



KENYA NATIONAL QUALIFICATIONS AUTHORITY

Shaping the Future of Kenya

KENYA NATIONAL QUALIFICATIONS AUTHORITY (KNQA)

REGISTRATION OF RESOURCE PERSONS (For the period 2022-2024)

TENDER NO./KNQA/032/2022-2024

June ,2022

Table of Contents

| | |
|---|-------------------------------------|
| REGISTRATION NOTICE | Error! Bookmark not defined. |
| 1. REGISTRATION INSTRUCTIONS | 4 |
| 1.1 Introduction..... | 4 |
| 1.2 Registration’s Objective..... | 4 |
| 1.3 Invitation for Registration | 4 |
| 1.4 Qualifications of the eligible candidate..... | 4 |
| 1.5 Registration Document..... | 4 |
| 1.6 Delivery of Registration Documents..... | 5 |
| 1.7 Questions Arising from Documents..... | 5 |
| 1.8 Additional Information | 5 |
| 1.9 Invitation for Resource Persons | 5 |
| 2. BRIEF CONTRACT REGULATIONS/GUIDELINES | 5 |
| 2.1 TRANSPORT AND ACCOMMODATION | 5 |
| 2.2 Sitting allowance | 6 |
| 2.3 Contract Price | 6 |
| 2.4 Payments | 6 |
| 3. REGISTRATION DATA INSTRUCTIONS | 6 |
| 3.1 Registration data forms..... | 6 |
| 3.2 Qualification | 6 |
| 3.2.1 | 6 |
| 3.2.2..... | 6 |
| 3.3 Essential Criteria for Registration | 6 |
| 3.4 Statement | 7 |

REGISTRATION OF RESOURCE PERSONS

The Kenya National Qualifications Authority (KNQA) invites applications for registration from interested eligible resource persons drawn from accredited universities (by CUE), Accredited TVET institutions (by TVETA), industry, private sector, research institutions, industry, assessment and examination bodies (accredited by the KNQA), professional bodies for the period **FY 2022/2023** and **2023-2024 (two years)** The Resource persons are expected to undertake: -

- a) Information security management systems; system analysis, design and integration of ICT systems (ERP, NAQMIS, KNLRD, QAV AND RPL MIS
- b) Accreditation of qualifications awarding institutions (QAIs);
- c) Evaluation and Registration of Qualifications onto the Kenya National qualifications framework;
- d) Development of policies, standards and guidelines on Sector Skills Councils, occupational stands and competency based curricular;
- e) Policies on how to involve industry in training, assessment and certification; f) Policies on Recognition of prior learning;
- g) Policies on Credit Accumulation and Transfer systems;
- h) Policies and standards on recognition, equation and verification of local and foreign qualifications;
- i) Help edit and proof read KNQA documents; peer reviewers /editors
- j) Research, promotion and monitoring of global trends on qualification frameworks; and
- k) Creation of the Kenya National Learners record database (KNLRD), strategy ,policies, standards and guidelines on KNLRD.
- L) Experts in sectorial occupational standards
- M) Experts in classification and coding
- N) Review and make provisions on the KNQF Regulations; advisory on the laws on Qualifications
- O) Policies on general management i.e Human Resource, Finance etc.

The applicants will be registered in accordance with procedures set out in the Public Procurement and Asset Disposal Act, 2015 and Regulations. Interested applicants must provide requested information as detailed in the registration document.

Completed Registration documents in plain sealed envelopes clearly marked **Resource Person Services (Tender no./KNQA/032/2022-2024)** should be dropped in the Procurement Office located at the KNQA, 4th floor, NACOSTI Buildings Headquarters, Off Waiyaki way Nairobi, Kenya, or be addressed and posted to the address below: -

**Director General/Chief Executive Officer
Kenya National Qualifications Authority
P.O. Box 72635 – 00200
Nairobi**

The document should be received on or before **4th July, 2022**, at **11.00 am**. Documents submitted later than the indicated closing date and time shall automatically be disqualified.

Eusebius Mukhwana, PhD
DIRECTOR GENERAL/CEO

1. REGISTRATION INSTRUCTIONS

1.1 Introduction

The Kenya National Qualifications Authority would like to invite interested candidates, who meet the set criteria provided by the procuring entity, to provide resource person services.

1.2 Registration's Objective

The mandate of the Authority is to coordinate and harmonize the training, assessment and issuance of qualifications in Kenya. The Authority registers Qualifications Awarding Institutions (QAIs), the qualifications that they award and the learners. It also carries out Recognition and Equation of Qualifications (REQ), and develops and implements Credit Accumulation and Transfer Systems (CATs) for various professional disciplines. It is tasked with the role of creating international comparability between Kenyan and Foreign qualifications. The purpose of this registration is to have reliable and relevant skill set of resource persons to strengthen functioning of KNQA when need arises during the FY 2019/2020 and 2020-2021.

1.3 Invitation for Registration

Eligible Peer Reviewers shall be drawn from accredited universities, TVET institutions, assessment and examination bodies, research institutions, industry and professional bodies.

1.4 Qualifications of the eligible candidate

1. Resource persons should: -

- a) Be holders of relevant earned qualifications from universities accredited by the Commission for University Education (CUE) or TVET institutions accredited by TVETA, assessment and examination bodies (accredited by the KNQA) at the level of Senior Lecturer/Trainer/senior examiner and above, with the necessary experience as Academicians (in the respective fields of study). Applicants are expected to hold a minimum of **Bachelor's Degree, Higher National Diploma (HND) or be a Master Craftsperson (KNQF level 7)**, in their areas of specialization.
- b) Be University, TVET, Private sector or examination Managers such as Senior Librarians, Architects, Engineers, Finance Managers, Student Affairs Coordinators or Legal Advisors at Senior Lecturer/trainer or equivalent.

2. Experts drawn from research institutions, industry and professional bodies should:

- a) Have at least a Bachelor's degree, HND or Master craftsperson qualification in a relevant field of study;
- b) Have a minimum of five (5) years' experience in the field at senior positions; and
- c) Be members of a relevant professional body (accredited by the KNQA), where applicable, with a valid Professional license.

1.5 Registration Document

This document includes questionnaire forms and documents required of prospective applicants.

In order to be considered for Registration, prospective applicants MUST submit all the information herein requested.

1.6 Delivery of Registration Documents

Completed Registration forms and other requested information shall be dropped at the Procurement Office located at the KNQA, 4th floor, NACOSTI Buildings Headquarter ,off waiyaki way, Nairobi or addressed and posted to the address below: -

Attention: Head of Procurement

**Director General/Chief Executive Officer
Kenya National Qualifications Authority
P.O. Box 72635 – 00200
Nairobi**

1.7 Questions Arising from Documents

Questions that may arise from the Registration documents should be directed to the Director, General/Chief Executive Officer, Kenya National Qualifications Authority whose address is given in part 1.6

1.8 Additional Information

The Kenya National Qualifications Authority reserves the right to request submission of additional information from prospective applicants.

1.9 Invitation for Resource Persons

Request for Resource Persons will be made available only to those whose qualifications are accepted by the Authority after satisfying the requirements for eligibility indicated in this document. They must also come from institutions that have complied with accreditation requirements of the CUE (universities), TVETA (TVET Institutions) and KNQA (Examination and professional bodies); where applicable.

2. BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 TRANSPORT AND ACCOMMODATION

The Kenya National Qualifications Authority shall provide transport and accommodation for resource persons whose assignment require that they travel away from their duty station.

2.2 Sitting allowance

The Kenya National Qualifications Authority shall pay the resource person a sitting allowance at an already agreed rate when involved in meetings/panels in the assigned activities.

2.3 Contract Price

The contract shall be based on the already approved rates by the Kenya National Qualifications Authority for resource persons in all areas.

2.4 Payments

Payments are made to the resource persons upon successful completion of the assignments. All payments shall be made within thirty (30) days from the date of completion of the assignment or as may be stipulated in the contract agreement.

3. REGISTRATION DATA INSTRUCTIONS

3.1 Registration data forms

The attached questionnaire forms are to be completed by prospective applicants who wish to be registered to participate as resource persons in Kenya National Qualifications Authority activities.

Incomplete or incorrectly filled registration forms not submitted in the prescribed manner will NOT be considered. All the documents that form part of the proposal must be in English.

3.2 Qualification

3.2.1 It is understood and agreed that the registration data on prospective applicants is to be used by the Authority in determining, according to its sole judgement and discretion, the qualifications of prospective applicants to perform the contractual services as described by the client.

3.2.2 Prospective applicants will not be considered qualified unless in the judgment of the Authority they possess academic qualifications and experience required to satisfactorily execute the assignments of resource persons.

3.3 Essential Criteria for Registration

The criteria for qualification shall be the applicant's academic qualifications and experience as indicated in the detailed eligibility requirements in 1.4, providing a current Curriculum Vitae as well as evidence of recognition of academic qualifications obtained from foreign institutions (by the KNQA).

Applicants whose qualifications meet the minimum criteria shall be considered successful.

3.4 Statement

Application must include a sworn statement Form PR-8 by the applicant ensuring the accuracy of the information given.

FORM KNQA-RP-2-REGISTRATION OF PEER REVIEWERS APPLICATION FORM

I/we hereby apply for registration as Resource Person (s) of..... (service). My/our details are provided below: -

University/Professional body/TVET institution/Examination body
.....

Post Office Address

Town

Telephone Nos. (Cell Phone).....Fax

Email address:

3. Academic Qualifications (starting with the most current)

| Qualification | Year obtained | Where (institution) Obtained* | Area of specialization | Duration of study |
|---------------|---------------|-------------------------------|------------------------|-------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(APPLICANTS MUST ATTACH CERTIFIED COPIES OF CERTIFICATES)

**where qualifications have been earned from a foreign institution, attach evidence of recognition and/or equation from the KNQA*

4. Employment Record (start with the most current)

a) Employer Name

Position held

Period

Contact person

b) Employer Name

Position held

Period

Contact person

c) Employer Name

Position held

Period

Contact person

d) Employer Name

Position held

Period

Contact person

5. Indicate the area in which you are competent to offer services to the KNQA; (tick the applicable boxes), **maximum of 3 areas** only)

National Qualifications Frameworks;

Occupational standards & curriculum development;

Policies, and standards on assessment and examination of qualifications;

Policies and standards in Quality Assurance (QA);

Evaluation of Qualifications Awarding Institutions (QAIs) for accreditation;

Evaluation of qualifications for registration on Qualification frameworks;

Policies and standards on Recognition of Prior Learning (RPL);

Policies and standards on Credit Accumulation and Transfer systems (CATS);

Policies, standards and guidelines on Recognition, Equivalence & Verification of local and foreign qualifications;

National Learners Record data base;

Proof reading, editing of documents and production of reports;

4. Membership to a professional body if any

membership No.

MANDATORY DOCUMENTS:

- a) Current curriculum Vitae with names and contact addresses of three referees;
- b) Certified copies of academic and professional testimonials where applicable;
- c) Certificate (s) of recognition for academic qualifications(s) obtained from foreign institutions (by the KNQA or CUE where applicable);
- d) Evidence of appointment to the position of Senior Lecturer/Senior Trainer and above for those from Universities and TVET institutions;
- e) Evidence of service at senior positions for those from research institutions, industry, private sector and professional bodies;
- f) Certificate(s) from relevant professional body (where applicable);
- g) Kenya Revenue Authority (KRA) PIN certificate.

Name of Applicant

Signature

Date

FORM KNQA-1- SWORN STATEMENT

Having studied the registration information for the above request I hereby:

- a) State that the information furnished in my application is accurate to the best of my knowledge;
- b) Enclose all the required documents and information required for the Registration evaluation;
- c) Accept liability/penalty arising from Misleading or incorrect information/documentation submitted and on the basis of which the procurement entity un-knowing relies on it to register me. I am aware that the Authority is at liberty to institute legal proceedings as stipulated in the Public Procurement and Asset Disposal Act 2015, Regulations, 2006 and subsequent regulations;
- d) Understand that the information submitted for registration will be subject to verification and this may include visit/contact to previous employers by a team of officers from the Kenya National Qualifications Authority.

Date

Applicant's Name

Signature

(Full name and designation of the person signing)