MINISTRY OF YOUTH AFFAIRS,
CREATIVE ECONOMY AND SPORTS

REPUBLIC OF KENYA

**State Department for Youth Affairs & Creative Economy**

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

# TERMS OF REFERENCE FOR CONSULTANCY SERVICES

**Delivery of Socio-emotional Skills Development, On-The-Job Experience and Support Recognition of Prior Learning (RPL) Implementation to Refugee Youth Selected to Participate in NYOTA Component 1**

Issue Date: September 2026

## 1. BACKGROUND

The Ministry of Youth Affairs Creative Economy and Sports (MoYACES), with support from the World Bank through the National Youth Opportunities Towards Advancement (NYOTA) Project, is seeking the services of a **qualified NGO / Service Provider to design, pilot, and deliver a comprehensive Socio-emotional Skills Development and OJE package** targeted at refugee youth participants of NYOTA Component 1.1 in Kenya.

**Purpose of the Assignment**

These Terms of Reference (ToR) outline the objectives, scope of work, roles, responsibilities and expected deliverables for the assignment. **The NGO / Service Provider** will support all stages of the **Socio-emotional Skills Development** from curriculum assessment and development to Development of trainers, delivery of Development sessions, quality assurance, learning session, OJE & transitioning into 6 months paid employment post OJE and RPL support in refugee-hosting counties where NYOTA is being implemented. The assignment will involve close coordination with MOYACES, the World Bank team and relevant government and humanitarian partners, and will require delivery of services in Kenyan refugee-hosting project sites.

## 2. INTRODUCTION

NYOTA is a US$229 million project which builds upon the Kenya Youth Employment and Opportunities Project (KYEOP). NYOTA focuses on establishing a foundation and systems for sustained creation of opportunities for employment, earnings and savings to improve economic empowerment among youth in all 47 counties in Kenya. NYOTA leverages partnerships with private sector employers and counties to generate meaningful employment for a large number of vulnerable youths in Kenya.

**NYOTA Project comprises of the following components:**

- Component 1: Improving youth employability
- Component 2: Expanding employment opportunities
- Component 3: Supporting youth savings
- Component 4: Strengthening Youth Employment Systems, Capacity, and Project Management

This consultancy falls under Component 1 of the NYOTA project which focuses primarily on labor supply side constraints and offers knowledge transfer and skills development in addition to intermediation related initiatives. The component also addresses barriers to employment that may impact a subset of participants such as persons with disabilities and childcare related constraints for young mothers by providing relevant tools and childcare services to enable them adequately participate in the project.

Refugee youth are a priority target group under NYOTA Component 1. These youth face interconnected challenges including limited economic infrastructure, constrained access to services, psychosocial needs, language and gender-related barriers that differ significantly from challenges faced by Kenyan youth in other counties. As a result, they

may require specialized support. Ensuring the effective and equitable of Subcomponent 1.1: Provision of Development and work experience therefore depends on adapting program design and delivery so that NYOTA's services are not only accessible but also responsive to the specific needs and constraints of refugee youth. This includes supporting refugee youth whose labour constraints are characterized by camp regulations.

**Development and employment opportunities for refugee youth.**

Under Component 1. Eligible youth from refugee communities will undergo socio-emotional Development over a four-week period, followed by five months of on-the-job experience (OJE). Upon completion of OJE Development, a six-month job placement will be facilitated with the goal of supporting participants to enter the job market, establishing a clear pathway to sustained employment. The two tracks of OJE placements that follow the socio-emotional Development are outlined below:

- For informal sector on-the-job experience, youth will be placed with a Master Craftsman for apprenticeship. A Master Craftsman is an experienced and highly skilled artisan in a particular trade/craft with the necessary physical, technical/industrial and mental attributes to perform a job/task. He/she displays the capacity to perform tasks with higher complexity and organizes, manages and plans tasks to accomplish certain activities. Skills transfer will focus on expertise and occupations identified in line with the key sectors of economies (grey, green, blue, circular, orange and digital).
- It is important for Master Craftsmen operating in refugee settings to have a good understanding of the realities of doing business in camp and host community contexts. Efforts will be made to include artisans from both refugee and host communities who will be selected based on cultural competence, language suitability, and ability to train low-literacy refugee and host community youth to foster integration and mutual learning.
- An appointed Umbrella Employer Organization / employer organization will work in structured partnership with county-level Jua Kali Associations and, in refugee settings, with relevant humanitarian actors, community-based organizations and local leadership to recruit the Master Craftsmen to deliver apprenticeships and ensure youth are placed in employment. The Umbrella Employer Organization / employer organization will recruit qualified Master Craftsmen under a working agreement.
- Youth will also be placed in formal employment opportunities in the private sector which the Umbrella Employer Organization / employer organization will facilitate. This includes employers operating within or adjacent to refugee camps, social enterprises serving refugees, and businesses able to offer flexible or remote roles suitable in low-connectivity environments.

- The implementation and ongoing monitoring of the OJE will ensure prompt and responsive action at each stage of the intervention, maximizing benefits for youth and setting them on a stronger path toward better job opportunities.

**Recognition of Prior Learning (RPL) and Certification**
Component 1 also supports Recognition of Prior Learning (RPL) for youth who already possess the skills needed for employment but lack formal certification. Under this subcomponent, certificates will be issued to eligible youth through on-site skills testing, in line with standards and testing instruments developed or revised under NITA.

## 3. SPECIFIC ASSIGNMENT AND OBJECTIVES OF CONSULTANCY

This consultancy will be responsible for the delivery and design of **Socio-emotional Skills (SES) Development to 5,000 refugee youth.** As SES Development precedes OJE Development, the NGO / Service Provider selected for this consultancy should customize the approved NYOTA SESD curriculum that enables refugee youth and host-community to integrate smoothly and maintain consistent participation, thereby strengthening readiness for and retention in OJE.

Delivery of SESD to targeted youth will draw upon NYOTA developed SESD curriculum and approved by Kenya Institute of Curriculum Development (KICD). The NGO / Service Provider will supplement the Development with gender-specific modules aimed at overcoming gender-specific household-level and cultural constraints. The SESD intervention will be adapted to the specific socio-economic realities, cultural dynamics, and constraints of displacement-affected settings.
In addition, the consultancy shall be responsible for delivery of On-The-Job Experience for five months and transitioning of the 5,000 refugee beneficiaries into paid employment for at least 6 months post OJE.

### Social Emotional Skills Development.

The Consultancy will deliver a face-to-face Development program that focuses on socio-emotional skills, builds an entrepreneurial mindset, resilience, and helps develop core business competencies as a prerequisite input to the On–the-Job-Experience. The SESD package will involve small group coaching to emphasize socio-emotional skills, entrepreneurial mindset and resilience, practical business fundamentals, and job-readiness, then link graduates into OJE with clear assessment and certification pathways. The Development will integrate socio-emotional skills (e.g., personal initiative, goal setting, problem solving, and stress management) with core business skills to foster an entrepreneurial mindset and cultivate a resilient attitude to succeed in the workplace. The Consultant will proactively provide knowledge on and broker linkages to local, national, and remote employers to expand employment pathways for refugee youth in line with the Shirika Plan. The package will embed networking opportunities to foster peer

learning, social cohesion, and collaboration between refugee youth and host community through both structured and informal forums, exhibitions, and employer linkages, enabling participants to exchange ideas, experiences, and build supportive networks. Delivery must be adapted to local dialects as the NYOTA project focuses on youth at the bottom of the pyramid with low literacy levels. Pedagogy will use pictorial tools, role plays and local cases, with flexible scheduling, gender-sensitive facilitation and religious acknowledgement. Childcare support is part and parcel of the program to ensure accessibility, engagement, and meaningful participation, and guidelines will be provided by MoYACES.

The consultant will use a trauma-informed approach creating safe, respectful learning environments with culturally sensitive materials, building trust through consistency and transparency so participants feel secure and supported. Facilitators will be trained to recognize signs of distress and refer participants to appropriate support services, ensuring emotional well-being. Emphasis will be placed on empowerment, choice, emotional safety, and resilience, particularly for vulnerable groups such as girls and young women who may have experienced gender-based violence or displacement-related trauma, helping them regain confidence and agency. Gender-transformative messaging will be embedded throughout Development and implementation to address household-level and cultural constraints, enabling both refugees and host community youth to process past challenges and envision a collaborative future. The possibility of including climate awareness Development will be explored.

The Consultancy shall ensure quality and relevance of all deliverables by:

- Conducting a contextual assessment to confirm the relevance and required adaptations of all proposed SESD interventions to refugee settings prior to any rollout.
- Mapping existing curricula and services (government, humanitarian, and development actors), examining delivery modalities, and identifying legal/administrative, linguistic, cultural, gender, and accessibility considerations specific to displacement-affected contexts.
- Using the assessment findings to tailor, sequence activities to ensure effectiveness, inclusion, safeguarding, and sustainability.
- Documenting the Development and follow-up visits through attendance registers, reports, photographs, and videos, ensuring appropriate consent and data protection protocols are followed.
- Developing and submitting concise reports on interventions provided to beneficiaries under SESD and during on-the-job experience support package, using reporting formats and modalities to be agreed upon with MOYACES during inception.

The Consulting firm shall not commence implementation until the contextual assessment and proposed adaptations have been approved by MOYACES and, where applicable, the World Bank.

MOYACES invites eligible NGOs to express their interest in undertaking this assignment. Interested NGOs should submit information demonstrating their qualifications and relevant experience to effectively perform the required services.

## 4. SCOPE OF WORK

The objective shall be achieved through the following activities:

### (a) Customization of Socio-emotional Skills Development Curriculum

I. Conduct assessment of existing **Socio-emotional Skills Development Curriculum** and customize to suit the targeted refugee youth.
II. Submit to Project Management Unit (PMU) customized county specific curriculum based on NYOTA KICD approved SESD curriculum;
III. Develop and submit to Project Management Unit (PMU): Trainer's Manual (for Training of Trainers - ToT), Trainee's Manual, Training Plan, timetable and localized case studies for review and acceptance before implementation;

### (b) Deliver Socio-emotional Skills Development Curriculum

Deliver the customized SESD curriculum to the targeted beneficiaries. The delivery methodology will include experiential, participatory, role plays and interactive learning.

The NGO is encouraged to propose how the Socio-emotional Skills Development package will:

I. Adapt content to the realities of refugee youth, including but not limited to barriers such as language and literacy, digital access, trauma, stigma, economic and time pressures, safety and protection risks, disability and accessibility, accreditation pathways and/or information gaps.
II. Integrate Socio-emotional Skills Development life skills (e.g., resilience, initiative, teamwork, goal-setting) alongside core business Development, digital and climate awareness content.
III. Ensure experiential and interactive learning approaches that relate directly to participants' business context
IV. Embed peer-to-peer support mechanisms to sustain learning beyond Development.
V. Include robust quality assurance including incorporating lessons and recommendations presented post-piloting to refine the package.

### (c) Training of Trainers

I. Recruit and train qualified trainers based on the approved Social Emotional Skills Development curriculum. The ToT program and materials are subject to MOYACES approval prior to implementation.

II. Ensure that ToT cohorts include individuals drawn from refugee and host communities or those with strong cultural competence and experience in displacement-affected settings.
III. Integrate the code of conduct, safeguarding, and minimum Development standards into ToT to ensure trainers are fully prepared to work with vulnerable youth.
IV. Ensure gender balance among trainers and include at least one female trainer per Development location.
V. Share the ToT program, Development schedule, and trainer profiles with MOYACES in advance.
VI. Submit to PMU a Trainer's Code of Conduct in relation to Occupational Health and Safety (OHS), Gender Based Violence (GBV), Sexual Exploitation and Abuse (SEA) and Sexual Harassment (SH)
VII. Print the curriculum, training materials and manuals provided by MoYACES – each trainee should have a trainee's manual for retention.
VIII. Equip each center with relevant administrative and content delivery equipment
IX. Track attendance and other pre-agreed indicators daily and report these in both electronic and manual formats to PMU;
X. Provide decentralized locations for training close to youth participants for every Sub County
XI. Provide a non-discriminatory, safe and respectful learning environment for all trainees;
XII. Submit contract agreements of venues between the service provider and venue owners to PMU;
XIII. Ensure youth who attend are duly activated for the purpose of confirming placement;

**(d) Coordination of Training**

The NGO will organize logistics for training arrangement, explore innovative, interactive and tailored approach to curriculum for beneficiaries including:

I. Hiring and preparation of training centres / venues, ensuring accessibility for persons with disabilities.
II. Provision of training materials.
III. Implementation of any pilot sessions and subsequent refinement.
IV. Transport and daily upkeep/allowances for trainees during Training.
V. Payment of trainers, sign language interpreters, and other support personnel.
VI. Provision of refreshments and Development materials (Book-bound participant and trainer manuals, handouts, stationery, etc.).
VII. Provision of childcare support (through a stipend and/or agreed arrangements) during classroom Development, which is mandatory to enable the participation of young women and other caregivers.

All costs for the above shall be covered by the NGO.

**(e) Delivery of the Socio-emotional Skills Development Package**

The NGO will organize and co-facilitate, together with MOYACES, a half-day information/networking session prior to the start of Development to:

I. Provide an overview of NYOTA particularly Component 1.1.
II. Explain rights and responsibilities, grievance channels, and safeguarding protocols.
III. Clarify expectations regarding attendance, performance, and progression to OJE
IV. Implement the SES tailor-made Development in person using methods such as:

- Role plays, simulations, mock interviews, and case clinics.
- Guest sessions (e.g., employers, Master Craftsmen, former beneficiaries).
- Peer-learning circles and practical assignments.

- Ensure language accessibility by delivering content in languages that reflect participant needs.

(f) Recognition of Prior Learning and Certification

Vulnerable youth may already have the knowledge and skills required for the jobs they will undertake but lack formal certification. The NGO will go into partnership with Don Bosco and Danish Refugee Council (DRC) to support this subcomponent on-site skills testing and the issuance of certificates that recognize prior learning among targeted youth. The project will also support certification and expand the number of apprenticeship trades covered by standards, testing, and certification instruments developed or revised under NITA. This includes developing additional apprenticeship standards and testing instruments, including those for digital jobs.

## 5. SOCIO-EMOTIONAL SKILLS DEVELOPMENT CONTENT

I. Socio-emotional skills (e.g. self-awareness, self-management, social awareness, relationship skills, responsible decision-making, maturity, professionalism, managing stress, understanding expectations, multicultural considerations, turning OJE into job offers.)
II. Soft skills (e.g., communication, emotional intelligence, teamwork).
III. Entrepreneurial mindset (e.g., Growth mindset, leadership, ethics, resilience, innovation, opportunity identification)
IV. Core business skills (e.g., How companies work, financial literacy, record keeping, simple break-even, pricing and costing, basic tax compliance, marketing)
V. Work readiness (e.g. Workplace norms, first-week on the job, productivity, problem-solving, networking, CV and interviews, harassment/GBV reporting, rights/responsibilities, boundaries, goal-setting, orientation to certification and Recognition of Prior Learning (RPL) including on-site skills testing and the issuance of certificates that recognize prior learning, OJE matching and expectations).

VI. Digital literacy and online business tools (e.g., online jobs, social media)
VII. Climate awareness

**Methodology**

I. In-person delivery
II. Simulations/exercises: role plays, case clinics, guest sessions, peer learning circles, mock interviews
III. Multilingual, low-literacy adaptation (pictorial tools, local cases; flexible scheduling; gender-sensitive facilitation; childcare support)
IV. Gender-transformative messaging throughout to address household/cultural constraints and foster collaborative, entrepreneurial futures.

**Participant Engagement & Inclusivity**:

I. Clear strategy for engaging refugee youth
II. Language accessibility based on beneficiary refugee needs
III. Trauma-informed approach (safe, respectful environments; culturally sensitive, non-triggering materials; trained facilitators for recognition and referral)
IV. Enable women participation via family-sensitive schedules (on-site childcare, breastfeeding-friendly venues, and flexible catch-up). Track participation and outcomes by gender and caregiving status.

**Post-SESD Support**

I. Assist youth to pair with their peers to sustain accountability and learning beyond SESD.
II. CV drafting, refinement and interview preparation
III. Legal assistance as required
IV. Linkages to employers where possible
V. Access to digital job marketplaces
VI. Labour migration
VII. Use of digital platforms to upskill and/or search for and apply for job opportunities

**Feedback Mechanisms**

I. Regular participant feedback loops
II. Adaptive learning built into program design

**Collaborations**

I. Collaboration with national government and county governments, UNHCR, NGOs, and private sector
II. Use of existing infrastructure (e.g., Livelihood Resource Centers)

**Sustainability & Scalability**

I. Plan for long-term sustainability of support (e.g., alumni networks, refugee and host community peers working in industries of interest)

## 6. DELIVERY OF ON-THE-JOB EXPERIENCE

In liaison with the Youth Development Officer in respective areas of jurisdiction, the NGO / Service provider shall perform the following functions:

i. Recruit eligible/qualified Master Craftsmen (MCs) and employers leveraging data from the mapping exercise.
ii. Submit eligible list with geographical location, trade area, PWD accessibility/acceptance, and capacity information.
iii. Induct the recruited Master Craftsmen and employers.
iv. Sign working agreements with recruited Master Craftsmen and employers and submit to MOYACES
v. Oversee timely and consistent attendance capture of the youth using the provided dashboard platform.
vi. Sensitize the MCs and employers on prevention and management of Sexual Exploitation and Harassment (SEAH) incidences and the Code of Conduct.
vii. Document and submit to the Project Management Unit (PMU) all forms of SEAH related grievances
viii. Conduct regular monitoring of content delivery and attendance during apprenticeship.
ix. Receive and forward to the PMU, MC and employers payment grievances within two weeks after monthly payments.
x. Submit to the PMU monthly reports on the status of youth placed in apprenticeship and employment.
xi. Overseeing the transition of youth into paid employment after apprenticeship with the Master Craftsmen and employers
xii. Submit a progress report based on the following Key Result Area: Apprenticeship and transitioning into paid employment.

## 7. IMPLEMENTATION MODALITIES

| COUNTIES | NO. OF BENEFICIARIES | PROVISION OF OJE AND SOCIO-EMOTIONAL SKILLS DEVELOPMENT PACKAGE |
|---|---|---|
| Turkana | 2,500 | **KAKUMA TENDER NO: MOYACES/NYOTA/SBT1/2026** |
| Garissa | 2,500 | **Dadaab TENDER NO: MOYACES/NYOTA/ SBT2/2026** |

## 8. MOYACES's OBLIGATIONS

I. Provide SESD curriculum in soft copy to the consultancy and review the trainers' and trainees' manuals for adoption, printing and distribution;
II. Provide confirmed placement instructions for planning and payment purposes;

III. Facilitate the NGO/service provider access to list of selected trainees' biodata, in respect of privacy policies and for the sole purpose of conducting the activities under this consultancy;
IV. Conduct outreach to selected trainees to ensure that all trainees are aware of when and where the training will take place;
V. Provide aiders and Sign Language interpreters for beneficiaries requiring assistance;
VI. Organize a harmonization workshop for key staff of training providers;
VII. Review the training plan and timetable provided by the NGO/Service Provider and give feedback;
VIII. Monitor the TOTs sessions for quality checks and standardization;
IX. Conduct random spot checks during implementation; and
X. Provide the training reporting formats;
XI. Review and approve payments based on deliverables;
XII. List of youth beneficiaries to be placed with the Master Craftsmen and employers;
XIII. Access to the NYOTA dashboards for rostering attendance. Fact sheet on NYOTA, including code of conduct for MCs, employers and project workers;
XIV. To provide On-The-Job Experience Log books;
XV. Prepare Invoice template for MC and employers' payments;
XVI. Payment of MCs and employers
XVII. Insurance cover for the beneficiary youth;
XVIII. Pay management fees to the NGO / Service Providers;
XIX. Ensure spots checks and verification of youth attendance;
XX. Monitoring and evaluating of apprenticeship;
XXI. Provide Grievance Redress Mechanism platform;

## 9. DELIVERABLES /SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT

10.

11. DELIVERABLES FOR SESD, OJE AND RPL

| S/No. | NYOTA INTERVENTION | PERRCENTAGE PAYMENT OR UNIT RATE | DELIVERABLES | DURATION | RESPONSIBLE APPROVAL AUTHORITY |
|---|---|---|---|---|---|
| 1 | Socio Emotional Skills Development (SESD) | 20% of the ksh. 20,000 per beneficiary payable based on the number of youth beneficiaries placed on SESD. (plus ksh. 250 for lunch per youth) | A training plan, printed manuals and materials for the Socio-Emotional Skills Development;<br>Skills development schedule;<br>TOT training report | One (1) Week | MOYACES |
| | | 80% of the ksh. 20000 per beneficiary payable based on the number of youth beneficiaries placed on SESD. (plus ksh. 250 for lunch per youth) | Training Report; and<br>Daily Attendance list (twice daily- morning and evening) in both manual and electronic format provided by MoYACES and uploaded in the MIS system with class photos attached. This list will be used by the MoYACES to process payment of weekly stipend to the youth. | Four (4) Weeks | MOYACES |
| 2 | On -The -Job Experience (OJE) | 10% of ksh. 49000 (total contract sum per beneficiary) payable based on the number of youth beneficiaries placed on apprenticeship | Inception report to outline strategy and approach.<br>Skills gap assessment report.<br>Database of apprenticeship and job opportunities (Database of recruited and inducted MCs and employers.) | Two (2) Weeks | Independent Verifier<br>MOYACES |

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| | | | | | |
| | | 20% of the ksh. 49000 (total contract sum per beneficiary) payable based on the number of youth beneficiaries retained in apprenticeship for 5 months.<br>Retention in apprenticeships is measured through attendance and performance records | Apprenticeship delivery plan per trade/skill area<br>On the job placement tracking assessment tools<br>Coaching and mentorship framework.<br>Placements report in Apprenticeship for 5 months.<br>Monthly apprenticeship progress reports<br>Updated Daily attendance registers submitted by MCs and employers. | Five (5) Months | Independent Verifier<br>MOYACES |
| | | 70% of the ksh. 49000 (total contract sum per beneficiary) payable based on the number of the youth beneficiaries retained in paid employment for at least 6 months post apprenticeship.<br>submitted by the Consultant | post apprenticeship report to include employment contract or offer letters to the NYOTA beneficiaries.<br>Report on employers' feedback.<br>Final report that includes overall outcomes of the project | Six (6) Months | independent Verifier<br>MOYACES |
| | | Bonus payment of Ksh..3,000 to the Umbrella Employer Organization for every youth with disability completing apprenticeship (to be paid in the 2nd payment schedule), Ksh. 4,000 to the Umbrella | -List of Youth in every category indicating disability status, placed in hardship counties and passed NITA assessment | -Five (5) Months for PWD Youth completing Apprenticeship.<br>-Six (6) Months for youth passing NITA assessment | Independent Verifier<br>MOYACES<br>NITA<br>NCPWD |

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|---|---|---|---|---|---|
| | | Employer Organization for every youth who passes NITA assessment (to be paid in the 3rd payment schedule) and Ksh. 2,000 per youth to the Umbrella Employer Organization serving in hardship counties (to be paid in the 3rd payment schedule). | | -Eleven-month (11) months for youth from hardship counties completing apprenticeship and 6-month retention in Employment | |
| 3 | Recognition Of Prior Leaning (RPL) | NITA TO PROVIDE | Records of youth who underwent on-site skills testing<br>Number of RPL certificates issued<br>Documentation of apprenticeship standards and testing instruments developed or revised under NITA, including for digital jobs | | NITA |

The Consultant (NGO / Service Provider) will be expected to deliver, at minimum, the following outputs:

**i. Socio-Emotional Skills Development**

a) A training plan, printed manuals and materials for the Socio-Emotional Skills Development;
b) Skills development schedule;
c) Training Report; and
d) Daily Attendance list once per day in both manual and electronic format provided by MoYACES and uploaded in the MIS system with class photos attached. This list will be used by the MoYACES to process payment of weekly stipend to the youth.

**ii. On-The-Job Experience**

a) Database of recruited and inducted MCs and employers
b) Apprenticeship delivery plan per trade/skill area.
c) Updated Daily attendance registers submitted by MCs and employers.
d) Placements in Apprenticeship for 5 months.
e) Overseeing transition into 6 months paid employment post apprenticeship.

**iii. Recognition of Prior Learning**

a) Records of youth who underwent on-site skills testing
b) Number of RPL certificates issued
c) Documentation of apprenticeship standards and testing instruments developed or revised under NITA, including for digital jobs

**iv. Monitoring, Quality Assurance and Safeguarding Framework**

Documentation of monitoring mechanisms, quality assurance processes, safeguarding actions (including SEAH referrals), and adaptive learning decisions implemented. Provide a progress report for each phase of the intervention.

**v. Final Consolidated Implementation Report**

A comprehensive report upon completion of the assignment, summarizing activities, and outputs, achieved results against targets, challenges encountered, lessons learnt, and recommendations for future cycles.

## 12. MINIMUM QUALIFICATIONS AND EXPERIENCE

**The NGO / Service Provider**

The Consultant (NGO / Service Provider) interested in providing this consultancy shall have:

- Legally registered/incorporated as a consulting entity and have its core business providing expertise enabling it to undertake the above-mentioned tasks.
- Minimum of 8 years' relevant experience and technical capacity to provide Socio-emotional Skills Development, apprenticeship and job placement interventions in refugee settings. Knowledge of RPL certification processes.
- Undertaken a minimum of two assignments of similar nature in the past five years including at least one in Kenya (2021 to present) in refugee settings.
- The NGO / service provider must exhibit the necessary resources, experience, and staff to complete this assignment in the refugee-hosting counties.
- Have a digital platform or ability to use NYOTA system where youth attendance and participation can be tracked
- Have the following Key Experts for SESD and OJE respectively;

**1 SESD**

a) Team leader
b) Social Emotional Skills Development Expert
c) Lead Trainer
d) Key Trainers

**2 ON-THE-JOB EXPERIENCE AND RPL**

a) Team Leader
b) Human Resource Expert
c) Quality assurance Manager
d) Technical lead

**Qualifications of SESD Key Staff**

The following are the proposed minimum qualifications and experience of key staff in the assignment:

**(a) Team Leader**: Post graduate degree in development studies, management or administration, regional planning, international development or related field; At least ten (10) years of high-level professional experience in program design, coordination and/or management. Must have been team leader in at least one comparable assignment in a refugee setting.

**(b) Socio-Emotional Skills Development Expert**: Post graduate degree in Development Studies, Education, *Social* Work, Enterprise Development with Counseling Psychology or related field; at least seven (7) years of experience with design and/or providing technical assistance on SESD

**(c) Lead Trainer**: Post graduate degree in education development studies or related field; at least five (5) years of experience with managing or delivering training. One Lead Trainer will be required.

**(d) Key Trainers:** Should have at least a Diploma in Education or Community Development or its equivalent and at least three (3) years' experience in delivering Socio-Emotional Skills Development, preferably gained in a similar setting with emphasis on the youth. The number of key trainers required will be calculated based on a ratio of 25 trainees to one trainer per county.

**Qualifications of OJE and RPL Key Staff**

a) **Team Leader**: Postgraduate degree in management or administration, at least ten (10) years of high-level professional experience in program design, coordination and/or management. Must have been team leader in at least one comparable assignment in refugee setting.
b) **Human Resource Expert**: Post graduate degree in Human resource management, labour relations, Social sciences; at least eight (8) years of experience with job recruitment, placement and retention.
c) **Quality assurance Manager**: Post graduate degree in Monitoring and Evaluation or any related field; at least five (5) years of experience in Monitoring, Evaluation and Verification.
d) **Technical lead**: A diploma in any technical skill area; at least five (5)years' experience in any technical skills.

The evaluation and award of contract will be based on Quality Cost Based Selection (QCBS) method.

MOYACES reserves the right to terminate contracts for non-performance or emergent capacity constraints of the NGO / Service provider.

## 13. LOCATION

The assignment will be carried out in Dadaab and Kakuma refugee camps.

## 14. TIME FRAME AND DURATION

The consultant will be engaged for 12 months which includes the entire duration of the **Socio-emotional Skills Development (20 days), On-The-Job Experience (5-month apprenticeship), RPL and transition into 6 months employment** post **OJE** and retained based on evaluated performance. The assignment will commence immediately after the contract is signed.

15. **The Framework award criteria and procedure for issuing Local Service Order (LSO)**

(a) Once the combined evaluation report is completed, the consultants will be listed based on technical score and financial proposal within the Budget in descending order. The consultants who meet the minimum combined technical score will be awarded a framework agreement for the lot(s) applied for. In the event that the highest ranked NGO / Service Provider does not accept the award/or fail to perform the subject tender, the next ranked bidder may be considered for award.

(b) Once the trainees are identified, the client will issue a Local Service Order (LSO) to the selected NGO / Service Provider to initiate the assignment.

**16. REPORTING**

The consultant will report to the Principal Secretary, Ministry of Youth Affairs, Creative Economy and Sports.