



# The Kisumu National Polytechnic

*Industry Succeeds*



## EXPRESSION OF INTEREST

LEAST COST SELECTION 21/10/22

### PROVISION OF CONSULTANCY SERVICES TO CARRY OUT A JOB EVALUATION EXERCISE AT THE KISUMU NATIONAL POLYTECHNIC

Ref: TKNP/RFP/2022/1

1. The Kisumu National Polytechnic invites eligible Firms to indicate their interest in providing the services above. Interested Firms must provide information indicating that they are qualified to perform the services, core business, description of similar assignments, experience in similar conditions and availability of appropriate skills among staff, etc.].
2. The Shortlisting criteria on required qualifications and experience of the firm are:
  - i) Experience in the assignment including technical and managerial capability
  - ii) Number of years in Business working on the area of the assignment
  - iii) Reference to at least three assignments of similar nature and size carried out in the last 3 years
3. Companies will be selected in accordance with the least Cost Selection procedures set out in the Public Procurement and Disposal Act 2015.Revised 2016.
4. Interested Companies may also obtain further information at email: [procurement@kisumupoly.ac.ke](mailto:procurement@kisumupoly.ac.ke). During Office working as from 0800 to 1700.
5. Expressions of interest must be delivered to the address below **by 4<sup>TH</sup> NOVEMBER 2022. 10.00 hrs.** The EOI document will be opened on the same day in the presence of bidders or firm's representative who wish to attend.
6. The detailed Terms of reference (TORs) for the assignment can be found at the following websites: [www.kisumupoly.ac.ke](http://www.kisumupoly.ac.ke) and [www.teders.go.ke](http://www.teders.go.ke) or at the address below

**THE CHIEF PRINCIPAL/COUNCIL SECRETARY  
THE KISUMU NATIONAL POLYTECHNIC  
P.O.BOX 143-40100. KISUMU (KENYA)  
TECHNOLOGY ROAD  
E-mail: [info@kisumupoly.ac.ke](mailto:info@kisumupoly.ac.ke)**

**KISUMU NATIONAL POLYTECHNIC IS AN ISO 9001:2015  
CERTIFIED INSTITUTION**





**THE KISUMU NATIONAL POLYTECHNIC**

**TERMS OF REFERENCE**

**FOR**

**PROVISION OF CONSULTANCY SERVICES TO CARRY  
OUT A JOB EVALUATION EXERCISE FOR THE KISUMU  
NATIONAL POLYTECHNIC.**

**October 2022**

**TERMS OF REFERENCE (ToR)**  
**CONSULTANCY FOR PROVISION OF JOB EVALUATION SERVICES FOR THE**  
**KISUMU NATIONAL POLYTECHNIC.**

<b>Description</b>	Consultancy to conduct a Job Evaluation Exercise for The Kisumu National Polytechnic.
<b>Agency:</b>	The Kisumu National Polytechnic
<b>Expected starting date:</b>	Immediately
<b>Duration of assignment:</b>	40 Working days

### **1.0 TKNP'S Background Information**

The Kisumu National Polytechnic began operations in 1967 as a technical secondary school. The management admitted its first batch of students at Sigalagala Technical and Trade School while they awaited completion of Kisumu Technical Secondary School which Former Education Minister the late Dr. Taitta Towett officially opened in 1971. In 1988, the Ministry upgraded the institution to a Technical Training Institute, the aim being to produce hands-on human resource, competent in the application of technical skills. This coincided with the national roll-out of the 8-4-4 education curriculum that required such institutions to cater for the rising demand for technical skills. In 1996, the Ministry further upgraded the Technical Training Institute into a National Polytechnic to cater for the regional demand for technical skills. Retired President, Daniel Toroitich Arap Moi inaugurated the new status on June 21, 1997.

On 22nd August 2014 in response to section 26 (2) of the Technical and Vocational Education and Training Act of 2013, the Cabinet Secretary for Education Science and Technology promulgated The Kisumu National Polytechnic Order, 2014 with a wider mandate that has now occasioned the new name. This new order required the institution to constitute a Governing Council to steer it and repeal Legal Notice No 85 of May 30, 2001, that recognized it as a polytechnic. The Governing Council assumed office in August 2015.

To succeed in its mandate, TKNP needs to have the right people in the right places doing what they are most qualified and experienced to do and earning a competitive pay. It is on this premise and in light of the recent changes that TKNP wants to conduct a Job Evaluation exercise to establish its manpower requirements vis-à-vis the current workforce, and scientifically determine the relative worth of the jobs in line with the market and the existing public service regulations and guidelines.

### **2.0 Objectives of the assignment**

The main objective of the consultancy is to undertake a comprehensive Job Analysis and Job Evaluation of TKNP'S jobs to ensure alignment of functions and grade levels, considering the basic concept of equal pay for equal value of work. The exercise will:

1. Review and update the current role descriptions in TKNP and recommend new competencies and skills to support the institutions strategic objectives.
2. Determine the size/weight of each role in relation to all others in TKNP

TKNP is seeking to hire competent consulting firm to deliver a job evaluation exercise. Interested consulting firms are invited to submit their proposal covering areas outlined in the Scope of Work.

### **3.0 Terms of Reference (TORs)**

- Conduct a job analysis and carry out a job evaluation to establish a rational job grading, salary structure and role profiles for the institution.
- Carry out a skills and competency audit and develop a job competency manual for the institution.
- Develop an implementation road map for future growth pointing out the costs, timing, and dependencies.
- Conduct a Person - Job Match to the positions available
- Conduct Manpower Planning and carry out Workload Analysis to determine optimal staff
- Complement and propose optimal staffing levels for the various job categories within the institution in order to eliminate under-staffing and/or excess capacity and consequently maximize employee productivity.

### **4.0 Scope of the Work**

The exercise will cover all the jobs under the TKNP'S Governing Council arrangement.

### **5.0 Deliverables**

The expected deliverables of this assignment will be as follows:

- i. A comprehensive draft Job Analysis and Evaluation report which will contain but not be limited to:
  - (i) Criteria for job classification
  - (ii) Job classification
  - (iii) Job analysis results
  - (iv) Job evaluation results
  - (v) Recommended Job descriptions, job classification and grading based on evaluation results.
  - (vi) Recommendation on TKNP Salary scales/ Recommendations for revised remuneration/salary structure in line with the job market.
- ii. Career Progression Guidelines (Schemes of Service) incorporating Job descriptions, Job Specifications and Career Paths
- iii. A final report on the review, findings and recommendations submitted to management and the Governing Council including recommendations to facilitate effective implementation of the job evaluation exercise.

## **6.0 Qualifications, experience, and Competency of key staff for the assignment :**

Bidders Must have formal qualifications in Human Resource Management and must provide at least four professionally qualified team members for this assignment.

-Detailed CVs of the individual consultants must be attached fully signed by both parties including copies of their relevant academic and professional qualification certificates.

### **A. Team Leader/Lead Consultant:**

The Team Leader should possess the following qualifications and experience:

- i) Hold a Master's degree from a recognized university, preferably in Human Resource Management/Business Management/ Administration or its equivalent from a recognized institution.
- iii) At least 8 years' experience in the Human Resource Management field.
- iv) A brief of any recent specific experience of assignment similar to this one.
- v) Full Member of the Institute of Human Resource Management (IHRM) with a valid practicing certificate/license from the institute.

### **B. Other Key Personnel**

The other three key personnel shall possess the qualifications mentioned below:

- a) A first degree in Human Resource/Business Management/Administration/Economics/Finance or any other related field of study from a recognized institution.
- b) A Master's Degree in business management/ Administration or its equivalent will be an added advantage.
- c) At least 6 years' experience in Human Resource Management.
- d) A brief of any recent specific experience of an assignment similar to this.
- e) Full Membership to IHRM with valid practicing/membership certificates/licenses.

## **7.0 Institutional Arrangement**

TKNP will contract one consultant who will work to undertake the assignment as described in this ToR. The consultant will work in liaison with the Human Resources Manager or his designee but will be reporting to the Chief Principal, The Kisumu National Polytechnic. The consultant will spearhead the assignment and will be responsible for the submission of the deliverables as requested.

## **8.0 Duty Station**

The duty station of the work will be TKNP. TKNP will provide an office space and internet for the consultants while at the TKNP grounds if need be. TKNP will help facilitate various meetings as may be necessary.

## **9.0 Outputs and Reporting**

The Consultant will submit the following reports:

1. Inception Report: with study methodology, programme for the study, etc.
2. Draft Report: A presentation outlining the detailed findings, to be done one month from inception to a management plenary for discussion.
3. Final report: A presentation of the final report shall be made to the Governing Council as well upon completion of the exercise after receiving feedback from all the stakeholders (i.e., management)The HR Manager will coordinate the comments from all stakeholders and forward to the consultant, within two weeks after a discussion of the draft, to enable them to finalize the report and present to the council.

The consultant shall then submit five (5) hard copies and an electronic copy of all the documentation prepared in the course of the consultancy work to the Chief Principal within the time specified above. The digital copy should be in MS Office Suite recent formats or latest versions.

Human Resources Manager,  
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