



**NATIONAL INDUSTRIAL TRAINING AUTHORITY**  
TERMS OF REFERENCE (TOR's) FOR DELIVERY OF JOB SPECIFIC TRAINING AND  
INTERNSHIP IN THE INFORMAL SECTOR (MASTER CRAFTSMEN)

**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 youth. The project aims to reach over 280,000 youth during the project period.

The Kenya Youth Employment and Opportunities Project (KYEOP) aims at increasing employment and earning opportunities for targeted youth. 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 youth, support for strengthening youth policy development, monitoring and evaluation and management of the project.

## 2. JOB SPECIFIC TRAINING AND INTERNSHIP IN THE INFORMAL SECTOR

This sub component targets vulnerable youth with limited education in urban and rural areas. Job specific training will be offered to beneficiary youth for 5 months by a master craftsman in a traditional apprenticeship approach. NITA will contract the master craftsmen to deliver this training and an internship.

A master craftsman is a qualified worker with the necessary physical, technical/industrial and mental attributes to perform a job/task. It is the highest professional qualification in crafts and is a national-approved grade. He/she should display capacity to perform tasks with higher complexity, organize, manage and plan tasks in order to accomplish a certain activity.

Beneficiary youth who have completed life skills and core business skills training will be referred to NITA for Job specific skills training in the informal sector. The training will focus on skills and occupations identified in line with the key economic activities in the targeted counties. A number of occupations and trades have been identified to be in high demand in participating counties; these will form the bases of training in those counties

NITA is seeking to enroll the services of master craftsmen to offer the youth with job specific training and internship in the traditional apprenticeship approach. Master craftsmen will be expected to offer on-the-job training to beneficiary youth Training providers will be contracted on a cycle/s-based system to ensure training is tailored to specific County needs. A master craftsman will be selected in accordance with the ***Least Cost Selection Method*** as set out in the World Bank Consultants' Guidelines.

Successful firms will be contracted on the basis of Framework Agreements for a period not exceeding three years due to the recurrent nature of the envisaged assignments.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers January 2011 and revised July 2014* ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest

## 3. OBJECTIVE OF THE ASSIGNMENT

The general objective is to develop a training program(s), training material(s) and carry out on-the-job specific skills training while providing internship to beneficiary youth. This will promote

employability for KYEOP beneficiary youth referred to NITA by MPYG within the selected counties.

Training in the informal 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. Master craftsmen will be expected to conduct on-the-job training at their premises to beneficiary youth.

#### 4. SCOPE OF WORK

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

The Terms of Reference (TOR's) for the master craftsmen in the informal sector as contained in their main activities are outlined as follows: -

##### **a) Develop a training program and training material**

- i. Develop a proposal for the training program/plan/curriculum, including the training objectives, training topics and duration, for training referred beneficiaries;
- ii. Design tools and guidelines for the training of beneficiary youth.
- iii. Design the outline structures of the training materials and discuss with NITA-KYEOP Training & Internship specialist for feedback and approval;
- iv. Submit the draft version 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 youth who are referred to them by NITA.
- ii. Carry out 5 months on-the-job specific skills training in English/Kiswahili in accordance with the developed training guide and update beneficiary youth logbooks.
- iii. Provide adequate and appropriate space suitable for on-the-job specific training for the number of beneficiary youth brought on board.
- iv. Provide tools and equipment to deliver training in line with the proposed training guideline.
- v. Provide reports to NITA on the job specific skills training in prescribed formats.
- vi. Conduct assessment of beneficiary youth on acquired skills during training and internship and report their progress to NITA.
- vii. Monitor progress on beneficiary youth in line with the developed training guidelines and report feedback to NITA.
- viii. Work with NITA to facilitate booking of beneficiary youth for Government Trade Testing in trades where there exists a Trade Test.

## 5. CONSULTANCY DELIVERABLES

No	Activity (TOR)	Deliverable	Timelines
<b>a) Develop a training program and training material</b>			<b>b)</b>
1.	Develop a proposal for the training program/plan/curriculum, including the training objectives, training topics and duration, for training referred beneficiaries;	Training Guide.	3 weeks before intake
2.	Design tools and guidelines for the training of beneficiary youth.	Training tools and guidelines.	21/2 weeks before
3.	Design the outline structures of the training materials and discuss with NITA-KYEOP Training & Internship specialist for feedback and approval;	A proposal of a training program	21/2 weeks before
4.	Submit the draft version of training materials to NITA for approval.	Training tools and guidelines.	Two weeks before intake
<b>c) Training and Internship of Beneficiary youth in Job Specific Skills</b>			
1.	Conduct induction/orientation of beneficiary youth who are referred to them by NITA.	Induction materials, report on induction and admission of beneficiary youth.	1 <sup>st</sup> 3 days after intake
2.	Carry out 5 months on-the-job specific skills training in English/Kiswahili in accordance with the developed training guide.	Reports on attendance and training progress	5 months
3.	Provide reports to NITA on the job specific skills training in prescribed formats.	Respective reports	At the end of 1 <sup>st</sup> and 4 <sup>th</sup> month
4.	Conduct assessment of beneficiary youth on acquired skills during training and internship and report their progress to NITA.	Beneficiary youth progress reports	At the end of 2 <sup>nd</sup> and 5 <sup>th</sup> month
5.	Monitor progress on beneficiary youth in line with the developed training guidelines and report feedback to NITA.	Beneficiary youth progress reports	At the end of 3 <sup>rd</sup> and 5 <sup>th</sup> month
6.	Work with NITA to facilitate booking of beneficiary youth for Government Trade Testing in trades where there exists a Trade Test.	Applications for Trade Test bookings in various trades	21/2 Months after intake

## 4. IMPLEMENTATION MODE AND TIMEFRAME

The training providers will work under the frame of a Result Based Contract. The assignment will be carried out over a period of xxx months with a projected commencement date of is September, Page 4 of 6

2017 for cycle 1 with a possibility of being contracted for subsequent 4 cycles running up to 2021 with each cycle running for 8 Months.

## 5. EXPERIENCE AND MINIMUM QUALIFICATIONS

To be able to carry out training in the informal sector, the master craftsman should have experience and qualifications as shown in the table below: -

- Have a well-established business that is legally registered and has the necessary licenses and permits.
- Be a renowned practitioner in a demanded skill area with a minimum of 5 years' experience.
- Be a member of a registered group or an association such as a SACCO or a Federation for at least 2 years. In addition, such groups should have been active for the last 3 years.
- Have an operational bank account.
- Have minimum acceptable and appropriate tools and apparatus for the relevant Job specific skill area.
- Have a permanent location or premises that is easily accessible.
- Have capacity to take up a minimum of 3 beneficiary youth to undergo job specific training.
- Has installed safety measures to mitigate against effects of fire and other risks.

For additional experts they should also possess the following:-

- Be a renowned practitioner in a demanded skill area with a minimum of 5 years' experience.

Be a member of a registered group or an association such as a SACCO or a Federation for at least 2 years. In addition, such groups should have been active for the last 3 years.

## 6. NITA'S OBLIGATION

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

- Cycle phasing-in schedule
- Youth Intake Manual
- NITA KYEOP Operational Manuals
- Procure insurance for the beneficiary youth

## 7. CONTRACT

NITA will sign with the successful master craftsmen a result based contract, in accordance with the applicable guidelines.

Payments will be made to master craftsmen based on deliverables as provided for in the results based contract.

<b>Payment schedule</b>		
<b>Payment</b>	<b>% payment</b>	<b>Period (after intake)</b>
Provision of inception report	15	After 1 month
At completion of 3 months	45	After 3 months
At completion of 5 months	30	After 5 months
Register for TT	10	After 5 1/2 months
Pass TT (Bonus)	10	After 6 months

**8. Reports.**

The Master Crafts man will prepare and provide the following reports;

- Inception report that will be accompanied with the list and data of the trainees who have reported and are undertaking training.
- Monthly reports of the training indicating performance in any internally administered assessment,
- Report on application for TT
- Final completion report