



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFITT)

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

**TERMS OF REFERENCE**

CONSULTANCY FOR DETAILED ANALYSIS AND DEVELOPMENT OF DIGITAL LEARNING MANAGEMENT SYSTEM FOR THE PROPOSED REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY AT THE KISUMU NATIONAL POLYTECHNIC

<b>Ref. No.</b>	KE-KISUMUPOLY-181352-CS- CQS
-----------------	------------------------------

**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



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFTITT)

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 3 under developing market relevant competency based training programs



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFTITT)

## 2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

### 1.1. Main Objective

1. The overall objective of the assignment is to analyze design and implement a digital learning system for the RFTITT

### 1.2. Specific Objectives

The specific objectives are to;

- i. Perform Needs assessment to gather technical and user specifications
- ii. Advise on the most appropriate existing open source or vendor product
- iii. Design digital learning policies and guidelines to cover content and hardware rollout
- iv. Conduct Capacity building for digital learning
- v. Support digital content development
- vi. LMS hosting and customization
- vii. Develop web based digital learning solutions
- viii. Web conferencing features

### 1.3. Nature and Scope of the Assignment

#### 1.3.1. Nature:

The Nature will involve

- i. Learning, Training and Assessment tools
- ii. Developing a framework, Policies and guidelines on Institutional LMS
- iii. LMS Hosting
- iv. Domain Registration
- v. LMS theme design and development
- vi. Customization: Layout design
- vii. Development of digital learning helpdesk service (Learner Support System)
- viii. Online technical support for users until the end of the project, answers to be provided by email within working 24 hours;



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFITT)

**1.3.2. Scope:**

The scope of services to be carried out by the Consultant shall involve all the analysis, development, testing and commissioning of the institutional digital learning system

**3. DUTIES AND RESPONSIBILITIES OF THE CONSULTANT**

- a. Assessment of the current existing digital learning infrastructure and practices at TKNP
- b. Quality management of the output of the development and deployment of digital learning system
- c. Pay taxes and duties payable in accordance to the Laws of the Republic of Kenya;
- d. The consultant shall be responsible for payment of any allowances of his personnel as well as all counterpart staff nominated by him/her;
- e. The consultant shall prepare and submit detailed design, costs, and all necessary documentations for client's approval;
- f. The consultant shall submit project execution plan and project performance management plan;
- g. The Consultant shall incorporate, define and elaborate client requirement into design solution;

**4. 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;



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFITT)

- v. Monitor timely delivery and the quality of services offered by the Consultant;
- vi. To undertake all procurement procedures in the appointment of contractor for construction works;
- vii. 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; and
- viii. Client will provide project requirements for incorporation in the assignment.

## 5. 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.

## 6. PROJECT IMPLEMENTATION SCHEDULE

The consultancy services are expected to be provided within a period of 2 months from the date of signing the contract. It is anticipated that within this period all design works and construction works will be completed. The defects liability period is previewed to be covered within the same period for 2 months.

## 7. KEY DELIVERABLES

In specific terms, the consultant appointed is expected to deliver:

<b><u>Product</u></b>	Estimated Time (Weeks)
Inception report	1
Digital learning system	8
System manual and guidelines	3

## 8. SITE MEETINGS



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFITT)

The site meetings to discuss project progress shall be held on monthly basis and shall be conducted at the project site. 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.

## **9. QUALIFICATION AND EXPERIENCE OF CONSULTANTS**

- I. The consultant firm's team must be comprised of qualified experts, with a demonstrated record of accomplishment in developing quality online learning. Overall experience of firm should be more than 5+ years.
- II. It is expected that the team have experience developing online learning in low-bandwidth environments and have knowledge of delivering online learning in developing countries, particularly Kenya.
- III. The firm should have a strong project management ability and excellent communication skills
- IV. References and examples of past work are required and should be included in the proposal

## **10. INSTITUTIONAL ARRANGEMENT**

TKNP will contract one consultants who will work to undertake the assignment as described in this ToR. The consultants 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.

## **11. DUTY STATION**

The duty station of the work while will be TKNP. During Phase 2 Consulting firm should ensure provide at least two key staff Civil/Structural Engineers and Quantity Surveyors for constant and full time supervision during entire period of construction



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY  
(RFITT)

## 12. PAYMENT MODALITIES

<b>Activity</b>	<b>Percentage (%)</b>
Inception report	10
System development and deployment	60
Systems manual and guidelines	30
<b>Total</b>	<b>100</b>

## 13. DURATION OF THE ASSIGNMENT

This assignment for duration of Three (3) months. However, the commencement of the assignment will start immediately after the award of the contract.

The Defect Liability Period shall be within two (2) calendar months.