



NATIONAL INDUSTRIAL TRAINING AUTHORITY TENDER NO: NIT/KYEOP/09/2016

1. BACKGROUND

The Government of Kenya, in partnership with the World Bank, is implementing the Kenya Youth Employment and Opportunities Project (KYEOP) from 2016 to 2021 through the Ministry of Public Service, Youth and Gender Affairs (MPYG), The Ministry of East African Community, Labour and Social Protection (MEACLSP) and the Ministry of Industrialization and Enterprise Development (MIED) with an objective of increasing employment and earning opportunities among targeted youths. The project aims to reach over 280,000 youths during the project period.

The Kenya Youth Employment and Opportunities Project (KYEOP) aims at increasing employment and earning opportunities for targeted youths. The main beneficiaries of the proposed project will be youth between 18 and 29 years of age, who are without jobs and have experienced extended spells of unemployment or who are currently working in vulnerable jobs. The level of education of targeted beneficiaries will be up to Form 4.

The Project consists of four components: -

Component 1, MPYG and NITA, addresses the lack of relevant work experience and competencies including behavioral skills needed for employment by engaging training providers and private sector employers to offer training and work experience to targeted youth.

Component 2, MSEA, responds to the need for job creation with initiatives to help launch new businesses, improve the productivity and job creation potential of existing microenterprises and among self-employed youth, and support innovative approaches to improve job and earning opportunities among the hard-to-serve youth.

Component 3, LMIS, plans to improve access to and the quality of labor market information to help the public and private actors make decisions and formulate policies.

Component 4, MPYG, provides for enrollment, registration, screening of targeted youths, support for strengthening youth policy development, monitoring and evaluation and management of the project.

2. JOB SPECIFIC TRAINING AND WORK EXPERIENCE IN THE FORMAL SECTOR

Beneficiary youth who have completed life skills and core business skills training will be referred to NITA for Job specific skills training in the formal or informal sectors.

The training focus should be on skills demanded by employers and should therefore include the skills that will help participants to perform tasks in a job specific skills areas. The instructors should employ a participatory and trainee-centered approach. Instructors should avoid long theoretical sessions but use skill-based training methodology.

A framework training program and key training material will be developed/ tailor-made for existing demanded training programs by the training provider. Two (2) months training in job specific skills will be conducted at the training provider premises or approved venue for beneficiary youth referred to the training provider where the youth will be introduced to the skill area and the practice. The maximum number of beneficiary youth will be 25 trainees for a class in a specific job skill areas. After the job specific skills training the trainees will be placed on internship by the training provider with employers to undergo further training in form of work experience in the skill area.

NITA is seeking to enroll the services of training providers (“Consultant”), both public and private, to offer the youth with job specific training that will include an internship. Training providers will be expected to partner with employers to provide skills training demanded by the employer. Training providers will be contracted on a cycle/s-based system to ensure training is tailored to specific County needs. A Consultant will be selected in accordance with the ***Least Cost Selection Method*** as set out in the World Bank Consultants’ Guidelines. Registered firms with training credentials are eligible for consideration. Shortlisted consultants will be categorized based on business objectives, corporate capacity, experience and area of coverage. Local NGOs and Faith Based Organizations are also eligible. The method of selection will be QBS and CQS.

3. OBJECTIVE OF THE CONSULTING ASSIGNMENT

The general objective is to develop a training program(s), training material(s) and carry out job specific skills training and provide internship through employers; to promote employability for KYEOP beneficiary youth referred to NITA by MPYG within the selected counties.

Training in the formal sector shall cover 17 counties staggered in 4 phases over a period of four years. The first phase will have 5 counties, expanding by an additional 4 counties in each of the subsequent phases. Training providers will be expected to partner with employers to provide skills training demanded by the employer.

4. SCOPE OF WORK

The main activities to be conducted by the consultancy are: a) development of a training program and training materials; and b) conducting training and internship of beneficiary youths in job specific skills.

The Terms of Reference (TOR's) for the training providers in the formal sector as contained in their main activities are outlined as follows: -

a) Develop a training program and training material

- i. Identify, in collaboration with the employer, demanded job specific skill areas that the training provider can offer to beneficiary youths.
- ii. Develop a proposal in consultation with an employer for the training program/plan/curriculum, including the training objectives, training topics and duration, for training referred beneficiaries;
- iii. Design teaching methodology, tools and guidelines for the training of beneficiary youth.
- iv. Design the outline structures of the training materials and discuss with NITA-KYEOP Training & Internship specialist for feedback and approval;
- v. Develop the training materials, including trainer's/facilitator' guide, training manual and internship program (in collaboration with the employer);
- vi. Submit the draft version of the comprehensive set of training materials to NITA for approval.

NB: This activity should be completed at least two weeks before commencement of the training.

b) Training and Internship of Beneficiary youth in Job Specific Skills

- i. Conduct induction/orientation of beneficiary youths who are referred to the training provider by NITA.
- ii. Carry out two months job specific skills training in English/Kiswahili in accordance with the developed training program.
- iii. Provide adequate and appropriate training venue suitable for job specific training.
- iv. Provide adequate and appropriate trainers/facilitators, tools and equipment to deliver training in line with the proposed training program.
- v. Provide weekly training reports electronically to NITA in prescribed formats and must be received on or before Monday of the subsequent week.
- vi. Place the beneficiary youth on a 3 months internship with employers.
- vii. Conduct assessment of beneficiary youths on acquired skills during training and internship and report their progress to NITA.
- viii. Monitor progress on beneficiary youths during internship in line with the developed internship program and report feedback to NITA.

5. CONSULTANCY DELIVERABLES

No	Activity (TOR)	Deliverable	Timelines
a) Develop a training program and training material			
1.	Provide a methodology and work plan for delivering on the TOR's indicating applicable time lines (proof of employer commitment to support provision of training and internship should be provided)	Inception report	11M111 MMO 1½Months before training.
2.	Identify, in collaboration with the employer, demanded job specific skill areas that the training provider can offer to beneficiary youths.	List of demanded trade areas to be trained in.	4 weeks before training
3.	Develop a proposal in consultation with an employer for the training program/plan/curriculum, including the training objectives, training topics and duration, for training referred beneficiaries.	A proposal of a training program	2 weeks before training
4.	Prepare training curricula/packages in collaboration with partnering employers plus training support materials and tools for approval by NITA. h.	Training curricula/packages, instructional support materials and guides.	2 weeks before training
5.		Training Materials	
6.	Develop the training materials, including trainer's/facilitator' guide, training manual and internship program (in collaboration with the employer);	(trainers guide, training manual and internship program)	
b) Training and Internship of Beneficiary youth in Job Specific Skills			
1.	Conduct induction/orientation of beneficiary youths who are referred to the training provider by NITA.	Induction materials, report on induction and admission of beneficiary youths.	1 week after reporting.
2.	Carry out two months job specific skills training in English/Kiswahili in accordance with the developed training program.	Reports on weekly attendance and training progress	
3.			
4.	Provide job specific training to youths in line with the approved training programme developed in partnership with employers	Trained youths, progress reports	
5.	Provide reports to NITA on the job specific skills training in prescribed formats.	Respective reports	After every two weeks
6.	Place the beneficiary youth on a 3 months internship with employers.	Placement reports	
7.	Conduct assessment of beneficiary youths on acquired skills during training and internship and report their progress to NITA.	Beneficiary youths progress reports	

8.	Monitor progress on beneficiary youths during internship in line with the developed internship program and report feedback to NITA.	Internship progress and final report	
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4. IMPLEMENTATION MODE AND TIMEFRAME

The training providers will work under the frame of a Result Based Contract. The commencement date is July, 2017 – February, 2018 for cycle 1 with a possibility of being contracted for subsequent 4 cycles running up to 2021.

5. EXPERIENCE AND MINIMUM QUALIFICATIONS

To be able to carry out training in the formal sector, the training provider should have personnel with experience and qualifications as shown in the table below: -

CRITERIA for KEY PROFESSIONAL STAFF	
Team Leader	<ul style="list-style-type: none"> ▪ Post graduate degree in development studies, management or administration, regional planning, international development or related field; At least ten (10) years of high level professional experience in program design, coordination and/or management. Must have been team leader for at least one comparable assignment.
Lead Trainer	<ul style="list-style-type: none"> ▪ Holder of a Diploma in a specified/related skill area ▪ 4 years hands-on experience in the specific skill area ▪ Extensive experience in presentation, negotiation, leadership and a team player ▪ Experience in training program/curricula development ▪ Teaching experience in skills training ▪ Command of spoken and written English and Kiswahili
Skilled Trainers /Instructors At least two (2)	<ul style="list-style-type: none"> ▪ Holder of a Diploma in a specified/related skill area ▪ 2 years hands-on experience in the specific skill area ▪ Ability to prepare training program/curricula ▪ At least three (3) year teaching experience in participatory, skill transfer teaching methodology in the skill area. ▪ A good command of spoken and written English and Kiswahili

Participation in the call for proposal is open to all firms/ institutions that can offer Job Specific Skills training that promotes employment and earning opportunities for beneficiary youth; which

have legal capacity to sign a contract, has training credentials, including NGOs, and Faith Based Organizations.

For carrying out this consultancy a firm with expertise in conducting skills training for at least five years is required. The firm must have successfully carried out two similar assignments in the last five years.

6. NITA'S OBLIGATION

To facilitate the successful implementation of this consultancy, NITA will avail the following documentation:

- Cycle phasing-in schedule
- Youth Intake Manual
- NITA KYEOP Operational Manuals

7. CONTRACT

NITA will sign with the successful training providers a result based contract, in accordance with World Bank procurement guidelines

During the period of the contract, the training providers are expected to:

- Take-care of professional, health, accident and travel insurance and other equivalent fees.
- Avail at their cost equipment needed to implement the trainings.
- Pay taxes that may accrue from the contract according to the Kenyan law.
- Provide a group occupational insurance cover for the beneficiary youth while on internship.

8. PAYMENTS

A proposed detailed budget must be submitted with a breakdown of technical consultancy fees (days worked), travel costs, documentation and communication.

- Payment will be made in installments based upon satisfactory completion of agreed outputs:
- The training provider will receive a 10% (advance) of the total payment stated in the contract upon the contract is sign,
- 10% of the payment when the training program and material is submitted and approved by NITA, and commitment from partnering employers proven.
- 20% on Successful completion of 2 months Job Specific Training,
- 30% will be paid on placement of the youth on internship with employers and the last 30% successful completion of internship
- a 10% Bonus will be paid on retention of disadvantaged youth such as Persons with Disabilities.