



## **TERMS OF REFERENCE FOR TRAINING TVET AND CBET GRADUATES ON ENTREPRENEURSHIP**

### **1. BACKGROUND**

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.

With funding from the GIZ's Employment for Skills Development (E4D) project, KAM is implementing the promoting youth employment through entrepreneurship and skills development in 8 counties of Kenya, with the aim to transition at least 1260 young people into formal employment or self-employment by January 2023.

Targeting the self-employment piece therefore, Kenya Association of Manufacturers intends to engage a consultant who will train TVET diploma and certificate level graduates on entrepreneurship to enable them run successful businesses. The result of the assignment is expected to be increased number of successful businesses for project beneficiaries.

### **2. OBJECTIVES OF THE CONSULTANCY**

#### **2.1. Training**

- I. To train at least 200 graduates (CBET Level 3/short course and TVET certificate and diploma graduates) on entrepreneurship over a 5-day training.
- II. To ensure that all trained participants have quality individual business plans at the end of the training.
- III. To work with TVET consultant to identify additional possible business development service providers for the beneficiaries and participate in KAM TVET Entrepreneurs Linkages two-day forum.

#### **2.2. Manual Development**

- I. To participate in development of an entrepreneurship manual and trainees handbook following learnings from select pilot trainings, for use in subsequent trainings.

### **3. SCOPE OF WORK**

#### **3.1. Training**

- I. Share a training outline prior to training for approval.
- II. Train at least 200 selected youth on entrepreneurship and work with each participant to ensure each have individualized business plans at the end of training.
- III. Work closely with the TVET Coordinator to identify additional business development service providers to link trained beneficiaries to.
- IV. Participate in TVET Entrepreneurs two-day linkages forum.



V. Provide a training report for each training within a week after completion.

### **3.2. Manual development**

VI. Develop a curriculum/ facilitate curriculum workshop on entrepreneurship curricula that can be used at TOT level and ensure it meets the expected standards.

VII. Develop participants handbook for trained beneficiaries.

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

## **4. METHODOLOGY:**

The consultant/consulting firm shall outline the methodology to be used for delivery of the above consultancy.

## **5. KEY DELIVERABLES**

- I. Inception report including training schedule incorporating suggestions from KAM team.
- II. Participatory trainings conducted.
- III. Detailed training report for each training no more than 7 days after training. Feedback from the TVET team will be provided before the final version of the report is produced. The final report should be in electronic (one electronic copy in PDF Format and one in DOC format) and hard copy (two copies of the report, well bound).
- IV. An overall combined report for all trainings done at the end of the consultancy contract, no more than one month after completion of all trainings.
- V. An entrepreneurship training manual and participants handbook with relevant references outlined.

## **5. DURATION OF THE ASSIGNMENT:**

The assignment will be spread out between October 2021 – November 2022 and will take place in Nairobi, Mombasa, Nyeri, Meru, Machakos, Nakuru, Eldoret counties. Please indicate counties of interest (select no more than 4 counties).

## **6. QUALIFICATIONS AND EXPERTISE REQUIRED**

- I. Post-graduate degree in Social Sciences, Education, or related field.
- II. Minimum of 5 years relevant professional experience in training with specific focus on entrepreneurship, business development or related fields.
- III. Strong work experience working with young people.
- IV. Strong knowledge of TVET programs in the country and TVET operations is essential.
- V. Excellent communication and report writing skills.

## **7. APPLICATION PROCEDURE AND REQUIREMENTS:**

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



- II. A technical proposal with detailed response to the TOR, with specific focus on the scope of work, experience, methodology to be used, training outline and content. One proposal for the training component and a separate proposal for entrepreneurship manual and participants handbook if bidding for both.
- III. Initial work plan based on methodology outlined, and indication of availability.
- IV. 2 financial proposals (one for training, a separate for manual development separately) detailing the daily rate expected and other mode of payment.
- V. Company profile or CVs of key team members including a minimum of 3 references
- VI. Detailed budget breakdown based on expected daily rates.
- VII. 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:**

- I. Professional capacity and experience of professionals assigned 40%
- II. Experience working with youth 10%
- III. Profile and experience of the company 35%
- IV. Accessibility and proximity of the support team 5%
- V. Pricing 10%

Submit two copies of the Expression of Interests clearly labelled **TVET ENTREPRENUESHIP TRAINING OR TVET ENTREPRENUERSHIP MANUAL** (one labeled original and once copy) for the consultancies outlined on or before **COB 17<sup>th</sup> September, 2021** to:

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

*Women and youth led companies/consultants are encouraged to apply*