



**THE KISUMU NATIONAL POLYTECHNIC  
P. O. BOX 143 - 40100  
KISUMU  
REQUEST FOR QUOTATION**

Quotation No: KE-KISUMU POLY-181337-NC-RFO

Date: 24/07/2020

To. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You are invited to submit quotation for provide Services, listed herein.

**Note.**

- a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on the reverse before quoting.
- b) This quotation should be submitted so as to reach the procuring entity by 12/08/2020 and should be placed in the quotation/ Tender box at the reception.
- c) Your quotation should include all cost of providing the services including **costs of delivery duty, VAT**, etc where applicable to **THE KISUMU NATIONAL POLYTECHNIC**

Return the original copy and retain a duplicate for your records

Item No	Description of Item/Works/Service Refer to TOR attached	Unit of Issue	Qty Req'd	TO BE COMPLETED BY THE CANDIDATE					Country of Origin	Remarks
				Unit Price VAT Inc.	Total Price, VAT Inc.	Days to Deliver	Discount	Brand		
1										
2										

Candidate's Signature.....

Opened By:

- 1).....
- 2).....
- 3).....

- Designation..... Sign.....
- Designation..... Sign.....
- Designation..... Sign.....

Rubber Stamp.....

Date.....



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(RFITT)

**GENERAL CONDITIONS**

1. The General Conditions of the contract with the Government of Kenya apply to this transaction. This form properly submitted constitutes the agreement to supply goods and services shown at the prices and within the delivery period overleaf.
2. The offer shall remain firm for sixty days from the closing date.
3. The procurement entity shall not be bound to accept the lowest of any offer, and reserves the right in part unless the seller stipulates the country.
4. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during test will upon request be returned at the candidate's expense or may be collected by the owner.

**INSTRUCTIONS**

1. All entries must be typed or written in Ink. Mistakes must not be erased but should be crossed out and corrections made and initiated by the person who signed the quotation.
2. Quote for each item separately and units specified.
3. This form must be signed by an authorized representative of the candidate and preferably it should be rubber-stamped.
4. Each quotation should be submitted separately in a sealed envelope with only the quotation number endorsed on the outside. Descriptive literature or samples of the items offered may be forwarded with quotation.
5. If you do not wish to quote, please endorse on this form and return it, otherwise your name may be deleted from the procuring Entity's mailing list for items listed thereon.



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFTITT)

**THE KISUMU NATIONAL POLYTECHNIC**

**EAST AFRICA SKILLS FOR TRANSFORMATION AND REGIONAL INTEGRATION  
PROJECT (EASTRIP)**

**REF No: KE-KISUMU POLY-181337-NC-RFQ**

**TERMS OF REFERENCE FOR  
UNDERTAKING STAKEHOLDER ANALYSIS AND INDUSTRY MAPPING  
FOR THE PROPOSED REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE  
TECHNOLOGY (RFTITT) AT THE KISUMU NATIONAL POLYTECHNIC**

**1. BACKGROUND**

The Kisumu National Polytechnic herein refers 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:



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**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 linkages
- 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 1 and 2 under strengthening governance and management and institutionalizing industry linkages respectively

## **2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT**

### **2.1. Main Objective**

The main objective of this exercise is to carry out stakeholder analysis and industry mapping of the textile industry for the RFTITT



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## 2.2. Specific Objectives

The specific objective of the assignment is:

- I. Conduct an analysis of the textile technology stakeholders and clarify their roles, mandate, objectives, activities and interests
- II. Map out where the different stakeholders' activities are located geographically and clarify how they contribute to the overall textile technology industry issues
- III. Prepare stakeholder engagement plan and ensure that the stakeholder engagement plan adequately addresses involvement of RFTITT
- IV. Map out textile technology hubs by region, types of manufacturing and production and actors; extent of large scale manufacturing, small and medium-sized enterprises, informal work
- V. Identify national, regional and international institutional stakeholders and actors engaged in the textile technology industry
- VI. Examine and recommend possible models of cooperation between RFTITT and the identified industries/stakeholders and provide an overview of key sector dependencies

## 2.3. Scope of the Assignment

The scope of services to be carried out by the Service Provider shall involve all activities that pertain to stakeholder analysis and industry mapping within the East African region.

The services shall be divided into two distinct areas:

- I. Activity 1 – Stakeholder analysis
- II. Activity 2 – Industry mapping

## 3.0 KEY DELIVERABLES:

- i. Inception report detailing the understanding/ interpretation of the TORs; the methodology of carrying out the assignment; work plan and implementation schedule as agreed upon with TKNP staff.
- ii. Draft Industry mapping and Stakeholder analysis report
- iii. An electronic copy of all data collection tools and the Stakeholder Analysis and Industry Mapping data set.



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- iv. Comprehensive Industry mapping and Stakeholder reports (each two hard copies and electronic copies)
- v. A presentation of overall findings to the PIU management.
- vi. A final presentation of the overall findings to the stakeholders for validation.

#### 4.0 DURATION OF THE CONTRACT

The assignment is to be completed within a maximum of 3(three) months after the date of signing the contract for execution.

#### 5.0 THE PROGRAM OF WORK/REPORTS

Over the period of execution, the consultant is expected to undertake the following activities and submit reports within the time schedules indicated:

Activity	Timeframe (Days)
Preparation / Inception report	6
Field Visits/Data collection	32
Data entry/analysis	12
Draft final report	6
Meeting with PIU	1
Stakeholders Validation meeting	1
Revised and finalized report	2
<b>Total</b>	<b>60</b>

#### 6.0 QUALIFICATIONS AND EXPERTISE REQUIRED

1. The Service Provider shall have prior experience in conducting similar assignments, and should possess the following:
  - Should be an Individual or registered firm.
  - Extensive experience in East Africa
  - Minimum Diploma education
  - Substantial relevant experience in Value chain Analysis



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## 7.0 EVALUATION CRITERIA

The service Provider offerors will be evaluated based on the following methodology;

- Responsive /compliant/acceptable
- Having submitted a technically acceptable proposal, scoring 70% and above, with the lowest quoted price

<b>TECHNICAL PROPOSAL</b>		
<b>Sn</b>	<b>Criteria/ Sub criteria</b>	<b>Weighted Score as %</b>
1	Qualification	30
2	Demonstrated experience and practical knowledge in conducting Value chain Analysis and surveys	50
3	Methodology	20
Total		100

Interested individual/Firms must submit the following documents /information to demonstrate their qualifications.

- Fill the RFQ form (Financial Proposal)
- Personal CV/Firm profile indicating all past experience from similar projects as well as the contract details and at least three professional references.
- A methodology on how they propose to complete the assignment.

Any further suggestion on the improvement on this Terms of Reference is encouraged.

The Project Implementation Unit,  
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Developed by RFTIT Project Implementation Unit