



## Terms of Reference for a Lead Trainer on Life Skills, Psychosocial Support, Disability and Inclusion Mainstreaming

### □ About the Organisation

Call Africa Kenya is an Italian Organization, registered in 2005, born as the Kenyan counterpart of an Italian NGO called L'Africa Chiama. The NGO is set in Soweto Slum, Kahawa West, Nairobi County, where most of its projects' participants come from.

Currently, Call Africa Kenya is supporting long-term projects in Kenya, such as Karibuni Watoto kindergarten, Special children, PMTCT, Food security, Disability, Blessing girl. Moreover, Call Africa Kenya is still implementing the Inn2win project, an AICS-funded project which is focused on the alignment of skills between public vocational training institutions and labor marketing in Kenya.

### □ About the Project

The **“Educational and Work Inclusion for Young Students with Disabilities” project (AID 012908/01/1)**, also referred to as *Edu-WISE*, is a 36-month initiative funded by the Italian Ministry of Foreigners affair, the Italian Agency for Development Cooperation (AICS) and implemented by CEFA as lead applicant, in partnership with Call Africa, Deaf Empowerment Kenya, Federation of Kenyan Employers, TVETA and National Council for Persons with Disabilities.

The project is implemented in Nairobi, Murang'a and Makueni counties and aims to strengthen inclusive Technical and Vocational Education and Training (TVET) systems, improving access to quality training and promoting the transition of young persons with disabilities into decent and inclusive employment.

Edu-WISE adopts a systemic approach, working at both institutional and community levels to address barriers that hinder the participation of persons with disabilities in TVET. Key areas of intervention include strengthening the capacities of Vocational Training Centres (VTCs), promoting inclusive teaching practices, supporting the adaptation of training curricula, improving physical accessibility through the removal of architectural barriers, and fostering linkages with the private sector to enhance employment opportunities.

Through its interventions, Edu-WISE seeks to contribute to a more inclusive society in which all young people, regardless of their abilities, have the opportunity to acquire skills, access the labour market, and actively participate in social and economic life.

### □ Background

Despite ongoing efforts to strengthen inclusive Technical and Vocational Education and Training (TVET) systems in Kenya, significant gaps remain in equipping managers, officials, and teaching staff with the capacities required to foster truly inclusive environments. Within the framework of the Edu-WISE project, recent assessments highlight a critical lack of

operational support structures for students with disabilities inside Vocational Training Centres (VTCs).

Specifically, although legally mandated, Disability Mainstreaming Committees are active in only one out of nine target VTCs. Furthermore, VTC managers and teaching staff frequently lack specific training in psychosocial support, individual/group counseling, and structured life skills programs. Tutors require targeted competencies to support students with disabilities in developing socio-emotional skills (communication, emotional regulation, conflict resolution) and practical skills (time management, organization) that are essential to reduce isolation, build self-confidence, and ensure academic and career success.

To bridge these gaps, the project foresees a two-step capacity-building strategy: a high-level residential training in Nairobi for institutional decision-makers, followed by localized, continuous training cycles for teaching and school staff at the county level (Nairobi, Murang'a, and Makueni).

## □ Objective of the Assignment

To design, facilitate, and evaluate a comprehensive training program on Life Skills, Psychosocial Support, Counseling, and Disability/Inclusion Mainstreaming, aimed at strengthening the capacities and institutional commitment of VTC managers, county TVET officials, TVETA, and school staff across the target counties.

## □ Specific Objectives

The specific objectives of the assignment are to:

- **Empower Institutional Stakeholders:** Train and sensitize VTC managers, TVET county officials, and TVETA representatives on the critical importance of life skills, counseling programs, and career guidance services for students with disabilities.
- **Operationalize Disability Mainstreaming Committees:** Facilitate the development of a concrete Action Plan during the residential course to activate and formalize Disability Mainstreaming Committees in the target VTCs where they are currently inactive.
- **Build Local Pedagogical Capacities:** Deliver specialized training to VTC tutors and staff at the county level on inclusive methodologies, practical life skills development, personalized learning tools, and basic group/individual counseling techniques.
- **Promote Digital Inclusion:** Introduce and train participants on the utilization of accessible digital tools to facilitate personalized learning.
- **Establish a Sustainability Network:** Assist in identifying two dedicated focal points per VTC to drive the local committees, oversee the adoption of the action plans, and maintain a cross-county monitoring network.



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## Scope of Work



The consultant will be responsible for the end-to-end design, delivery, and evaluation of two training streams, ensuring a highly participatory, practical, and interactive methodology aligned with adult learning principles and the localized Kenyan TVET context.

### ● Phase 1: Inception, Needs Alignment, and Toolkit Development

In this phase, the Consultant will define the pedagogical approach and prepare all training contents. Specifically, the Consultant will:

- Review all relevant project documents, including the Edu-WISE action description, VTC needs assessments, TVETA regulations, and existing Kenyan legal frameworks on disability mainstreaming.
- Develop the comprehensive training curriculum, manuals, and toolkits covering:
  - Disability mainstreaming frameworks and the legal mandate for VTC Committees.
  - Socio-emotional life skills.
  - Practical student skills.
  - Individual/group counseling techniques and psychosocial support.
  - Accessible digital tools.
- Design pre- and post-training assessment tools to measure knowledge baseline and acquisition.
- Prepare a detailed work plan and schedule for both the residential and county-level training sessions.

**Output:** comprehensive training curriculum, manuals, and toolkits.

### ● Phase 2: Delivery of the Residential Training (Nairobi)

The Consultant will facilitate a 2-day residential training course in Nairobi targeting 25 key stakeholders (VTC managers, county TVET officials, TVETA officials, and project partner representatives). The training will focus on:

- Institutional sensitization regarding Life Skills, Counseling, Disability and Inclusion Mainstreaming
- Guided workshop sessions to co-create a standardized Action Plan to adapt VTC training plans.
- Setting institutional guidelines for activating the Disability Mainstreaming Committees across the target VTCs.

**Output:** *Delivery of 2 days Residential Training & Co-Drafted Institutional Action Plan.*



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### ● **Phase 3: Delivery of the County-Level Training Cycles**

The Consultant will roll out localized, specialized 4-day training courses, held 3 times a year in the three target counties (Nairobi, Murang'a, Makueni), with 2 days of additional training during the first project's year, for a total of about 44 training days. Participants per county will include 9 teachers/staff, 3 VTC managers, 4 county officials, and 2 TVETA representatives. The training modules will practically explore:

- Hands-on inclusion and mainstreaming practices within classrooms and workshops.
- Techniques for delivering psychosocial support, counseling, and facilitating personalized learning tools.
- Deployment of accessible digital tools.
- Facilitation of target sessions to formally identify two focal points per VTC responsible for the operation of the Disability Mainstreaming Committee and counseling programs.
- **Output:** *Delivery of 9 county-level training courses (3 rounds x 3 counties) and identification of VTC Focal Points*

### ● **Phase 4: M&E Framework and Impact Analysis**

Following the completion of the training cycles, the Consultant will:

- Analyze pre- and post-test data collected across all training streams.
- Compile a comprehensive final consultancy report compiling successes, systemic challenges, and structural recommendations for the project consortium.

### □ **Deliverables**

The consultant will be expected to deliver the following outputs:

| Deliverable                                     | Description                                                                                                                                                                  | Timeline                                           |
|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Inception Report &amp; Training Toolkits</b> | Detailed methodology, work plan, complete training curriculum, participant manuals, and pre/post-test questionnaires.                                                        | Within 12 days from contract signature             |
| Residential Training Report & Action Plan)      | Technical report on the residential training delivery, participant evaluations, and the finalized Action Plan for the activation of the Disability Mainstreaming Committees. | Within 1 week after the Nairobi residential course |

## M&E Tracking & Final Report

A consolidated report offering a comparative analysis of capacities across counties, and strategic recommendations for sustainability.

At the end of the contract period

All deliverables shall be submitted in English, in editable format, and subject to approval by Call Africa.

### □ Duration & Timeline

The total level of effort for this assignment is **132 working days**, divided into **44 days of field-based/in-presence training** and **88 days of home-based work** (dedicated to preparation and reporting).

The detailed breakdown of the **44 training days in presence** is structured as follows:

- **Residential Training:** 2 days in Nairobi.
- **County-Level Training:** 36 days total (4 days per course x 3 target counties x 3 training rounds over the project cycle).
- **Year 1 Core Adjustments:** 6 days total (2 additional follow-up/operational days x 3 target counties, specific to the initial rollout phase in Year 1).

### □ Methodology

The consultancy must deploy an active, experiential, and person-centered learning methodology. It must mix interactive presentations, case-study analyses, practical simulations of counseling scenarios, and hands-on laboratory testing of accessible digital tools. The development of deliverables must use participatory workshop techniques to ensure full institutional ownership by teachers/staff, TVETA, county officials, and VTC managers.

### □ Payment Details

**Financial Offer:** The budgetary range for this assignment is between KES 750,000 and KES 800,000 gross.

### Taxation and Compliance (KRA):

- If you apply as a Registered Company: We will pay the full amount of KES 800,000. However, a 16% VAT will apply. We will not withhold any withholding tax, but the selected company must provide a valid e-TIMS receipt confirming the VAT payment.
- If you apply as an Individual (Unregistered): We are legally required to withhold a 5% Withholding Tax for Kenya Revenue Authority (KRA) payment purposes before releasing the net payout.

Payments will be made in installments, linked to the satisfactory completion and approval of the deliverables outlined below.

| Payment Tranche    | Deliverable / Milestone                                                                               | Percentage |
|--------------------|-------------------------------------------------------------------------------------------------------|------------|
| <b>1st Payment</b> | Following the Submission and approval of the Training Toolkit                                         | <b>5%</b>  |
| <b>2nd Payment</b> | Following the successful delivery of the Nairobi Residential Training and approval of the Action Plan | <b>6%</b>  |
| <b>3rd Payment</b> | Following the completion of the 1st full round of County Training sessions                            | <b>35%</b> |
| <b>4th Payment</b> | Following the completion of the 2nd full round of County Training sessions                            | <b>22%</b> |
| <b>5th Payment</b> | Following the completion of the 3rd full round of County Training sessions                            | <b>22%</b> |
| <b>6th Payment</b> | After the submission and approval of the Final Consolidated Report                                    | <b>10%</b> |

#### □ **Required Qualifications**

The consultant (or consultancy team) should meet the following requirements:

##### **Education**

- University degree in Psychology, Counseling, Social Work, Special Needs Education, Inclusive Pedagogy, Development Studies, or a closely related field.

##### **Professional Experience**

- At least 2 years of proven experience in designing and delivering training programs focused on Disability Inclusion, Life Skills, Psychosocial Support, or Institutional Mainstreaming.
- Demonstrated experience working within or alongside the Kenyan TVET sector, with a solid understanding of TVETA frameworks, guidelines, and county governance structures.
- Proven experience in training public officials, school management boards, and teaching staff.
- Strong familiarity with human-rights-based approaches to disability and the local legal environment regarding disability mainstreaming in public entities.

##### **Technical Skills**

- Outstanding facilitation, lecturing, and workshop-moderation skills.



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- Practical technical knowledge of assistive software and digital accessibility tools used in education (e.g., screen readers).
- Strong analytical skills and capability to draft structured action plans and institutional M&E indicators.

## Languages

- Fluency in English and Swahili (written and spoken) is mandatory.

## □ Submission Process

Interested candidates are invited to submit the following documents:

1. **Technical Proposal**, including:
  - Understanding and interpretation of the assignment;
  - Proposed pedagogical methodology, sample session outline, and approach;
2. **Financial Proposal**, indicating the total all-inclusive cost for the consultancy services (itemized by daily professional fees and operational/travel expenses, inclusive of all applicable statutory taxes). In strict compliance with PRAG guidelines, the financial evaluation of the bids will be conducted exclusive of VAT. Bidders must state their net professional fees separate from any tax. If the bidder is a VAT-registered entity in Kenya, VAT (16%) must be explicitly indicated as a separate, isolated line item at the bottom of the proposal.
3. **Curriculum Vitae (CV)** of the lead consultant (and team members if applicable), highlighting relevant training experience.
4. **Portfolio or examples** of previously developed training manuals, toolkits, or curricula related to inclusive education or life skills.
5. **References:** Contact details of at least two organizations from previous similar training assignments.

Applications should be submitted no later than **24th August 2026** to the following email address: [recruitment.callafricakenya@gmail.com](mailto:recruitment.callafricakenya@gmail.com). **Bidders should indicate in the email's object: Trainer on Life Skills.**

## □ Proposal Evaluation and Selection Schedule

The selection will follow a standard procurement evaluation matrix based on a Technical-Financial ratio (e.g. 80% Technical / 20% Financial score).

|                               |                                                                                                                     |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|
| From 18th to 24th August 2026 | Receipt of expressions of interest and submission of Technical and Financial Proposals from prospective consultants |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------|



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|---------------------------------|--------------------------------------------------------------------------------------------------------------|
| From 25th to 1st September 2026 | Initial screening of proposals against mandatory minimum requirements and preliminary technical evaluation   |
| From 2nd to 4th September 2026  | Presentation of methodology and technical clarifications by shortlisted Bidders to the evaluation committee. |
| From 7th to 8th September 2026  | Combined scoring of technical and financial bids, final vendor selection, and contract determination.        |
| 14th September 2026             | Formal signing of the agreement and initialization of the consulting assignment.                             |