



Quality: Our Agenda

COMMISSION FOR UNIVERSITY EDUCATION

**TERMS OF REFERENCE AND SHORTLISTING CRITERIA FOR
SHORTLISTING OF CONSULTANTS FOR INSTITUTIONAL
SKILLS GAP AUDIT**

MAY, 2024

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1. Brief description of service

- i) Identify skills relevant to the execution of the Commission's Mandate;
- ii) Establish current quantitative and qualitative individual skills;
- iii) Identify the level of competency of these skills per job title, category and the required level;
- iv) Identify the skills required by an individual to carry out their job role effectively;
- v) Identify important skills (Critical and non- critical skills) based on the Commission's Mandate, Vision, Mission, Strategic Objectives and Strategic Plan ;
 - What skills we value as a Commission
 - What skills the employees need to do their jobs well now and in the future.
- vi) Develop individual development plans to bridge the identified gaps;
- vii) Propose how to integrate the assessment of the identified skills into the regular HR activities;
- viii) Develop a five (5) year workplace skills plan for the Commission; and
- ix) Provide recommendations and action plan based on the data collected.

The consultant is expected to work closely with the Human Resource & Administration Department and validate pre-defined milestones in each of the above terms.

2. Time frame

The consultant is expected to have completed the task and present the findings to the Management by 30th June 2024.

3. Project Team Leader

The consultant is to report directly to the Deputy Director, HR & Administration.

4. Qualification of the Firm

- i) General experience of not less than 8 years in Human Resources consultancy;
- ii) Proven track record in rendering skills gap audit surveys, in the last 5 years (**attach references**) *-preferably in public institutions*;
- iii) Registered with the IHRM -Attach certificate;

5. Expected deliverables

The consultant will be required to deliver the following assignment outputs in accordance with the tentative time schedule. The deliverables of all reports shall be in both electronic and hard copies. The key deliverables shall be the following:

- i) Inception Report detailing the methodology, work plan and tools that adequately respond to the requirements of the survey within the first 5 days. During the inception

meeting, the consultant and the Commission will achieve consensus on the assignment expectations;

- ii) Share the draft survey tool to validate and identify gaps ;
- iii) Contextual/situation analysis report;
- iv) Draft reports capturing survey findings and related recommendation; and
- v) Final Reports.

6. Technical Capacity of proposed personnel

a) The lead consultant:-

- i. Must have a Master's degree from recognized academic institution in Human Resources, Organizational Behaviour and/or Development, Training and Development, or related field (Attach degree certificate);
- ii. Certified Human Resource Practitioner (K)- attach certificate;
- iii. Possess a valid Practicing Certificate- attach certificate;
- iv. Minimum eight (8) years' experience in conducting competency analysis, conceptually and with hands-on assessments, as well as experience in talent management / development and training activities;
- v. Experience in executing similar projects (provide three references);
- vi. Training/Certification in analytical, research, report writing and communication skills;
- vii. Ability to work independently; and
- viii. A high standard of professionalism.

b) Technical Consultant (At least Two)

- i. Must have a Bachelor degree from a recognized academic institution in Human Resources, Organizational Behaviour and/or Development, Training and Development, or related field. (Attach Degree Certificate)
- ii. Certified Human Resource Practitioner (K) attach certificate;
- iii. Possess a valid Practicing Certificate- attach certificate;
- iv. Minimum five (5) years' experience in conducting competency analysis, conceptually and with hands-on assessments, as well as experience in talent management / development and training activities;
- v. Experience in executing similar projects (provide three references); and
- vi. Training/Certification in analytical, research, report writing and communication skills.

SHORTLISTING CRITERIA

A: MANDATORY REQUIREMENTS (Missing out on any of the below will lead to automatic disqualification)

- 1) Copy of certificate of Registration/Incorporation
- 2) Copy of Valid Tax Compliance certificate
- 3) Copy of Valid Business Permit/Trade License
- 4) Attached evidence of registration by professional bodies

B. TECHNICAL EVALUATION

S/NO.	CRITERIA	Evaluation score
1	Consultants experience of not less than 8 (specify number of years) it has been in operational in that line business (Max Score = 30%)	8-10 years - 10 points 10 -12 years - 15 points 12-14 years - 20 points 14- 16 years 25 points Above 16 years – 30 points Maximum 30 points
2	Consultant’s Relevant Experience for the Assignment, (Max Score = 50%) (Based on Reference Letters attached)	5 Points for each Public Institution 4 point for each private institution Maximum 50 points
3	Qualifications and Experience of Proposed Key Personnel (If so requested in the EOI) (Max Score = 20%)	Lead Consultant – 10 points (5 points for academic qualification and 0,5 point for each year of experience maximum 5 points) Other consultant – 5 points each (2 points for academic qualification and 0,5 point for each year of experience maximum 3 points) Maximum 20 points

THE CUT-OFF POINTS FOR SHORTLISTING SHALL BE 70% OF THE TOTAL TECHNICAL SCORE

PROF. MIKE KURIA
COMMISSION SECRETARY