

Section 7. Terms of Reference

THE KISUMU NATIONAL POLYTECHNIC EAST AFRICA SKILLS FOR TRANSFORMATION AND REGIONAL INTEGRATION PROJECT (EASTRIP)

TERMS OF REFERENCE (ToR)

CONSULTANCY FOR IDENTIFICATION AND SPECIFICATION OF TEXTILE TECHNOLOGY LEARNING AND PRODUCTION EQUIPMENT AND BID DOCUMENTS PREPARATION SUPERVISION OF INSTALLATION, TESTING AND COMMISSIONING

Ref. No. KE-KISUMUPOLY-134883-CS-QCBS

1.0 BACKGROUND

The Kisumu National Polytechnic herein referred to as “TKNP” is a premier National Polytechnic in Kenya situated within the Lake city of Kisumu, around 349Km from Nairobi. TKNP is among the 16 beneficiaries of World Bank funded project, spread across Kenya, Ethiopia and Kenya, under East Africa Skills for Transformation and Regional Integration Project (EASTRIP). The main objective of EASTRIP is to increase the access and improve the quality of TVET programs in selected Regional Flagship TVET Institutes and to support regional integration in East Africa. By improving the capacity of flagship TVET providers and relevant national agencies, and expanding the pool of qualified skilled labor in the growing economic sectors, the project will contribute to the high-level project objective of promoting regional integration through supporting the regional corridors and sector markets and promoting mobility of students, faculty, and graduates. In addition, it will contribute to the high-level objectives of poverty alleviation and economic growth for the participating countries and for the East Africa region by developing highly skilled and productive workforce. The Project’s proposed development objectives and results will be achieved through activities grouped under three components namely:

- **Component 1;** Strengthening selected Regional Flagship TVET Institutes for high quality skills development in priority sectors;
- **Component 2;** Creating national TVET enabling environments;
- **Component 3;** Enhancing regional collaboration in TVET and project coordination;

TKNP is the Regional Flagship TVET Institute for Textile Technology (RFTITT) under the component of strengthening selected Regional Flagship TVET Institutes for high quality skills development in priority sectors. To achieve this Project Development Objective (PDO), six (6) activities have been identified namely;

- 1) Strengthening governance and management
- 2) Institutionalizing industry links
- 3) Developing market relevant competency based training programs
- 4) Training of TVET managers and teachers
- 5) Upgrading key training facilities and equipment
- 6) Outreach and support for non-project national TVET institutes

This ToR has been developed as one of the key activities necessary for jump starting subcomponent 5 under upgrading key training facilities and equipment.

2.0 OBJECTIVE AND SCOPE OF THE ASSIGNMENT

2.1 Main Objective

The overall objective of the assignment is to identify, develop specifications and bid documents for acquiring textile technology learning, quality testing and production equipment for the RFTITT,

2.2 Specific Objectives

The specific objective of the assignment is to provide consulting services in:

- I. Identify modern textile technology training learning, production and quality testing equipment,
- II. Prepare detailed specifications and life cost analysis of the equipment identified and selected,
- III. Prepare tender documents,

IV. Participate in tendering processes,

V. Supervise installation, testing and commissioning of the equipment.

2.3 Nature and Scope of the Assignment

2.3.1 Nature:

I. Carry out extensive investigation including, but not limited to suitability and adaptability of modern textile technology equipment relevant the RFTITT

II. Obtain all the other relevant data for identification and selection of the equipment.

III. Prepare detailed specifications of the equipment and any other requirements for installations and operations.

IV. Prepare a detailed tender document including, but not limited to specifications and estimates, in collaboration with TKNP representatives according the World Bank standards and regulations.

V. Assist in the procurement process

VI. Supervise the installation, testing and commissioning of the equipment.

VII. Liaise and coordinate with other consultants in undertaking the works.

2.3.2 Scope:

The scope of services to be carried out by the Consultant shall involve identification, appraisal and selection of various textile technology learning, testing and production equipment. The services shall be phased into two distinct phases:

Phase 1 – Identification, Specification, and Preparation of Tendering Documents for procurement of the Textile Technology equipment for RFTITT; and

Phase 2 – Assist in the equipment procurement process and in supervision of installation, testing and commissioning of the textile technology equipment.

The Consultant is required to clearly indicate costs for the two phases separately in the Financial Proposal as the conditions of payment and timing for the two phases are different. Whereas the services described under Phase 1 will be executed using Lump

sum Contract form of contract, whereby payments are linked with deliverable/outputs while those under Phase 2 will be executed using Time Based Contract whereby the payments are linked with time inputs of the Key Experts in the assignment.

The client and consultant will sign contract for:

Phase 1 – Identification, Specification, and Preparation of Tendering Documents for procurement of the Textile Technology equipment for RFTITT and initiate the contract

Phase 2 – Assistance in equipment procurement process and supervision of installation, testing and commissioning of the textile technology equipment. Signing of contract for Phase 2 shall be subject to successful completion of Phase 1 contract as per the terms and conditions of the signed contract. In order to achieve the assignment’s objective, the consultant shall carry out assignments shown in both phases and shall include but not limited to the following:-

Phase I – Identification, specification, life cost analysis, cost estimates and preparation of tendering documents for procurement of the Textile Technology equipment for RFTITT.

3.2.1.1. Identification of relevant modern textile technology learning, testing and production equipment.

The Consultant shall use various methodologies to identify modern equipment in line with current and future technological advancements in mind. Specifically the consultant is expected to perform the following tasks but not limited to:

- a) Carry out comprehensive analysis of the Client requirements. This will entail discussing with the client and ensuring that the objectives of the project are captured in the specifications.
- b) Collect necessary data to enable the identification of the various textile technology equipment
- c) Develop a schedule of available relevant textile and garment technology equipment.

3.2.1.2. Selection, specification and Life Cost Analysis

Based on the schedule of identified equipment approved by TKNP the Consultant shall:-

- a) Select viable equipment based on consultations with clients and other stakeholders;
- b) Develop a detailed specifications
- c) Perform Life cycle cost analysis
- d) Prepare tentative realistic confidential cost estimates for the identified equipment.

3.2.1.3. Bid document preparation

- a) Assist TKNP to develop detailed bid documents based on the World Bank standards and guidelines.

3.2.2. Phase II – Assistance in equipment procurement process and supervision of installation, testing and commissioning of the textile technology equipment.

3.2.2.1. Assist TKNP in Administration of Bidding Processes

The consultant will assist TKNP in bidding administration. In particular, consultant shall:

- a) Assist TKNP to clarify/answer Bidders' queries during bidding and pre-bid site meetings
- b) Participate in the evaluation of submitted bids as deemed fit by TKNP.
- c) Participate in the pre-contract negotiations as deemed fit by TKNP;
- d) Assist TKNP to prepare minutes of the contract negotiations; and
- e) Assist TKNP to compile contract document up to the point of contract signature.

3.2.2.2. Supervision of installation, testing and commissioning of the textile technology equipment in the RFTITT.

The consultant shall:

- a) Ensure the procured equipment are delivered and are installed properly.
- b) Ensure adherence to suppliers' installation instructions
- c) Supervise the testing of the installed equipment and ensure that they operate as

required,

d) Participate in the commissioning of equipment.

1. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT

a. Quality assurance

b. Accurate collection of data and relevant information and shall be responsible for any costs thereof;

c. Pay taxes and duties payable in accordance to the Laws of the Republic of Kenya;

d. Provide office accommodation and facilities, local transportation and communication while undertaking the assignment;

e. Payment of any allowances of his personnel as well as all counterpart staff nominated by him/her; f. Preparation and submission of a schedule of available relevant textile and garment technology equipment, Life cycle cost analysis and realistic cost estimates for the identified equipment, and all necessary documentations for client's approval;

g. Submission of detailed specifications of the identified equipment.

h. Participation in bid document preparation including all the procurement processes and signing of the contract.

i. Consultant shall be responsible for obtaining work permit (if applicable) and cover for all necessary costs for his/her expatriates and any other necessary consent from relevant statutory bodies;

j. Provide frequent progress reports as agreed by client;

k. Provide risk assessment in accordance with Environmental, Health and Safety policies and BSI guidelines;

l. Undertake Value management/Value Engineering (VM/VE) workshops with the client;

m. Supervision of the installation

n. Participate in site meetings during installation, training and commissioning of the equipment; and o. Ensuring that installed equipment comply with the approved overall designs, specifications, conditions of contract and sound engineering practice.

1. DUTIES, DATA, SERVICES AND FACILITIES OF CLIENT/TKNP

1.1. Duties and responsibilities of the TKNP

- i. The Client will oversee supervision of the project, but shall not be liable for poor quality of work. This shall be the entire responsibility of the Consultant;
- ii. The client will avail necessary literature and documents relevant to the assignment;
- iii. To provide competent counterpart staff only when required by the Consultant;
- iv. Assist the consultant to have access into the project site;
- v. Monitor timely delivery and the quality of services offered by the Consultant;
- vi. The client shall not be responsible for payments of taxes and levies but may assist the consultant to obtain relevant information from Kenya Revenue Authority.

2. COUNTERPART STAFF AND ITS ROLE

Counterpart staff may be assigned by TKNP. The payment and allowances of the counterpart staff shall be borne by the Client.

3. PROJECT IMPLEMENTATION SCHEDULE

The consultancy services are expected to be provided within a period of 7 weeks from the date of signing the contract. However, it anticipated that some of the activities will run concurrently

The tentative estimated time in weeks for every activity shall be as follows:

Activity	Estimated Time (Weeks)
Inception Report	2
Schedule of available relevant textile technology equipment	2
Equipment specification	3
Life cycle cost analysis and cost estimation	1
Tender documentation and processes	1
Supervision of installation and commissioning of equipment	1

4. MEETINGS

The meetings to discuss Consultancy progress shall be held on achievement of each activity and shall be conducted at the TKNP. The Consultant's Team Leader shall chair the meeting. The Consultant shall be responsible for the preparation of minutes of each meeting and submit a copy to TKNP.

5. CONSULTANT'S REPORTING OBLIGATION

5.1. Phase I: Preliminaries/ Conceptual, EHS Report, Schematic and Detailed Designs, Working Drawings and Bill of Quantities

The consultant shall prepare and submit the following documents in hard and soft copies to the client on the format prepared by the consultants and as approved by the client.

10.1.1. Inception Report

The consultant shall prepare and submit to the client three (2) well-bounded copies of the inception report. This report shall be submitted 2 (Two) weeks after the date of commencement of the assignment. The report shall outline the consultant's organization and program of work, methodology, approach and the schedule of work, all revised to reflect the result of contract negotiations and Consultant's initial findings. The client shall review and submit his comments to the consultant within a period of one (1) week.

10.1.2. Schedule of available relevant textile technology equipment

Based on the data collected the consultant shall develop and prepare the schedule of available relevant textile technology equipment. The consultant shall prepare and submit to the client two (2) well-bounded copies. This report shall be submitted two (2) weeks after the date of commencement of the assignment. The client shall review and submit his comments to the consultant within a period of one (1) week. Final reports corrected after taking into account any comments shall be submitted within one (1) week after expiration of the deadline for submission of comments.

10.1.3. Equipment specification

The Consultant shall be required to submit Equipment specification seven (7) weeks after the date of commencement of the assignment. Equipment specification shall incorporate inputs from all the different professionals on the project team. The consultant shall prepare and submit to the client two (2) well bounded copies. The client shall review and submit his comments to the consultant within a period of one (1) week

10.1.4. Life cycle cost analysis and cost estimation

The Consultant shall submit Equipment Life cycle cost analysis and cost estimations alongside the specification report.

- a) Detailed Equipment life cycle estimates,
- b) Detailed confidential cost estimates; and
- c) Recommendations.

10.1.5. Tender Documentation and Procurement processes

The Consultant shall assist in the preparation of the Tender documents and participate in evaluation processes

Phase II: Supervision of installation, testing and commissioning of the textile technology equipments.

QUALIFICATION AND EXPERIENCE OF CONSULTANTS

The Consulting Firm should have at least five (5) years experiences in execution of the works of similar nature and should be registered with recognized Professional Body. The consultant team shall comprise of a team leader whose specialization and experience is indicated below.

5.2. Proposed Team Leader

The team leader shall have at least a bachelor's degree in textile / industrial engineering or other relevant discipline with focus on garment industry from a recognized institution. She/he must have at least 5 years relevant work experience in the garment industry (in supervisory / managerial capacity). The team leader should demonstrate strong analytical and report writing skills as well as sensitivity to gender related issues. The team leader must be accompanied by a team of professional apparel experts and technical support staff with the ability to deliver the tasks on time and meeting the quality criteria.

During Phase 2 the consultant should provide a technical team of experts that will comprise an electrical engineer and a mechanical engineer.

3 INSTITUTIONAL ARRANGEMENT

TKNP will contract one consultant who will work to undertake the assignment as described in this ToR. The consultant will report to The Principal, The Kisumu National Polytechnic. The

consultant will spearhead the assignment and will be responsible for the submission of the deliverables as requested.

4 DUTY STATION

The duty station of the work while will be TKNP. During Phase 2 the consultant should provide a technical team of experts that will comprise an electrical engineer and a mechanical engineer. The team of experts will be key during installation, demonstration, and commissioning.

5 PAYMENT MODALITIES

As it has been explained, the assignment is divided into two phases; Phase 1 – Identification, Specification, and Assist in Preparation of Tendering Documents, procurement processes of the Textile Technology equipment for RFTITT. Phase 2 – supervision of installation, testing and commissioning of the textile technology equipment The Consultant should clearly indicate the fee for consultant services separate in each phase when submitting their financial proposals. Payments to the consultant will be made by milestone of each activity. Milestone for payments shall be effected after submission and obtaining approval of the under mentioned activities with the associated reports/documents. The terms and conditions of payment shall be as follows: -

Item	Description /Stage of Work	For Payable
Phase I	Preliminaries/ Phase 1 – Identification, Specification, and Preparation of Tendering Documents for procurement of	100%

	the Textile Technology equipment for RFTITT and initiate the contract	
	a) Submission of Acceptable Inception Report	10%
	b) Submission of Acceptable Schedule of Available Relevant Textile Technology Equipment	20%
	c) Submission of Acceptable Equipment specification Acceptable Life cycle cost analysis and cost estimation	65%
	d) Assist in Bidding Documents preparation and procurement processes	5%
Phase II	Phase 2 – Assistance in supervision of installation, testing and commissioning of the textile technology equipment	100%
	During this phase, all remunerations to the consultant shall be time based as per terms and conditions of time based contracts. The professionals to be deployed during installation and commissioning of the Equipments shall be allocated with their person rate expected and compute their fees resulting thereof. The fees rates shall be fixed over the entire period of the process	
	Total	100%

6. DURATION OF THE ASSIGNMENT

This assignment will be for duration of Eight (8) weeks. However the commencement of the assignment will start immediately after the award of the contract, that is to say: -

- a) The consulting firm shall complete the services of equipment Identification and specification and assist in procurement processes within seven (7) weeks immediately after contract signing;
- b) The supervision of Supply, installation and commissioning of Equipment should be within one Month.