



REPUBLIC OF KENYA

**MINISTRY OF YOUTH AFFAIRS,
CREATIVE ECONOMY AND SPORTS**

**STATE DEPARTMENT FOR YOUTH AFFAIRS & CREATIVE
ECONOMY**

**NATIONAL YOUTH OPPORTUNITIES TOWARDS
ADVANCEMENT (NYOTA)
PROJECT**

Project Reference: P179414

**TERMS OF REFERENCE (TOR)
FOR CONSULTANCY SERVICES FOR A ROLL OUT AND
CAPACITY SUPPORT TECHNICAL ASSISTANT CONSULTANT**

DECEMBER 2024

TERMS OF REFERENCE FOR CONSULTANCY SERVICES FOR
Roll-out and Capacity support for the Implementation of Management Information
Systems for National Youth Opportunities] Towards Advancement (NYOTA)
Project

1. BACKGROUND

The Government of Kenya, in partnership with the World Bank, is supporting Youth Employment in all the Counties of Kenya through the National Youth Opportunities Towards Advancement (NYOTA) Project. The project development objective of NYOTA is to increase employment, earnings and promote savings for targeted youth at a national scale. There are 2.4 million youth aged 18-29 among the poorest 40 percent of Kenyans who fulfill one or more of these criteria. Such youth face exclusions and are often unable to access government sponsored jobs programs. As such, the project will cover approximately 35 percent of this pool.

The NYOTA Project is expected to impact 820,000 vulnerable youth across all 47 counties of Kenya including refugees in the counties of Garissa and Turkana. The project beneficiaries are youth aged 18-29 and 35 years for Persons with Disabilities (PWDs), with little or no education, who are unemployed, underemployed, or in low-tier employment with very low earnings. The project is anchored on a solid premise that better employment outcomes are realized when there are more jobs with better pay, better protection and better earnings, and more inclusive jobs for disadvantaged groups of youth.

2. PROJECT DESCRIPTION

NYOTA project aims to support better employment outcomes and improved savings through integrated interventions that address the myriad of constraints that the youth face. **Component 1** of the project focuses primarily on labor supply side constraints and offers **knowledge transfer and skills development in addition to intermediation related initiatives**. The component also addresses childcare related constraints for young mothers. **Component 2** focuses on the labor demand side constraints and facilitates **youth with aptitude for entrepreneurship with development on core business skills and provides them with seed money to start or expand their businesses**. It also supports social enterprises to provide similar support to the hard-to-serve youth. **Component 3** of the project focuses on **enhancing savings opportunities** among targeted youth, and **Component 4** supports **strengthening of youth employment systems and project management**.

3. Objective of the Assignment

The consultant will ensure the NYOTA systems in use are programmed and configured correctly in all tablets and computers of the NYOTA project implementing officers. Further, the consultant will be responsible for support in the training of all officers on the use of the NYOTA systems in use.

Once the project has been launched, the consultant will provide ongoing support to the NYOTA systems in liaison with the developer in terms of trouble shooting, providing support to officers, and making improvements to the system, as needed.

In addition, the consultant will develop a website for the NYOTA and will embed the application into the website and ensure it is linked with the NYOTA systems in use.

4. Duties and Responsibilities

The main tasks in the consultancy will include:

1. Test all modules of the Systems in use to ensure it is functioning as per the design and suggest necessary improvements to the Systems based on test results;
2. Test the server and any other cloud based instruments to ensure there is adequate capacity to handle the application process;
3. Provide support on the configuration and setup of Servers and Help Desk;
4. Configure and program the tablets for field officers for roll out of the Systems;
5. Train project implementers on the Systems and its relevant modules as well as any new application and upgrades – This includes all relevant implementers in the Project Management Unit, MoYACES County and Sub-County Officers, service providers and Project Implementation Units in MSEA, NEA, NSSF and NITA;
6. Provide technical inputs to operational manuals on the Systems processes and procedures;
7. Embed the systems within the NYOTA Project website;
8. Provide ongoing support to the Systems during the first phase of NYOTA, including troubleshooting, supporting NYOTA implementers on the use of the MIS and suggesting any necessary upgrades to the system; and
9. Perform any other functions as may be directed by the National Project Manager

5. Deliverables

The following are the expected deliverables:

1. Updated operations manual sections that involve the Systems, particularly in the intake manual and the grievance management manual;
2. Configured tablets capable of real-time registration of youth by field officers;
3. Reports on training of project implementers on the use of the MIS;
4. Linked systems to the NYOTA Project website.;
5. Regular updating of the Website with relevant information in conjunction with the PMU communication department.

6. Monthly reports on the status of the System once cycle 1 of the NYOTA project commences, including problems, resolutions, upgrades, etc.

6. Required Competencies, Qualifications and Experience

In order to perform the above roles and responsibilities, the Consultant must possess the following:

1. A Bachelor's degree in Information Technology, Computer Science or other relevant qualifications. (A Master's degree will be an added advantage)
2. At least 5 years of relevant work experience in similar assignments.
3. Experience in building capacity of users in systems usage
4. Experience in designing and implementing management information systems
5. Experience in capacity building of users on MIS
6. He/she must also possess web design skills with experience in developing websites for organizations
7. Have excellent command in both oral and written communication skills in addition to interpersonal skills to work with different teams and users

7. LOCATION

The Roll-out and Capacity support consultant will be based at the NYOTA Project Management Unit in the State Department of Youth Affairs and Creative Economy Headquarters in Nairobi.

8. TIMEFRAME, DURATION AND COMMENCEMENT

The roll out and capacity support consultant will be engaged for a period of 90 days beginning February, 2025 up to October 31, 2025. The days are estimated as follows:

Task	Number of days
Testing of developed System	10
Configuration and setup of servers in MoYACES and set up of help desk at the MoYACES	5
Training project staff in the implementing agencies and service providers to operate and trouble shoot the Systems	30
Provide technical input related to the Systems in the relevant Operations Manuals	5
Embedding systems into the website.	10
Provide ongoing assistance to the Systems during phase 1 of NYOTA	30
Total	90

9. Confidentiality and Propriety Rights of Client in Reports and Records

All the reports, data, and information developed, collected, or obtained from the implementing agencies, Client and other Institutions during this exercise shall belong to the Client. No use shall be made of them without prior written authorization from the Client.

At the end of the Services, the Consultant shall relinquish all data, manuals, reports, and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.

10. Application Documents.

Applications accompanied with detailed Curriculum vitae and copies of relevant documents and testimonials should be submitted in a plain sealed envelope, clearly marked with the contract reference number and title of the consultancy sent or delivered to the address below and deposited to the Tender Box at Bruce House, 3rd Floor:

Principal Secretary

State Department for Youth Affairs and Creative Economy,
BRUCE HOUSE, 3rd Floor, STANDARD STREET
P. O. Box 34303 – 00100, Nairobi,
Kenya.