



## **Terms of Reference (TOR) for Consultancy Service: Supervisory/Middle Level Management, Machine Mechanics and Machine Operators Training Programs**

### **Background:**

KAM, in partnership with one of its project collaborators, is presently executing a short-term initiative that encompasses a capacity-building training program known as 'The Sustainability for Competitiveness.' The program is designed to enhance skills and tackle significant skill-related challenges identified within the Textile and Apparels sector.

KAM is, therefore, in search of experienced and qualified firms/individual consultants with the necessary capacity to deliver ANY or ALL of the specified capacity-building training programs listed below:

- i) **Supervisory/Middle Level Management training program:** This program is designed to enhance the management skills and capabilities of supervisors and middle-level managers currently employed in Textile and Apparels-oriented companies especially those within the Export Processing Zone (EPZ) in Kenya.
- ii) **Machine Operators Training program:** This program is designed to enhance the skills of machine operators within the Textile and Apparels sector, particularly especially those those working within the Export Processing Zone (EPZ) in Kenya.
- iii) **Machine Mechanics Training program:** This program is designed to enhance the skills of machine mechanics in Textile and Apparels-oriented companies especially those within the Export Processing Zone (EPZ) in Kenya.

### **Project Objective(s):**

- a) To equip participants with comprehensive supervisory skills necessary for effective management within their roles in their respective organizations. This includes but not limited to enhancing their problem-solving capabilities, attitude, technical proficiency, decision-making skills, all within the context of Textile and Apparels manufacturing.
- b) To enhance participants' knowledge and understanding of industry-specific best practices and standards.
- c) Elevate skills, capabilities and productivity of the workforce, resulting in higher efficiencies, improved output quality, global competitiveness, job satisfaction and enhanced readiness for women to pursue promotion opportunities within their respective organizations.



## **Project Scope of Work:**

### **The selected firm/individual consultant(s) will be responsible for:**

- a) Participating in validation meetings with the specified organization under the project to customize the course content to specified training needs assessment.
- b) Develop course outlines linked to the customization agreed upon) with reference to any of the selected programs i.e. supervisory/middle-level management, Machine mechanics and Machine Operators competencies.
- c) Deliver highly practical, interactive, engaging and impactful sessions during the training that address all identified and communicated 'pain point' areas by the specified organization(s).
- d) Deliver knowledge, skills, tools and techniques of application for improved output quality, efficiency, effectiveness and output.
- e) Conduct pre, during and post-training assessments to measure the effectiveness and impact of the session/program, track progress.
- f) Prepare and submit comprehensive session/program reports, including records of attendance, feedback, recommendations, and suggestions for for further improvement.

### **Qualifications and Requirements:**

The consultant(s) should possess the following qualifications and attributes:

- a) In depth Knowledge on Capacity building initiatives within the textiles and Apparels sector with a bias to companies operating within the EPZ in Kenya
- b) Proven experience in design and delivery of various Capacity Building training programs preferably to the companies in the textile and apparels sector operating within the EPZ in Kenya.
- c) In-depth knowledge of the industry's best practices within the Textile and Apparels sectors globally in relation to capacity building training programs.
- d) Ability to facilitate the stated Capacity building training programs with effective presentation styles.
- e) Ability to customize Capacity building training content to meet specified needs of the client organization/participants.
- f) Availability to deliver the stated Capacity building training program within the specified timeframe.
- g) Proven levels of competence and capacity to deliver any or all the specified training programs, including a reasonable number of resource people with current contractual/professional working relationships with them and their brief profiles.



## Proposal Submission:

Interested firms/individual consultants are invited to submit their proposals, including:

- a) Profile of the firm/individual consultant highlighting capacity and relevant experience.
- b) Details of previous similar training programs conducted. Provide at least three testimonials (professional references) from at least 3 Organizations to whom you have delivered/partnered specified capacity building training program(s) in the last 3 years.
- c) The proposed course outline for the three specified programs under this project including the number of days for each program and the ideal maximum number of participants per cohort/class.
- d) Proposed training methodology and approach to be adopted (inhouse mode preferred).
- e) Valid NITA registration will be considered as a definite advantage.
- f) Valid Tax Compliance certificate
- g) Testimonials from 3 Organizations
- h) Financial and technical proposal indicating proposed fee and any additional associated costs if any.
- i) Company PIN
- j) Company registration certificate
- k) CV for the consultant (s)

## Timeline:

The project is scheduled to kick off at the end of October and is expected to take 1 month. The proposal submission deadline is Thursday **19<sup>th</sup> October 2023**.

## Contact Information:

Kindly submit the requested documents to [procurement@kam.co.ke](mailto:procurement@kam.co.ke) on or before Thursday 19<sup>th</sup> October

## Evaluation Criteria:

Proposals will undergo a thorough evaluation process based on the following criteria:

- **Relevance of Experience and Qualifications:** The extent to which the consultant(s) demonstrates relevant experience and qualifications in delivering similar training programs.
- **Capacity to Deliver:** The ability and resources of the consultant(s) to successfully execute the training program(s) within the specified timeframe and with the expected quality.



- **Methodology and Approach:** The suitability of the proposed training methodology and approach in meeting the objectives of the program.
- **Timeliness:** The proposed timeline for program delivery, ensuring it aligns with project requirements.
- **Customization:** Demonstrated capacity to customize training content to align with current industry trends within the sector.
- **Statutory Certification:** Possession of the specified statutory certifications required for training delivery.
- **Financial Proposal:** The financial proposal's competitiveness and alignment with the budget for the training programs.

*KAM and its project partner retain the right to accept or reject any proposal received, and such decisions will not require detailed explanations.*