



## CALL FOR CONSULTANTS

### Background:

Established in 1959, Kenya Association of Manufacturers (KAM) is a representative of manufacturing and value-add industries in Kenya. The Association has grown into a dynamic, vibrant, credible Association that unites industrialists and offers a common voice for businesses. Since 2017, KAM has implemented a TVET program that seeks to provide its membership with skilled technical labor. The Association is calling for consultants in the following:

1. Work readiness training
  - i. Provision of Work Readiness training for in-school TVET graduates
  - ii. Provision of Work Readiness training for out of school TVET graduates
  - iii. Provision of Work Readiness Training for Dual Vocational Education in-school students
  - iv. Provision of Work Readiness Training for in-school TVET graduates in refugee and host community settings
  - v. Provision of work readiness manual and participants handout

### 1. WORK READINESS TRAINING CONSULTANCIES

#### **WR/01/22: Work Readiness Training for in-school TVET graduates**

Under the Employment for Development (E4D) project, and with financial support from the German Development Corporation (GIZ) and the Korea International Corporation Agency (KOICA), KAM is implementing a TVET program. This program links TVET graduates to KAM membership for industrial attachment /learning opportunities for Competency Based Education and Training (CBET) students which can take place as 3 or 6 month attachment opportunities for CBET level 4,5 students in manual arc welding, simple instrumentation control and lathe machine operations from the Technical University of Mombasa, St Kizito Vocational Training Institute, Meru National Polytechnical and Nyeri National Polytechnic.

The purpose of this consultancy is to:

1. Provide work readiness training for the 720 TVET in-school graduates under KAM's TVET program, spread across Nairobi, Mombasa, Nyeri and Meru counties.
2. The consultant is expected to conduct a training needs assessment with each block of in-school graduates, train and provide relevant follow-up working closely with KAM TVET program staff.

## Deliverables:

- Training of select youth – 720 CBET graduates.
- Work with trained youth to ensure they have developed individual, standardized CVs by the end of each work readiness training, submitted to KAM within one week of each training.
- Work with TVET staff to ensure trained graduates have uploaded the standard CVs and their profiles on the TVET jobsite or mobile application for matching and subsequent placement by the end of each training or latest within 5 days after training.
- Facilitate each trainee to understand the logbook/in-company mentoring tools for use during placement.
- Providing a quality, detailed report for each training that includes an executive summary, training methodologies uses, training content with key issues and learnings, recommendations and training photos. A consolidation of the training needs assessments should form the report appendix.

## COMPETENCIES

The firm/consultant is expected to fulfill the following qualifications.

### Required

- Demonstrated experience in youth programming, preference on youth employment, gender and gender related issues, education. Working with youth in-school is an added advantage.
- Experience in training with various methodologies.
- Good report writing skills with a good grasp of English and Swahili languages.
- Demonstrated experience/track record in conducting similar projects with organizations with similar mandate and size as KAM.

## Timeframe

The consultancy period will be staggered and run between January 2022 and March 2023.

## To apply:

Indicate the specific consultancy you are applying for. If applying for more than one, apply for each consultancy separately.

1. Technical proposal, not more than 10 pages that includes a detailed methodology, previous experience in related consultancy, three references, CVs or biodata of 2 key personnel. Include in-school youth work/engagements experience.
2. Financial proposal (provided separately and **clearly labelled Financial Proposal and the specific consultancy applied for i.e. – WR/01/22: Work Readiness Training for in-school.**
3. 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 SEALED** copies of the Expression of Interests (one labeled original and the other one copy) clearly labelled on or before COB, 14<sup>th</sup> January 2022 to: Kenya Association of Manufacturers P.O Box 30225-00100, Nairobi, 15 Mwanzi Road, Opposite Westgate Shopping Mall.

Female and youth led consultants are encouraged to apply.

Late submissions will not be considered



## **WR/02/22: Work Readiness Training for out-of-school TVET graduates**

The Association with financial support from the GIZ and KOICA is implementing a TVET program. This program links TVET graduates from various skills to KAM membership for paid attachments and subsequently matched to green jobs. Green jobs are defined as jobs that contribute to preserving or restoring environmental quality. These includes jobs that focus on areas such as agricultural value chain, skills and enterprise development, or conventional sectors. Green jobs in the agricultural value chain seek to reduce negative externalities such as fertilizer use, encourage smart water management, protect biodiversity and natural habitats, support soil conservation among others. Green jobs in the skills and development sector include jobs within renewable energies, energy efficient construction, environment friendly transport/electromobility area, organic agriculture, sustainable forestry, recycling, eco-tourism, energy saving, technology among others while green jobs within conventional sectors include eco-tourism, energy saving technology among others.

The purpose of this consultancy is to:

1. Provide work readiness training for the 180 out of school TVET graduates under KAM's TVET program, spread across 8 counties i.e. Nairobi, Eldoret, Nyeri, Meru, Mombasa, Nakuru and Machakos with a focus on green jobs.
2. The consultant is expected to conduct a training needs assessment with each training, conduct the training and provide quality reports after each training.

### **Key Deliverables:**

1. Training of select 180 youth aged between 20-25 years.
2. Work with trained youth to ensure they have developed individual, standardized CVs by the end of each work readiness training, submitted to KAM within one week of each training.
3. Work with TVET staff to ensure trained graduates have uploaded the standard CVs and their profiles on the TVET jobsite or mobile application for matching and subsequent placement by the end of each training or latest within 5 days after training.
4. Facilitate each trainee to understand the logbook/in-company mentoring tools for use during placement.
5. Providing a quality, detailed report for each training that includes an executive summary, training methodologies uses, training content with key issues and learnings, recommendations and training photos. A consolidation of the training needs assessments should form the report appendix.

## COMPETENCIES

The firm/consultant is expected to fulfill the following qualifications.

### Required

- Demonstrated experience in youth programming, preference on youth employment, gender and gender related issues, education. Experience with out-of-school youth is an added advantage.
- Knowledge and experience working within the green sector/green jobs is an advantage.
- Experience in training with various methodologies.
- Good report writing skills with a good grasp of English and Swahili languages.
- Demonstrated experience/track record in conducting similar projects with organizations with similar mandate and size as KAM.

### Timeframe

The consultancy period will run between January 2022 and May 2022.

### To apply:

1. Indicate the specific consultancy you are applying for. If applying for more than one, apply for each consultancy separately.
2. Technical proposal, not more than 10 pages that includes a detailed methodology, previous experience in related consultancy, three references, CVs or biodata of 2 key personnel.
3. Financial proposal (provided separately and **clearly labelled Financial Proposal and the specific consultancy applied for i.e. - WR/02/22: Work Readiness Training for out-of-school TVET graduates**)
4. 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%

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Female and youth led consultants are encouraged to apply.

Late submissions will not be considered



## **WR/03/22: Work Readiness Training for Dual Vocational Education in-school students**

The Association with financial support from the GIZ is implementing the dual vocational training approach to TVET. Working together with seven technical training institutions for select courses (Nairobi Technical Training Institute for Automotive Mechatronics, Kiambu Institute of Science & Technology for Industrial Mechatronics, Thika Technical Training Institute for Autobody Technology, Bumbe Technical Training Institute for Automotive Technology, Ramogi Institute of Advanced Technology for Refrigeration and Cold Store mechatronics, Ekerubo Gietai Technical Training Institute for Plant Technician/ Tea Sector technician and Kitale National Polytechnic for Commercial & Agricultural Vehicle Mechatronics. KAM provides work-based learning opportunities for students under CBET Level 6's dual vocational training in the said courses, which takes a block approach of 3 or 6 months alternatively for a 2.5year period.

The purpose of this consultancy is to:

- a) Provide work readiness training for the 110 students under KAM's Cooperative TVET program, spread across Nairobi/Kiambu, Kitale, Busia, Kisumu and Kisii counties.
- b) The consultant is expected to conduct a training needs assessment with each block of in-school students, train and provide relevant follow-up working closely with KAM TVET program staff.

### **Deliverables:**

- Training of select youth – 110 DVT students.
- Work with trained youth to ensure they have developed individual, standardized CVs by the end of each work readiness training, submitted to KAM within two weeks of each training.
- Work with TVET staff to ensure trained graduates have uploaded their profiles on the TVET mobile application for matching and subsequent placement by the end of each training or latest within 5 days after training.
- Facilitate each trainee to understand the in-company mentoring tools for use during placement.
- Providing a quality, detailed report for each training that includes an executive summary, training methodologies uses, training content with key issues and learnings, recommendations and training photos. A consolidation of the training needs assessments should form the report appendix.

### **COMPETENCIES**

The firm/consultant is expected to fulfill the following qualifications.

#### **Required**

- Demonstrated experience in youth programming, preference on youth employment, gender and gender related issues, education.
- Demonstrated experience working with youth-in-school.
- Experience in training with various methodologies.
- Good report writing skills with a good grasp of English and Swahili languages.
- Demonstrated experience/track record in conducting similar projects with organizations with similar mandate and size as KAM.

### **Timeframe**

The consultancy period will be staggered and run between January 2022 and October 2022.

### **To apply:**

4. Indicate the specific consultancy you are applying for. If applying for more than one, apply for each consultancy separately.
5. Technical proposal, not more than 10 pages that includes a detailed methodology, previous experience in related consultancy, three references, CVs or biodata of 2 key personnel. Include in-school youth work/engagements experience.
6. Financial proposal (provided separately and **clearly labelled Financial Proposal and the specific consultancy applied for i.e. - WR/03/22: Work Readiness Training for Dual Vocational Education in-school students**)
7. 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%

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International  
Labour  
Organization

**PROSPECTS**

### **WR/04/22: Work Readiness Training for in-school TVET graduates in Refugee settings**

The Association with financial support from the International Labour Organization has been implementing the Partnership for improving **prospects** for forcibly displaced persons and host communities (ILO PROSPECTS) project. This TVET program targets displaced youth who are refugees and/or members of host communities in Turkana and Garissa counties who have been trained in welding under the Competency Based Education and Training (CBET) level 3 and 4 training and placing them in 3 or 6-month industrial attachment opportunities with KAM membership and other manufacturers and thereafter transitioning them into jobs.

Specifically, the purpose of this consultancy is to:

1. Provide work readiness training for the 100 refugee and host community youth from Turkana and Garissa counties. The consultant is expected to conduct a training needs assessment with each block of in-school graduates, train and provide relevant follow-up working closely with KAM TVET program staff.
2. Knowledge and experience working with persons in conflict situations/refugees/migrant populations is an added advantage.

#### **Deliverables:**

1. Training of select youth on work readiness.
2. Work with trained youth to ensure they have developed individual, standardized CVs by the end of each work readiness training, submitted to KAM within one week of each training.
3. Work with TVET staff to ensure trained graduates have uploaded the standard CVs and their profiles on the TVET jobsite or mobile application for matching and subsequent placement by the end of each training or latest within 5 days after training.
4. Facilitate each trainee to understand the logbook/in-company mentoring tools for use during placement.
5. Providing a quality, detailed report for each training that includes an executive summary, training methodologies uses, training content with key issues and learnings, recommendations and training photos. A consolidation of the training needs assessments should form the report appendix.

#### **COMPETENCIES**

The firm/consultant is expected to fulfill the following qualifications.



## Required

- Demonstrated experience in youth programming, preference on youth employment, gender and gender related issues, education. Demonstrated experience working with forcibly displaced persons/refugees/migrant communities.
- Experience in training with various methodologies.
- Good report writing skills with a good grasp of English and Swahili languages.
- Demonstrated experience/track record in conducting similar projects with organizations with similar mandate and size as KAM.

## To apply:

- Indicate the specific consultancy you are applying for. If applying for more than one, apply for each consultancy separately.
- Technical proposal, not more than 10 pages that includes a detailed methodology, previous experience in related consultancy, three references, CVs or biodata of 2 key personnel.
- Financial proposal (provided separately and **clearly labelled Financial Proposal and the specific consultancy applied for i.e. - WR/01/22 or WR/02/22 or WR/03/22**)
- 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%

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Female and youth led consultants are encouraged to apply.

Late submissions will not be considered



## **WRM/01/22: Provision of work readiness manual and participants handout**

Soft skills form an integral part of employability. Work readiness training has been proven to provide young people with relevant soft skills that increase their chances of employability or running successful enterprises. KAM seeks a consultant to develop a work readiness manual, participants handout that will be used to train on work readiness in technical training institutions.

### **Deliverables:**

1. Develop a work readiness manual and participants handout. This will outline a step by step format for delivery of work readiness trainings.
2. Design of work readiness manual and participants handout once approved by KAM and GIZ – provide ready to print manual to KAM
3. Conduct a TOT training for TVET technical trainers in 4 select training institutions in Meru, Nyeri, Nairobi and Mombasa.

### **COMPETENCIES**

The firm/consultant is expected to fulfill the following qualifications.

#### **Required**

- Demonstrated experience in youth programming, preference on youth employment, gender and gender related issues, education.
- Experience in training with various methodologies.
- Good report writing skills with a good grasp of English and Swahili languages.
- Demonstrated experience/track record in conducting similar projects with organizations with similar mandate and size as KAM.

### **Timeframe**

The consultancy is expected to run between February and June 2022.

### **To apply:**

Indicate the specific consultancy you are applying for. If applying for more than one, apply for each consultancy separately.

- Technical proposal, not more than 10 pages that includes a detailed methodology, previous experience in related consultancy, three references, CVs or biodata of 2 key personnel. Additionally, share either a copy sample of a manual developed or a link to a sample manual as part of the technical proposal.

- Financial proposal (provided separately and **clearly labelled Financial Proposal and the specific consultancy applied for i.e. - WRM/01/22: Provision of work readiness manual and participants handout**)
- Only successful consultants will be considered. Female and youth led consultant firms are encouraged to apply.
- Financial proposal (provided separately and **clearly labelled Financial Proposal and the specific consultancy applied for i.e. - WR/01/22 or WR/02/22 or WR/03/22**)
- 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 SEALED** copies of the Expression of Interests (one labeled original and the other one copy) clearly labelled on or before 12.00 noon on 14<sup>th</sup> January 2022 to: Kenya Association of Manufacturers P.O Box 30225-00100, Nairobi, 15 Mwanzi Road, Opposite Westgate Shopping Mall.

Female and youth led consultants are encouraged to apply. Late submissions will not be considered