

# **Request for Proposals Consulting Services**

**KGN-GDD-080-2020**

**PROCUREMENT OF CONSULTANCY  
SERVICES FOR DEVELOPMENT OF A  
MASTER PLAN FOR UPGRADE OF KENGEN  
GEOHERMAL TRAINING CENTRE TO  
REGIONAL CENTRE OF EXCELLENCE**

**APRIL 2020**



## **Section 7. Terms of Reference**

### **1. BACKGROUND**

Kenya Electricity Generating Company PLC (KenGen) is the leading electricity generating company in Kenya. The company, which is listed at the Nairobi Securities Exchange (NSE) utilizes various sources of energy to generate electricity which includes geothermal, hydro, wind and thermal. As part of its expansion strategy, KenGen PLC wishes to upgrade its Geothermal Training Centre (GTC) to a Regional Flagship Technical and Vocational Education and Training (TVET) and Centre of Excellence in Energy Technology.

To support the upgrade of GTC, KenGen has received funds from the World Bank under the East Africa Skills for Transformation and Regional Integration Project (EASTRIP). EASTRIP is a regional project regionally coordinated by a Regional Facilitating Unit (RFU) and nationally by the respective the Ministry of Education. EASTRIP objective is to increase the access and improve the quality of TVET programs in selected 16 Regional Flagship TVET Institutes (RFTIs) from the three participating countries (Kenya, Ethiopia and Tanzania) on a competitive basis and to support regional integration in Eastern Africa. The 16 RFTIs have been selected to take care of the regional priority sectors in transport, energy, manufacturing-leather and textile and ICT. KenGen-GTC is one of the RFTIs in Kenya selected to develop demand and industry-oriented skills in the energy sector. The project therefore supports the development of highly specialized TVET programs as well as industry-recognized short-term certificate level training.

The starting point of the envisaged upgrade of GTC is the development of a master plan that will guide and support its growth and provide a road map for its future growth and development over the coming decades. The master plan should describe the GTC's future in terms of students' enrolment, faculty and training staff, training programs, general governance and administrative aspects, policies, infrastructure and associated facilities requirements that will support its objective of becoming a RFTI and regional Centre of excellence.

We intend to use part of the financial proceeds for the payment of consulting services to be procured under this project assignment.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The objectives of the assignment is to have the consultant/s

- a) Develop a master-plan for upgrading Geothermal training Centre to a Regional Centre of Excellence. The master plan at a minimum shall include: a business model, marketing strategy and sustainability plan
- b) Develop policies for Geothermal Training Centre in collaboration with KenGen
- c) Undertake labor force survey assessment to enable the development of the most suitable curriculum

## **3. SCOPE OF SERVICES, TASKS (COMPONENTS) AND EXPECTED DELIVERABLES**

The consultant for this assignment will be required to develop a master plan and design that incorporates the following tasks and aspects,

- a) Analysis of GTC current status in terms of strategic goals and policies and come up with;
  - (i)Policies and policy framework
  - (ii)Marketing strategy
  - (iii)Business model and sustainability plan that will guide its development and future growth
- b) Develop a detailed conceptual plan of the GTC illustrating the Centre's physical facilities structure layout
- c) Develop the layout of the GTC facilities including but not limited to administration block, tuition block, accommodation facilities, workshops, extra curricula activity facilities
- d) Based on labor survey and emerging trends in the energy sector, the consultant will be required to propose on the development of new programs for implementation and where applicable;
  - (i)Seek international accreditations for the proposed programs

- (ii) Seek accreditation and certification of the GTC as a Regional Centre of Excellence
- e) Develop training plan for faculty trainers and management by carrying out Training Needs Assessment and prepare implementation plan that include;
  - (i) Leadership and management skills for GTC governance and management staff
  - (ii) Specialized job functions, Training of Trainers (TOT) and pedagogy techniques for trainers
- f) Propose and make recommendation on equipment and technologies required to support the developed curriculum and integration of internet as training resource development that includes learning models e.g.
  - (i) Simulation models,
  - (ii) e-learning/online courses,
  - (iii) Online 2 Offline (O2O)
- g) Identify and recommend the best renowned institutions for the governance and management team of GTC to learn from their best practices. This should include conducting and making arrangement for the benchmarking visits.

**KEY DELIVERABLES FOR THE ASSIGNMENT:**

- i. Comprehensive Master plan report: That provide foundation for design works, recommendations, concepts for buildings, curriculum programs , equipment support and faculty requirements to meet target enrolment
- ii. Site layout designs
- iii. Institute Business Plan
  - b. International Accreditation of the Institute
  - c. Training Needs Assessment
  - d. Training Plan
  - e. Recommendations for e-learning and appropriate learning technologies
  - f. International benchmarking visits
- iv. Policy and Governance framework for development and establishment of the Geothermal Training Centre

- v. Implementation strategy in the short, medium and long term

### **KEY MILESTONES FOR THE ASSIGNMENT**

- i. Inception report
- ii. Draft Masterplan
- iii. Final masterplan

### **DURATION OF ASSIGNMENT AND WORK PLAN**

- a) The development of master plan will commence immediately after signing of the contract with the winning consultant/s
- b) An inception report is expected to be produced by the selected firm within two weeks after signing the contract.
- c) The winning consultant/s is expected to develop the methodology for data collection and the work plan developed by the selected firm shall provide details of how the various tasks, sub-tasks, and activities will be undertaken; specific timelines for each task
- d) The assignment will be coordinated under GTC with the Centre Director, Centre Leader and M&E Officer as key focal persons for management and coordination.

## **4. Team Composition & Qualification Requirements for the Key Experts**

The Consultant shall field a team of suitably qualified and experienced key experts. The key experts shall include:

### **(i) Team Lead - TVET expert/education specialist**

- a) At least a Master's degree in areas of TVET/ education i. e Humanities, Science or Engineering
- b) Genera experience in Project Management as related to this assignment preferably in education sector
- c) Specific experience in TVET management or curriculum development

### **(ii) Project Management/Economist Expert**

- a) Must have Post graduate qualifications in Project Management or its equivalent

- b) At least a bachelor's degree in project management or economic fields
- c) A minimum of 5 years' experience in strategic plan, business plan and financial sustainability tools

**(iii) Technology Expert**

- d) Must have post graduate qualifications in ICT or Computer Science
- e) Should be a certified professional by developers like Microsoft, Cisco
- f) A minimum of 5 years in curriculum development

**(iv) Layout design Expert**

- a) University Degree in a relevant field
- b) Preferably a total of 10 years general experience in layout design
- c) Preferably a total of 5 years specific experience in TVET layout design

**(v) Business Analyst**

- a) University Degree in Business Management/Commerce or its equivalent
- b) Preferably a total of 10 years general experience as a business analyst
- c) Preferably a total of 5 years specific experience as TVET institutions business analyst

**5. Reporting Requirements and Time Schedule for Deliverables**

- i. Comprehensive Master plan report
- ii. Site layout designs
- iii. Institute Business Plan
- iv. International Accreditation roadmap
- v. Training Needs Assessment report
- vi. Training Plan report
- vii. E-learning modules design and appropriate learning technologies suggestions
- viii. International benchmarking visits roadmap
- ix. A Policy document and Governance framework for development and establishment of the Geothermal Training Centre
- x. Implementation strategy document for the short, medium and long term

NB: Suggest format and content, number of copies and submission format, and submission dates or timelines for all this deliverables

**6. Client's Input and Counterpart Personnel**

(a) Services, facilities and property to be made available to the Consultant by the Client:  
 \_\_\_\_\_ [list/specify]

(b) Professional and support counterpart personnel to be assigned by the Client to the Consultant's team: \_\_\_\_\_ [list/specify]

