

SCOPE OF WORK
TECHNICAL ASSISTANCE TO THE MINISTRY OF EDUCATION ON THE
KENYA NATIONAL EDUCATION SECTOR SUPPORT PROGRAMME 2013-2018

I. SUMMARY

The United States Agency for International Development in Kenya (USAID/Kenya) seeks the services of a Contractor or team of Contractors (hereafter, “Contractor/s”) to provide technical assistance to the Government of Kenya (GOK) on its *National Education Sector Support Programme* (NESSP), a strategic plan for the education sector in Kenya spanning from 2013-2018. A well-focused NESSP will be grounded in existing research and build upon the achievements of the GOK and partners to date, including development partners and civil society. The effort will serve to ensure the development of the well-educated population required to realize the thriving Kenyan population projected in *Vision 2030*.

This technical assistance consultancy will require the Contractor/s to directly assist the Ministry of Education (MoE) in editing its current draft of the NESSP. The Contractor/s will work with the MoE to: 1) edit the NESSP document in its entirety; 2) develop a logical framework and detailed results metrics to measure the progress of the NESSP upon implementation; and, 3) coordinate with development partners and internal stakeholders and to create a Consultation Plan that delineates milestone deliverables and a timeline that defines all subsequent steps necessary to finalize the NESSP and begin implementation.

Specific tasks will include an in-depth review of the current iteration of the NESSP and all relevant policy documents, consultations with internal stakeholders, and a consolidation of the document to reflect the strategic focus of the MoE. All documents, the Consultation Plan, and the associated milestones will be produced in a highly inclusive, collaborative, and consultative manner under the purview of the MoE.

This technical assistance consultancy terminates at the presentation of two deliverables: the edited NESSP and the Consultation Plan. These documents will provide a launching point and a methodology for the GOK and its development partners to agree upon a strategic roadmap for the education sector in Kenya from 2013-2018.

Following the successful delivery of the edited NESSP and the Consultation Plan, USAID/Kenya may initiate a second phase of this technical assistance consultancy. The second phase will serve to guide the implementation of the Consultative Plan and to prioritize the focal areas of the edited NESSP based on detailed costing and technical direction, and to finalize the edited NESSP and its related documents for publication.

II. BACKGROUND

The GOK's *Free Primary Education* (FPE) policy, launched in January 2003, abolished school fees and levies for primary education, leading to a 46% increase in pupil enrollment in public schools. While this amounts to a Net Enrollment Rate (NER) of 92.5% with near gender parity, such a drastic increase in the student population affected service delivery and instructional

quality, which in turn led to poor learning outcomes in Kenyan primary schools and has stressed already-overcrowded secondary schools.

These challenges have presented an opportunity for the MoE, USAID/Kenya, and other development partners to seek ways to ensure access to a quality education for all Kenyan children and to mitigate the potential challenges related to increased numbers of youth not transitioning to secondary education. In 2005, the GOK embarked on a program of policy reform and increased investment in education through the *Kenya Education Sector Support Programme* (KESSP) framework, a Sector Wide Approach to Programming (SWAp) spanning into 2011. This programme has enabled Kenya to make achievements in improving access, equity, quality, relevance, and sector governance; however, there were also challenges under KESSP that will need to be addressed in this new NESSP framework.

To guide the next five years' investments in education and training and to address emerging issues and trends, the MoE developed for parliament's approval *Sessional Paper No. 14 of 2012 on Reforming Education and Training Sector in Kenya* and the *Basic Education Bill 2012*, in line with the *2010 Constitution of Kenya* and the goals of *Vision 2030*. The MoE has initiated the preparation of this new NESSP to operationalize the sessional paper and the Bill once they are approved. It is expected that the NESSP will adopt a SWAp approach, involving pooling and non-pooling of resources to support various activities implemented on a rolling basis from 2013-2018, and will explore and build upon the lessons learned during the KESSP implementation.

In this technical assistance consultancy, the Contractor/s will support the MoE in editing the current iteration of the NESSP and develop a Consultation Plan so that it can share these documents with its development partners for review and to better leverage international efforts that aim to improve the quality of education in Kenya. An optional second phase of the consultancy will serve to guide the implementation of the Consultative Plan and to prioritize focal areas of the draft NESSP. If initiated, the second phase will detail the costing and technical direction necessary for the proper implementation of the NESSP, and to finalize the NESSP and its related documents for publication.

III. PURPOSE OF THE TECHNICAL ASSISTANCE

The overall purpose of this technical assistance consultancy is to support the MoE in prioritizing its goals, documenting its strategy, costing out implementation, and communicating its commitment to improved educational quality to Kenya and the international community. Through the production and release of a well-edited, strategically focused version of the NESSP and a Consultation Plan, the MoE will move forward towards finalizing the NESSP and its associated documents and milestones with its development partners.

The current iteration of the NESSP is drafted to provide the background, situational analyses, issues and constraints, policy implications, and suggested strategies for implementation. This technical assistance consultancy is requested by the GOK in order to expand and extend this current iteration into a shareable draft that includes a logical framework, results metrics, and a Consultation Plan. These documents will then be reviewed by the MoE and its development partners.

IV. TASKS AND OUTPUTS

The objective of the Scope of Work is to provide direct assistance to the GOK so that an edited NESSP and Consultation Plan are produced by late February for sharing with its development partners. The Contractor/s, in collaboration with USAID/Kenya and the GOK, will propose the overall methodology, deliverables, and timing. However, it is expected that the Contractor/s will work to carry out, at a minimum, the key tasks listed below:

Task 1: Develop work plan for producing the edited NESSP and the Consultation Plan

- The Contractor/s will review relevant documents, including the education legislation and the available drafts of the GOK's Second Medium Term Plan.
- The Contractor/s will conduct a review of the NESSP to identify critical gaps in the current iteration, illuminate areas of contention or confusion, assess whether priorities are aligned with larger sector trends, and highlight key factors that may affect the successful achievement of the NESSP, particularly within the context of the new constitution, devolution, and the potential for consolidation of GOK Ministries. The Global Partnership for Education (GPE) Plan Development and Appraisal Guidelines may serve as a guide to this process. Such an assessment will act as a precursor to a full and formal appraisal of the NESSP in advance of an application for GPE resources later this year. In addition, this work plan should consider how to align with a donor-led financial management assessment that may be available.
- The Contractor/s will conduct in-briefs with the MoE development partners to ensure a deep understanding of the context and process of the NESSP development to date, including existing priorities.
- The Contractor/s will map out a detailed work plan, in consultation with the MoE, to achieve the tasks and objectives laid out in this Scope of Work.

Outputs:

- Work plan to be approved by USAID/Kenya in consultation with the MoE and development partners
- Summary report on the results of the reviews
- Presentation and discussion on next steps with the MoE, USAID/Kenya, and development partners

Task 2: Support the MoE in documenting its priorities in a shareable draft of the NESSP that presents a plan to implement, assess, and cost its strategic goals

- The Contractor/s will work with the MoE to consolidate the existing NESSP so that it clearly presents its priorities in the education sector.
- The Contractor/s will develop a detailed logical framework and results metrics for the NESSP that reflects GOK priorities and enables the MoE to measure progress on an annual basis against stated strategic goals.
- The Contractor/s will develop a realistic cost proposal for the draft NESSP with an appropriate rationale. S/he will consider how to support the MoE and its development

partners to assess what trade-offs, if any, will need to be made in order to achieve the plan's objectives within the resource available during the plan's lifetime.

- The Contractor/s will work closely with MoE counterparts in the preparation of logical frameworks, development of results metrics, and costing.

Output:

- Edited, sharable draft of the NESSP that includes a logical framework, results metrics, and costing

Task 3: Support the MoE in its approach to donor and stakeholder coordination around the NESSP by finalizing a Consultation Plan that guides the way forward

- The Contractor/s will work with the MoE and its development partners to create a Consultation Plan to guide finalization of the edited NESSP and its associated documents, milestones, partnership principles, and an agreement around joint financing, a division of labor matrix, and a verification workshop.
- The Contractor/s should consider the findings from the KESSP audit (particularly regarding financial management), the timing of the March elections, the implications of policy development in a newly devolved government, a likely application by the MoE to the GPE later this year, and the need for genuine and sustained coordination among MoE and its development partners.

Outputs:

- Presentation of edited NESSP and Consultation Plan
- Edited NESSP and Consultation Plan

USAID/Kenya may consider a second phase of this technical assistance consultancy in which the Contractor/s will work with the MoE and its development partners to implement the Consultation Plan and detail all costing and technical direction in moving forward. Applicants should submit a second proposal and suggested budget to accomplish this second phase at the time of submission for this technical assistance consultancy. The Contractor/s should consider expanding his/her team to ensure sufficient economic costing skills. The details of this second phase are outlined in Task 4 below:

Task 4: Support the MoE and development partners to finalize the NESSP (optional)

- The Contractor/s will work with the MoE to guide the implementation of the Consultative Plan and prioritize the focal areas of the edited NESSP to detail all costing and technical direction in moving forward. As appropriate, the implementation should incorporate the partnership principles, the agreement around joint financing, the agreement regarding the division of labor, and outline the specifics for a verification workshop with the development partners.

Outputs:

- Work plan for implementing the Consultation Plan
- Final NESSP that details all costing and technical direction and timeline

Summary Table of Effort and Timing

Task	Dates	Deliverables	Contractor/s Effort
PHASE ONE			
Task 1: Develop work plan for producing edited NESSP and Consultation Plan	To be proposed (late January)	Work plan Summary report of document reviews Presentation and discussion on next steps	1 week
Task 2: Support the MoE in documenting its priorities in a shareable draft of the NESSP	To be proposed (late February)	Edited NESSP	3 weeks
Task 3: Support the MoE in donor and stakeholder coordination	To be proposed (late February)	Presentation Final Consultation Plan	1 week
PHASE TWO (OPTIONAL)			
Task 4: Support the MoE and development partners to finalize the NESSP	To be proposed (mid-May)	Final NESSP and other documents to be agreed upon	8 weeks

V. CONTRACTOR QUALIFICATIONS

Those interested in undertaking the consultancy should possess/demonstrate the following skills and experience:

- Experience in the Kenyan education sector, preferably with the KESSP
- Have a minimum Master's degree in any of the following fields:
 - Education
 - Finance

- Economics
- A record of a previous undertaking of similar capacity
- Fluent in English and have excellent analytical, writing and presentation/ facilitation skills
- A good understanding of education administration finance/pro-poor budgeting in education

USAID/Kenya would prefer to hire one Contractor with these skills, but will also consider teams comprised of one educationalist and one economist. For example, a second Contractor to focus on costing may be proposed in the budget for the optional second phase only. USAID/Kenya would prefer to hire a Kenyan national who currently resides in Kenya.

VI. SPECIAL PROVISIONS

Duty Post

Nairobi, Kenya

Access to Classified Information

The Contractor/s shall not have access to any Government classified material.

Logistical Support

The Contractor/s is/are responsible for providing all logistical support. Office space shall not be provided by USAID/Kenya. The Contractor/s will be responsible for providing office supplies, equipment, computers, copiers, printers, etc. Translation services and transportation are the responsibility of the Contractor/s.

Supervision

The Contractor/s will work under the direct supervision of the USAID/Kenya Contracting Officer's Representative (COR), as appropriate. The COR will be under the general direction and coordination of the USAID/Kenya Basic Education Team Leader.

The Contractor/s will work closely with appropriate counterparts in the GOK, who will be identified by the MoE in the first meeting with USAID/Kenya.

Performance Period

The assessment will be carried out over approximately five weeks, with mobilization within two weeks of contract award. A six-day workweek is authorized with no premium pay. No premium or overtime pay is authorized under this contract.

Deliverables/Final Products

Deliverables and final products belong to USAID and the MoE, not the Contractor/s, and use of any material in the documents is expressly prohibited.

Final products include:

1. Edited NESSP
2. Final Consultation Plan

3. Finalized draft NESSP and Consultation Plan that includes costing and technical direction (Phase Two)

Minimum Acceptance Criteria for Deliverables/Final Products

The COR, in collaboration with the MoE, will approve the completion of deliverables/final products based on his/her determination of the quality of the work, the timeliness of the deliverable, and the correlation between the deliverable and the task as defined in the SOW.

Payments

In accordance with standard U.S.G. procedures, payments shall be made to the lead Contractor, disbursed as follows:

Payment	When	Estimated Costs (Assuming Local Contractors)
20% of total proposed budget for this consultancy	Upon approval of Task 1	
40% of total proposed budget for this consultancy	Upon approval of Task 2	
40% of total proposed budget for this consultancy	Upon approval of Task 3	
To be proposed in budget and proposal for optional second phase of this consultancy	To be approved in negotiation of optional second phase	