



Call for Expression of Interest

**Documentation for the "Capacity Development
in Renewable Energy through Technical and
Vocational Education and Training Project"
MGA-CDRE-TVET**

TERMS OF REFERENCE

MAY 2023.

1. About Us

Established in 2009, Pamoja for Transformation is a national Non-Governmental Organization (NGO) registered in Kenya as a Trust. The organization envisions a Peaceful, Just and Prosperous society. Pamoja for Transformation serves communities affected by conflict with resources and tools to move from crisis and poverty to peace and development. We seek to contribute to resolving structural and latent conflicts that commonly arise from weak governance systems, historical injustices, ethno-politics and economic inequalities. To this end, we adopt an integrated approach to development that combines peace building, participatory governance and economic development strategies to attain sustainable change.

We work amongst conflict-affected communities in East Africa, supporting local, community-based initiatives that strengthen resilience against violence and promote economic stability and employment. Since its inception, Pamoja for Transformation has implemented projects in rural and urban areas on the Coast, Nairobi, Western and Northern Kenya. We attach importance to capacity development in the areas of civic rights and duties, electoral processes and business development. All projects contribute to the goal of improving the safety and socio-economic situation of disadvantaged communities.

Pamoja has four core program areas namely: (1) Skills and Enterprise Development (2) Peace and Governance (3) Climate Change Mitigation and Adaptation (4) Institutional Development. The organization operates at the nexus of security, peace and development, and works with civil society, donor agencies, and private sector and state institutions to address the push and pull factors of violence as well as drivers of poverty. We, therefore, adopt an integrated approach to development that combines peacebuilding, participatory governance, formal education and economic development strategies to attain sustainable change. We purposefully integrate climate change and gender across all our activities by promoting a green economy.

2. Project Background

Pamoja has implemented a capacity development in renewable energy project to equip 120 youth with demand-led technical skills in the renewable energy sector. The project targeted to reach a total of 120 people in a three months' classroom training at NITA-Nairobi center followed by three months of industrial attachment and subsequently matching to jobs.

The goal of the project is to improve employment and economic opportunities for the youth through cooperation with the public and private sectors by supporting young Kenyans aged to access job opportunities in the renewable energy sector by promoting demand-oriented skills and develop a renewable energy talent pool, thereby increasing the number of skilled technicians in the renewable energy subsectors to fill the skills shortage experienced in Kenya by both public and private sector stakeholders (including retailers, technicians, consumers and technology innovators in the renewable energy space).

3. Purpose of the consultancy

The purpose of this consultancy is to conduct project documentation to provide an independent evidence-based assessment on the extent to which the project achieved its goals through a documentary highlighting the change stories from the different project beneficiaries within Nairobi metropolitan.

Specifically, this will include:

- a) **Developing a documentation plan.** The consultant will be expected to develop the plan at the start of the consultancy period, which should include developing methods and tools for collecting data from the beneficiaries, analysis, review/ editing and completion of tasks.
- b) **Conducting the documentation.** The consultant will be expected to do the project documentation in form of a video documentary and a booklet with narrative stories of change, detailing on project achievement and benefits to the different categories of participants and stakeholders. The documentation will assess the formative status of the beneficiaries as well as summative status to communicate the change process before, during and after the participant inclusion in the project.

The target respondents/participants are categorized as follows;

1. Market scan/ assessors who conducted baseline assessment before the commencement of the project.
2. Center Manager and Course instructors at NITA-Nairobi who benefited from the Trainer of Trainees.
3. Trainees who went through the training, with samples from the different cohorts and those in internships or jobs.
4. Industry players reached. These are the employers who either provided employment or industrial attachment opportunities to the trainees.
5. Pamoja for Transformation staff and Partners including GIZ and WTS.

The documentation will be guided by the following criteria:

1. **Relevance:** to assess the extent at which the project was consistent with participants needs.
2. **Effectiveness and Impact:** The positive change realized as a result of the project across the different actors and beneficiaries reached.
3. **Efficiency:** the extent to which the inputs and processes delivered the project results in a timely manner within the project timeframe. This will include adequacy of funds, expertise and human resource, management and communication, feedback and clarity of processes against resources and timeliness.
4. **Sustainability:** the extent to which the benefits of the program will continue over the medium and long term.
5. **Challenges:** Summary of the hindrances against the delivery of results in the set or targeted quantity and quality. This will include internal and external operational and contextual hindrances.

6. **Recommendations/ Opportunities:** How can the challenges be remedied if a similar program is designed/ implemented in the same context? What gaps still exist that a similar program can address?

The proposed methodology to be employed for this exercise will be but not limited to the following:

- i. Review of project documents and existing project photos and video documentation to support data processing from project beginning.
- ii. Consultations with project staff, partners and beneficiaries.
- iii. Primary data collection using relevant quantitative and qualitative methods and tools– e.g. Classroom session documentation, interviews, focus Group Discussions (where necessary).

The following deliverables are expected during and at the end of the consultancy:

- i. Initial kick-off meeting with Pamoja to discuss/ agree the scope of the evaluation.
- ii. All raw data collected
- iii. Draft documentation shared with staff for feedback.
- iv. Final video and booklet documentation in line with the task requirements of this call.

4. Payment Terms

25% of the fee will be paid upon satisfactory approval of the inception report.

75% of the fee will be paid upon satisfactory completion of the final report. Payments are subject to the tax laws of Kenya.

5. Duration

The consultancy period is 25 days, commencing June to July 2023.

All submissions must be sent to info@pamoja-transformation.org and copy koballa@pamoja-transformation.org **by 17:00 EAT on 30th May 2023**. Please use '**MGA-CDRE-TVET DOCUMENTATION CONSULTANCY**' as the subject title to your email application. Prospective consultants are expected to submit technical and financial proposals in English.

The consultant is expected to provide her/his own office space and working equipment. In addition, the consultant is expected to cover the cost of insurance, travel, communication and any expenses associated with the consultancy within the available budget.