



REPUBLIC OF KENYA
MINISTRY OF EDUCATION
STATE DEPARTMENT OF EARLY LEARNING AND BASIC EDUCATION

TITLE: **CONSULTANCY TO ASSESS THE CAPACITY OF JOMO KENYATTA FOUNDATION TO REGULATE, COORDINATE AND MANAGE ORGANISATIONS INVOLVED IN PROVISION OF SCHOLARSHIPS UNDER THE SECONDARY EDUCATION QUALITY IMPROVEMENT PROJECT(SEQIP-P160083)**

CONTRACT NO: **MOE/SEQIP/NCB/10/2017-2018**

SELECTION METHOD: **CONSULTANTS QUALIFICATIONS (CQS)**

MARKET APPROACH: **OPEN NATIONAL COMPETITION**

TERMS OF REFERENCE

1.0 Background

The Government of Kenya (GoK) through the Ministry of Education is implementing the Secondary Education Quality Improvement Project (SEQIP). This is a six (6) year project that aims to increase retention in upper primary and

transition from primary to secondary education for vulnerable children living in marginalized areas through various interventions which include among others provision of scholarship, mentorship and social support to secondary school students to enhance transition and completion of the Secondary Education cycle.

There are many organizations providing scholarships in the country including government private and Non-Governmental Organizations. There has been considerable positive impact on the transition rate though the 100% transition promised in the Basic Education Act this not been attained through the interventions of both Government and these organizations. It is also to be observed that there have not been adequate formal structures in place to coordinate the organizations providing scholarships and social support to needy learners at the Basic Education Level.

Presently, the available data on scholarships and social support has been organization specific and hardly reveals eligibility in targeting of learners and effectiveness of the scholarships nationally over the years. Furthermore the lack of coordination pre-disposes the processes to manipulation and occasionally leads duplication of efforts. This denies needy and bright students' opportunities to remain in school and transit and complete a full cycle of education.

Most of the scholarship programmes tend to emphasize excellence in performance leaving out learners with special needs and average performers from marginalized backgrounds characterized by vulnerabilities and poverty. SEQIP interventions seek to address this by entrenching best practices that guarantee inclusion of learners from poor and vulnerable backgrounds. This is

consistent with the Global Sustainable Development Goals of leaving no one behind.

The Ministry envisages properly coordinated and a regulated scholarship provision framework to all including learners with special needs. In this respect Jomo Kenyatta Foundation (JKF) has been identified as a Government Agency that could be strengthened to carry out expanded mandate in provision, coordination, and regulation of scholarships. Established in 1968, JKF has the sole objective of advancing education for the purpose of relieving poverty through sponsoring bright but needy/vulnerable students joining secondary schools across the country through provision of scholarships and social support.

2.0 Rationale

The Ministry plans to coordinate, regulate and manage the provision of scholarships and social support provided to students in Kenya. In this regard, it plans to reform the role of JFK in order to coordinate, manage and regulate provision of scholarships in the country. This will minimize duplication of efforts and ensure that the more eligible students benefit. The foundation will also act as a provider of the last resort for those vulnerable and needy students who miss out on scholarships from other players. It is envisaged that JKF will provide an oversight on provision of scholarships and social support to basic education learners and this may call for re-design of the operating legal framework in this area. The Ministry of Education intends therefore to assess the capacity of JKF with a view to building the capacity to carry out the expanded mandate. To establish this mandate there is need to review the existing legal and policy provisions on the role of JKF.

Jomo Kenyatta Foundation in its anticipated mandate will collect, collate and disseminate information on all matters related to scholarship provision in basic education in Kenya. The Ministry of Education has prioritized the assessment of the capacity of JKF to coordinate, regulate and manage organizations that provide scholarships in Kenya.

3.0 Objective of the assignment

The main objective of this assignment is to carry out an assessment of the institutional capacity of Jomo Kenyatta Foundation (JKF) to manage, coordinate and regulate provision of scholarships and social support for eligible learners in the country. This is intended to identify the gaps that will consequently inform the capacity strengthening action plan.

The specific objectives are:-

- i. To assess the current organizational structure of JKF and advice on the most viable re-organization for coordination, management and regulation of scholarship and social support provision in basic education in Kenya
- ii. To carry out assessment of human resource needs required to coordinate, manage and regulate scholarship and social support provision in basic education in Kenya.
- iii. Establish gaps in the physical infrastructure and suggest possible investments to address them.
- iv. Establish the current ICT infrastructural capacity and advice on the enhancement required to enable coordination, regulation and

management of scholarship and social support provision in basic education in Kenya

- v. Carry out financial assessment to establish financial management capacity and the resources required to enhance coordination, regulation and management of scholarship and social support provision in basic education in Kenya.
- vi. To review existing legal and policy provisions and recommend amendments to accommodate the expanded mandate of JKF.
- vii. To prepare a detailed costed plan to build the capacity of JKF.

4.0 Scope of Services

The MoE will engage the services of a consulting firm to assess the capacity of JKF to coordinate regulate and manage organizations providing scholarships and social support in Basic Education in Kenya. The firm will be required to;

- i. Develop a framework for JKF assessment.
- ii. Establish organizational grassroots coverage and capacity of JKF to coordinate, regulate and manage scholarship and social support provision in basic education in Kenya
- iii. Establish the technical capacities (technical expertise and experiences) required by JKF to fulfill the anticipated role and how the expected new key role will fit in the existing structures.
- iv. Determine the scope and capacity of existing infrastructure to handle the JKF expanded mandate.
- v. Determine the ICT infrastructure required by JKF to undertake coordination, regulation and management of scholarship and social support provision in basic education in Kenya

- vi. Assess JKF's financial requirements for executing the expanded mandate.
- vii. Review existing legal and policy documents on scholarship and social support provision in Basic Education and recommend reforms to accommodate the anticipated expanded mandate of JKF.
- viii. Develop a detailed costed action plan for strengthening JKF to undertake the expanded mandate.
- ix. To ensure transfer of knowledge and skills in the course of execution of the assignment.

5.0 Deliverables

The firm will be contracted to work within **45** days upon signing of the Contract. MoE will evaluate the performance of the firm. The firm will be required to submit the following to MoE:

- i. Provide an inception report with methodology and instruments for data collection within seven (**7**) days upon signing the contract.
- ii. Present a draft Assessment report within thirty (**30**) days after presentation of the inception report to the MoE Senior Management.
- iii. Presentation of the final Assessment report within seven (**7**) days after presentation of the draft report to MoE Senior Management. The Report should include;
 - a. Detailed costed and time based recommendations on how to build the capacity of JKF to enable the institution to carry out coordination, regulation and management of scholarship and social support provision in basic education in Kenya.

- b. Possible investments needed to address gaps identified in JKF.
- c. A clear Framework for restructuring JKF
- d. Draft Legal and policy reforms documents required to establish the expanded mandate of JKF.

6. Role of the Ministry

- i. Provide an introductory letter for the consultant to JKF
- ii. Provide the consultant with a draft framework on the roles that MOE expects JKF to perform moving forward
- iii. Provide the consultant with relevant literature, like the history of the organization, data on the previous scholarships or any data required on the specified sections.
- iv. Provide comments on the inception and final assessment report.

7. Requirements of the consulting Firm

- i. Key Experts Qualifications;
 - a) The Lead consultant should possess a master's degree in economics, Education, strategic management/project management or development studies and demonstrate experience in institutional management.
 - b) Financial Expert with at least a master's degree in Financial/Financial Management/Accounting
 - c) System Analyst with at least a master's degree with relevant qualifications in Systems Design and Evaluation
 - d) ICT Expert with at least a master's degree in Computer Science/Information Technology

- ii. Demonstrate having undertaken a similar assignment in the country, provide evidence and experience of the same
- iii. Must have experience in the area of scholarships or Philanthropy operations.
- iv. Certificate of incorporation.
- v. Provide Tax Compliance certificate
- vi. Attach CV and testimonials

8. Application procedure

The interested firm should submit detailed CVs and copies of relevant documents and testimonials to the Principal Secretary, Ministry of Education, State Department of Early Learning and Basic Education using the address below.

The Principal Secretary,
Ministry of Education
State Department of Basic Education,
Attn: Head of Supply Chain Management
Postal Address: P.O. Box 30040, Nairobi, Kenya
Code: 00100
City: Nairobi
Zip code: +254
Tel: (0)20 318581 Ext.30413
Fax: 254-020-318581
Email: scmsequip@education.go.ke

and be deposited in the tender box located at the reception area of Jogoo House 'B' Harambee Avenue, on or before 18th September, 2018.

