*	†	**Katika Mtaa huu**(Inside this settlement)
			†	**Nje ya Mtaa huu** (Outside this settlement)
9.	**Shida zinazowakabili**	*(Problems you encounter)*		
10	**Ada zipi unatakiwa kuwa unalipa?**	*(What kind of Taxes do you pay)*	† †	Single Business Permit Refuse fees

Annex 18: Activity programme for the Visioning workshop agenda and outputs of the 2-day workshop including the participants list

WORKSHOP AGENDA

Day 0: Workshop Preparations

Time	Activity	Moderator
Morning	Briefing to Chief Officer Lands and Physical Planning CGK	UDD,CGK,RC Mzambarauni/Majengo
Afternoon	Technical Meeting • Review of previous Action Plan • Review of Planning Workshop Program Identification of location & number of community and other public facilities	

DAY 1: introduction and presentation of findings

Time	Activity	Moderator
9.00 am – 9.30 am	Arrival &Registration	Erick & Patricia
9.30 am – 10.00 am	Opening Session Workshop Objectives and Participant Expectations	Janet/Mungania Nyaseda
10.00-10.30am	Planning framework process	S. Ambwere
10.30 am – 11.30 am	Situation Analysis • Presentation of the Socio-economic survey findings • Base mapping, structure numbering, structure owners register	Nyaseda Sakwa
11.30 am – 11.45 am	**Tea break**	
11.45 am – 1.00 pm	Working groups/ Identification and mapping of major issues • Validation of current situation • Listing down missing issues • Listing what the community want	PSUP Team
1.00 pm – 2.00 pm	**Lunch Break**	
2.00 pm – 3.00 pm	Working groups/ Identification and mapping of major issues	PSUP Team
3.00 – 4.00 pm	Village Presentation	Village group Secretaries
4.00pm	**Tea Break and closing**	

Day 2: Visioning

Time	Activity	Moderator
9.00 am – 9.30 am	Arrival & Registration	Erick & Patricia
9.30 am – 10.00 am	Recap of Day 1	Mungania
10.00 am – 10.30 am	Scenario Building • Adding knowledge to guide informed planning decisions & closing existing gaps	County planner
10.30 am – 11.00 am	**Tea break**	
11.00 am – 12.30 pm	Working session/ Scenario building/Visioning • Visioning • Mapping	PSUP Team
12.30 pm – 2.00 pm	**Lunch Break**	
2.00 pm – 4.00 pm	Village Presentation	Village group Secretaries
4.00pm	**Tea Break and closing**	

PARTICIPATORY SLUM UPGRADING PROGRAMME RETREAT FROM 26TH TO 30TH MAY 2014

DAY 2: 27TH MAY 2014   TECHNICAL MEETING

No	Name	Organization	Contacts/Email	Signature
1.	Enosh Onyango	UDD – PSUP	onyango.enosh @jehw.om	
2.	ISAAC MUNGANIA	UDD – PSUP	imungania @gmail.com 0721206089	
3.	claudio Tomes	UN–Habitat	claudio.tomes @unhabitat.org	
4.	Grace LUBAALE	UN–Habitat	grace.lubaale@unhabitat.org	
5.	George Gachie	UN-Habitat	george.gachie@unhabitat.org	
6.	ERICK MATATA	UDP	erickkyclo84@yahoo.co.uk	
7.	Daniel Sakwa	UDD / PSUP	kdsakwa@yahoo.com	
8.	Kenneth O. Nyaredi	UDD / PSUP	nyaredeomoneli @yahoo.co.uk.	
9.	Gamba m. charles	CGK.	Buildharkscharkx@yahoo.com	
10.	JAMMET M. TSUMA	CGK.	jammetsuma @ yahoo.com jammetsuma @ gmail.com	
11.	Rael Rutto	UDD /PSUP	raelcheppah @ yahoo.com	
12.	Kenneth Karungu	County Gov. of Kilifi	dkkarungu@yahoo.com	
13.				

PARTICIPATORY SLUM UPGRADING PROGRAMME RETREAT FROM 26TH TO 30TH MAY 2014

RC INDUCTION WORKSHOP DAY 1 28TH MAY 2014

No	Name	Organization/ POSITION	Village	Contacts/Email TELEPHONE/MOBILE NO	Signature
1.	MWAGANDI ALBERT NJAMA	SECRETARY	MAJENGO	njamawehu@yahoo.com 0722528042	
2.	KARISA KAMBI	COMMITTEE	MZAMBARAUN	0735678842 0719715648	
3.	JILANI MNABONJE	CHAIRMAN	—do—	0727-716517	
4.	Everlyne chizi Mumbo Mpangaji		Mzambarauni	0789596826	Everlyne
5.	SINAMOYO CHRISTINE	TREASURER	MZambarauni	0714262110	
6.	SUSAN ANDAWA	MEMBER	MZAMBARAONI	0716786103	Susan
7.	NDUOYA MGANDI	MEMBER	MZAMBARAUN	0724030528	
8.	PASCAL KAHINDI	V/SECRETARY	MZAMBARAUNI	0712982640	
9.	JOSEPH OUMA	SECRETARY	MZAMBARAUNI	0702846339 0735929526	
10.	MASHOMBO MORRIS	MEMBER	MAJENGO	0725133 879 0732 771 333	
11.	CALEB OMONDI OYOO	MEMBER	MAJENGO	0712357836 Caleb2gamezone@gmail.com	
12.	MBOGO BOMU JOHNSON	V/Chairperson	Majengo	0705292807 bomumbogo@gmail.com	
13.	AMBROSE C. BADA	MEMBER	MAJENGO	0725639915	
14.	ABDILLAHI BADI MWINYI	PSUP Village Committee	MAJENGO	0710869291	
15.	ISAAC MUNGATIA	UDD	UDD/PSUP	isaacmungatia@yahoo.com 0721206089	MK.
16.	Jamot Tsoma	CGK	CGK PSUP	jmmatsuma@yahoo.com 0728 688 742	
17.	Rael Rutto	UDD	UDD/PSUP	raelcheppah@yahoo.com 0707642693	
18.	Kenneth Nyasedi	UDD	UDD/PSUP	nyasedavmondi@yahoo.co.uk	
19.	ROSE KAZUNGU	MEMBER	MAJENGO	rosekazunga@yahoo.co.uk 0724845152	
20.	GAMBO CHARLES	CGK	CGK/PSUP	buildorit.scientix@yahoo.com 0726535856	
21.	NAME	ORGANIZATION	VILLAGE	CONTACTS & EMAIL	SIGNATURE
22.	ERICK MATATA	UDD	—	erickkyalosy@yahoo.co.uk 0720787548	
23.	ESTHER TSUMA	MEMBER KAUMA community production	—	estherdza@gmail.com 0716900641	
24.	George Gachie	UN-Habitat		george.gachie@unhabitat.org 0722 311060	
25.	Daniel Sakwa	UDD/PSUP	—	kdsakwa@yahoo.com	

THE COUNTY GOVERNMENT OF KILIFI
DEPARTMENT OF LAND, HOUSING, ENERGY & PHYSICAL PLANNING

MAJENGO INFORMAL SETTLEMENT AREA

260 EXISTING STUCTURES

PLOTTED AREA

ROAD

SURVEYED AREAS

CODE

0 RESIDENTIAL / MIXED (COMMERCIAL AND RESIDENTIAL) PLOTS
RESIDENTIAL / MIXED in surveyed areas

1 INDUSTRIAL

2 EDUCATIONAL

3 PUBLIC PURPOSE

5 COMMERCIAL

6 PUBLIC UTILITY

WETLAND

BUFFER ZONE

NOTES

Plot size varies but minimun plot size is 100 sqm.
Final plot sizes are subject to survey.
Road reserve is 9m for all roads within the settlement except for access roads
to groups of 3 plots which are 6m.Individual access to plots are 3m wide.
Street names will be decided in participatory processes with the community.

THIS PLAN WAS DEVELOPED UNDER THE PARTICIPATORY SLUM UPGRADING
PROGRAMME IMPLEMENTED BY UN-HABITAT, FUNDED BY THE EUROPEAN
COMMISSION AND WITH THE SUPPORT OF THE AFRICA CARIBBEAN AND
PACIFIC GROUP OF STATES SECRETARIAT IN PARTNERSHIP WITH THE
DEPARTMENT OF URBAN DEVELOPMENT AND THE COUNTY GOVERNMENT
OF KILIFI.

PSUP PARTICIPATORY SLUM UPGRADING PROGRAMME
PROGRAMME PARTICIPATIF D'AMÉLIORATION DES BIDONVILLES PPAB
acp UN@HABITAT

CERTIFICATE:

I certify that the plan has been prepared and published as per the requirements of
the Physical Planning Act CAP286

NAME .... SIGNATURE ....
DATE ....

NOTES AND AMENDMENTS

MAJENGO INFORMAL SETTLEMENT PLAN
AREA ACTION PLAN

SCALE:	1:2500
DATE:	October 2016
PREPARED BY:	KENNETH NYASEDA
DRAWN BY:	MARIA ACHIENG

DEPARTMENTAL REFERENCE No. 139.KLF.2016.2

MINISTRY OF LAND AND PHYSICAL PLANNING

CERTIFIED

NATIONAL DIRECTOR OF PHYSICAL PLANNING   DATE

APPROVED

CABINET SECRETARY FOR LAND AND PHYSICAL PLANNING   DATE

APPROVED NEIGHBORHOOD PLAN No.