TERMS OF REFERENCE FOR TRAINING INTERNS ON WORK READINESS.

1. BACKGOUND

KAM is the representative organization for manufacturing value-add industries in Kenya. KAM is committed to supporting the skills -based job creation agenda and increase manufacturing sector jobs. KAM is implementing a TVET Program whose goal is to improve access to jobs and economic opportunities for youth in Kenya.

Therefore, Kenya Association of Manufacturers intends to engage a consultant who will train graduates on work readiness for them to fit well in the industry. The result of the assignment is expected to be availability of ready graduates for practical training in the industries

2. OBJECTIVES OF THE CONSULTANCY

I. To prepare the select graduates on work readiness through training on specific skills that will help them be productive in the industries. These skills includes but not limited to the following:

- Leadership
- Team work
- Communication skills (verbal and written)
- Problem-solving skills
- Strong work ethic
- Analytical and Quantitative skills
- Interpersonal skills
- Time management

II. To ensure that every graduate participating in work readiness seminar prepare a marketable and standardized CV

III. To prepare curriculum for a 2 days work readiness training.

3. SCOPE OF WORK

The assignment entails training 300 graduates from 6 regions i.e. Nairobi and Machakos, Mombasa, Eldoret, Nakuru and Central Kenya. Indicate the areas that you can cover.

The consultant will:

i. Work closely with the TVET Coordinator to get the list of TVET institutions in the 6 regions that have committed to have their graduates placed in the industries.

ii. Develop a curriculum and share with KAM for input to ensure it meets the expected standards

iii. Work with the identified graduates to ensure they have developed standardized CVs

iv. Develop profiles for all the graduates undertaking the work readiness trainings

v. Provide a final report once the training is done.

3. METHODOLOGY:

The consultant/consulting firm is expected to develop a training curriculum.

However, the following guiding principles should be taken into consideration:

i. Work with the TVET Program to identify areas of work readiness before curriculum development
ii. Develop standard CV templates for training and filling by the graduates
iii. Any other method applicable.

3.1 DOCUMENTS TO REVIEW:

Desk study review of all relevant documentation, including but not limited to: The project document and other relevant material.

Qualitative data will be analyzed for key themes and used to supplement quantitative data organized into themes. Both qualitative and quantitative data should be used to find out TVET service providers and graduates for industrial attachments.

4. KEY DELIVERABLES:

i. **Inception report:**

I. Incorporating suggestions and recommendations from the reference groups

II. A soft skills training curriculum and plan on how to carry out the training.

III. Training schedule

ii. **Final Report**

I. Detailing all the graduates trained, their profiles and CVs

II. A second round of revision may be required before the final version of the Final Report can be produced

III. A final report (one electronic copy in PDF Format and one in DOC format)

5. DURATION OF THE ASSIGMENT:

The duration of the assignment will be 2 days including CVs development. The training will take place in 6 counties.

6. QUALIFICATIONS AND EXPERTISE REQUIRED

1. Post-graduate degree in Social Sciences, Education, or related field.
2. Minimum of 5 years relevant professional experience in recruitment, labor market studies and work readiness training.
3. Strong work readiness training history
4. Strong knowledge of TVET programs and TVET operations is essential.
5. Excellent communication and report writing skills.

7. APPLICATION PROCEDURE AND REQUIREMENTS:

Candidates interested in the position are expected to provide the following documentation:

- A technical proposal with detailed response to the TOR, with specific focus on the scope of work, methodology to be used and key selection criteria for graduates.
- Initial work plan based on methodology outlined, and indication of availability
- A financial proposal detailing the daily rate expected and other mode of payment
- Company profile or CV including a minimum of 3 references
- Detailed budget breakdown based on expected daily rates.
- Include copies of Pin Certificate, Certificate of Incorporation, VAT Certificate and up to date Tax Compliance Certificate.

The proposals received will be evaluated according to the following criteria:

a. Profile and experience of the company 40%
b. Professional capacity and experience of professionals assigned 40%
c. Accessibility and proximity of the support team 10%
d. Pricing 10%

Submit two copies of the Expression of Interests (one labeled original and the other one copy) clearly labelled on or before **9th September, 2020** to:

Kenya Association of Manufacturers P.O Box 30225-00100, Nairobi,
15 Mwanzi Road, Opp Westgate Shopping Mall.

Late submissions will not be opened
Please mention **“Work Readiness Training Proposal”** in the subject line.