



## **Terms of Reference (TOR) for Consultancy Service: End to End Delivery of a Training program titled Pattern Making & Grading**

### **Background:**

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

The partnership therefore has embarked on a pursuit of identifying and engaging experienced and qualified firm/individual consultant with the necessary capacity to deliver its **Pattern Making & Grading Training Program**

### **Program Objective(s):**

- Equip participants with comprehensive skills required to effectively create accurate and professional garment patterns using industry-standard tools and techniques.
- Assist participants develop a strong foundation in garment construction principles, including taking body measurements, applying fabric properties, and understanding basic pattern drafting and draping methods.
- Assist participants gain the ability to creatively and innovatively manipulate patterns for style variations, grade patterns for different sizes, and mark patterns for efficient sewing.
- Guide participants to explore new and advanced pattern making and grading techniques and potentially learn about sustainable practices and professional communication in garment manufacturing resulting in higher efficiencies, improved output quality, global competitiveness, job satisfaction and enhanced readiness especially for women to pursue promotion opportunities within their respective organizations
- Promote sustainable pattern making practices through Optimizing on fabric usage, Reducing and minimizing of fabric waste and scraps and promotion of eco-friendly fashion design, production and choice of materials
- Guide participants in effective adoption of advanced pattern making and grading techniques, digital patterns and use of specialized software to create and adjust patterns
- Enhance the participants trouble shooting and problem-solving skills to identify and address fit issues in garment pattern making and grading.
- Enhance participants' knowledge and understanding of industry-specific best practices and standards.
- Promote professional communication in garment manufacturing.
- Enhance effective adoption of digital patterns and use of specialized software to create and adjust patterns



## **Project Scope of Work:**

**The selected firm/individual consultant will be responsible for:**

- a) Participating in program validation meetings with KAM and its partner, registered participants/specified organization to customize the course content to the mutually agreed training needs assessment and analysis.
- b) Develop a comprehensive course outline based on the mutually agreed upon customization for the **Pattern Making & Grading training Program**.
- c) Deliver highly practical, interactive, engaging and impactful sessions during the training that address all identified and communicated 'pain point' areas by the specified participants/organization(s).
- d) Deliver knowledge, skills, tools and techniques of application efficiently 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 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 sector globally in relation to capacity building training programs.
- d) Ability to facilitate the specified 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 mutually agreed 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 similar training programs previously 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 specified program i.e. the **Pattern Making & Grading training Program** 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 (open house/in-house mode and preference if any).
- e) Valid NITA registration will be considered as a definite advantage.
- f) Valid Tax Compliance certificate
- g) Testimonials from 3 Organizations previously trained
- h) Financial proposal indicating proposed fee and any additional associated costs if any.

### **Timeline:**

The project is scheduled to kick off on or about the 2<sup>nd</sup>/3<sup>rd</sup> week of September and expected to end 3<sup>rd</sup> week of November (2 months period). Deadline for submission is **Tuesday, 10<sup>th</sup> September 2024**.

### **Contact Information:**

For any inquiries and submission of the proposal, please contact us through email: [procurement@kam.co.ke](mailto:procurement@kam.co.ke)

### **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 a similar program.
- **Capacity to Deliver:** The ability and resources of the consultant(s) to successfully execute the training program(s) within the specified timeframe and with 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.*