



Terms of Reference

Terms of Reference (ToR) for the Recruitment of a Consultant to Support the Development of Job Placement Strategy in Vocational Training Centres (VTCs) in Kisumu County

Background

Forum for International Cooperation (FIC) in Partnership Youth Alive! Kenya (YAK) have been implementing the Decent Work and Labor Rights program in East Africa Phase II in Kisumu County. The project seeks to increase knowledge and skills of young people on employment and entrepreneurship possibilities in Kenya (Nairobi, Mombasa and Kisumu) and Tanzania (Dar es Salaam). It's against this background that FIC and YAK have received a bridge grant to further continue implementing the project within the region.

The bridge grant January – October 2020 is designed to achieve rapid results on sustainability of the current programme activities as well as the resilience of organizational capacity of the youth organizations and trade union partners currently implementing Decent Work and Labour Rights programme as well as to reinforce the County youth polytechnics / VTCs system in the country through the implementation of the Youth Empowerment through Technical and Vocational Education and Training (TVET) Project in Kenya.

Specific

The geographic scope for the job placement strategy assignment is on a national level (Kenya) but focused in Priority County of Kisumu. The aim of the consultancy is to support the TVET institutions in Kisumu County to develop a Job Placement Strategy with the aim of increasing access to decent jobs and entrepreneurship opportunities upon successful completion of their vocational training.

The scope of the work will involve an evaluation of the current transition rate from TVET to job markets, identify gaps and opportunities and come up with a strategy that will be easily adapted by the TVET institutions. This will also be structured to be delivered through core training courses, technical and practical support to identified local implementing partners.

Technical and practical support will be required in the following thematic areas: Job Placement Strategies, identification and recruitment of employers for job placement services, business relationships, employment negotiations and job placement opportunities.

Scope of the assignments/Deliverables:

The consultant will be expected to provide technical assistance and support as follows:

- Review the existing job market, identify gaps and opportunities to increase the transition rate from TVET's to job market.
- Review and develop context specific job placement strategies and reference materials. The strategy should include information that includes but is not limited to; Employer identification



and recruitment for the job placement services, analysis of employer expectations from potential candidates for relevant job opportunities, career guidance and pathways for students among others.

- Practical activities for in depth understanding of the job placement strategies and use of relevant tools.
- Strengthening institutional capacity of the VTCs on job placement services through capacity building on the job placement strategy.

Desired Profile of the Consultant

- A very good knowledge of the Kenyan educational context, challenges and opportunities and of the role played by Kenyan public and private sector institutions, especially in relation to TVETs.
- Experience providing relevant technical support to non-state actors in target County.
- Experience in teaching and developing course content on job placement strategies
- Knowledge and expertise on rights based approaches, training and support.
- Good understanding of project and results based management;
- Excellent written and spoken English is required.

Tax and VAT arrangements

YAK will deduct 5% withholding tax from the consultancy fees which will be in conformity with the prevailing government rates and submit the same to the Government of Kenya. The consultant will be entitled to a copy of the tax submission certificate on request from YAK.

Management of the Consultancy:

The management of this consultancy will be under Youth Alive! Kenya. The consultant will be reporting to the Youth Alive! Kenya Executive Director and Program Officer responsible for the project implementation. Where necessary, the consultant may be required to provide feedback to FIC through Youth Alive! Kenya

The consultancy should be done as soon as possible (No later than December 31st 2020 as completion date)



Applications

Application will be submitted electronically not later than **December 3rd 2020** to hr@youthalivekenya.org cc info@youthalivekenya.org outlining the following;

- Consultants CV and Cover letter how the consultant(s) is/(are) qualified to conduct the proposed tasks;
- Concept note outlining understanding of the task, methodology, work plan/timelines.
- Financial proposal in Kshs
- Confirmation of availability during the consultancy period
- Contacts of 3 organizations that have recently contracted the consultant to carry out similar tasks.
- List of related work undertaken in the recent past including references