

## CONSULTANCY TERMS OF REFERENCE (TOR)

**Consultancy Title: Research study on “Towards integration of preschool education for refugees into County and National level education sector plans; Prospects and Challenges. A case of Turkana County.”**

From the findings, the Consultant to develop a policy brief from the key findings that shall have been identified jointly with the LWF Project staff for the purposes of advocacy.

**Program Area: Kakuma Programme.**

**Duration:** 22 calendar days beginning 24<sup>th</sup> October 2023.

**Location: Turkana County Kenya**

**Grade:** Consultancy, National Consultant – Nationally recruited Contractors Agreement.

### 1.0 Introduction

The Lutheran World Federation (LWF) is a faith-based humanitarian International Nongovernmental Organization implementing programs in emergency relief, rehabilitation, and development in 27 countries worldwide. In Kenya, LWF works through its Kenya-Somalia program with operational field Area Programs in Kakuma, Dadaab, and Kismayu. LWF has been present in Kenya (mainly in Kakuma Refugee camp) since 1992 and in Dadaab since 2009. It works in the three thematic areas of **Quality services**; pre-primary, primary education and Junior Secondary School and, Reception Center Management, **Protection and Social cohesion**; Youth protection, Child Safeguarding, Social Cohesion, and **Livelihoods**. Kakuma Refugee Camp hosts 73,440 (39,667M, 33,773 F) children between 4 and 17 years old. 7,913(4,086M, 3,827f) are enrolled in Kakuma's pre-schools. This is an average of 51% of boys and 48% of girls. Since 38% of enrolled students are not enrolled in a class corresponding to their age, the project considers learners up to 17 years old instead of 13. While on par with global trends for refugee enrolment, this is below UNHCR's target of at least 80% enrollment.

In Kenya, LWF is an implementing partner for UNHCR particularly in the supporting the provision of basic education for children from refugee and asylum communities in Kakuma and Dadaab Refugee Camps. LWF implements pre-primary, primary and junior Secondary education in Kakuma refugee camp to provide *access to inclusive quality education for refugee children in a friendly, age-appropriate-protective environment*.

### 2.0 Background

Over half of the refugee population in Kenya are children of ages 4-18 years. They need education as a protection tool and to prepare them for durable solutions. Most children who are refugees or asylum seekers are enrolled in pre-primary, primary and secondary schools and tertiary institutions in Dadaab, Kakuma and Kalobeyi settlements. While refugees and asylum-seekers follow the Kenyan national curriculum and sit for national examinations, UNHCR and the international community have managed and financed camp-based learning institutions for almost three decades. UNHCR opines that, although the Government of Kenya has made a considerable contribution to the education of refugees and asylum-seekers over the past thirty years, the governance and management of learning institutions by the international community has led to an alternative system of service delivery that is less sustainable and does not adequately respond to the needs of refugees, asylum seekers and their host communities. Further, in the current dispensation where Kenya has enacted a Refugee Law 2021 that provides for local integration, the focus on inclusive education for refugees as stipulated in the Djibouti Declaration on Refugee Education 2017, will come into play.

The Global Compact for Refugees, further promotes the inclusion of refugees and asylum-seekers in the national education system while responding to their immediate needs by:

- Fostering an enabling environment that supports learning and psychosocial, socio-emotional and physical well-being.
- Adopting an area-based approach, supporting refugees and asylum-seekers and the communities that host them to access education and training, including through technology, in their respective locations and which is protective, accredited and government-led.
- Investing in the national system to enable it to expand to provide quality education and training for refugees and asylum-seekers and their host communities beyond the emergency phase, facilitating the transition from humanitarian response to durable solutions.
- Promoting opportunities for earning and using education toward jobs, economic inclusion, community development, and self-reliance benefitting refugees, asylum-seekers and their host communities.

### **3.0 The overall purpose of the consultancy**

Therefore, LWF intends to engage a consultant to assess a research study on pre-school education for refugees in Turkana County. How has integration into the national and county education sector plan impacted the children's education? This will provide national policy planners, donors and other stakeholders with more reliable evidence for the design of interventions aimed at improving the support to education and informing interventions which will lead to more effectively increased enrolment.

The study seeks to investigate the efforts, achievements obstacles and opportunities related to the integration of preschool education for refugees into the broader education plans at the national and county government levels focusing on Turkana and County.

### **4.0 Objectives and key Tasks:**

The specific objectives of the assessment were to:

- **Assess Achievements and Best Practices:** Evaluate the achievements and best practices in pre-school education for refugees, aligning with international instruments on education.
- **Identify Government Support Areas:** Determine the areas where the government can provide support for pre-school education among refugees.
- **Integrate Pre-Primary Education:** Outline strategies for integrating pre-primary education for refugees into the national and County level education sector plans.
- **Enhance Quality through Integration:** Document how the integration of pre-primary education for refugees into the national and County level education sector plans will enhance its quality and impact, drawing from lessons learned, challenges, and best practices
- From the findings, the Consultant to develop a policy brief from the key findings that shall have been identified jointly with the LWF Project staff for the purposes of advocacy. The consultant should therefore have expertise in advocacy policy brief development- demonstrable.

### **5.0 Scope of Work**

The survey will cover the entire Kakuma refugee camp targeting children in pre-primary

- Assess and document the journey towards integration of refugee children into Turkana County Education plans
- Identify quick wins in refugee integration in County education plans
- Identify challenges/barriers to integration of refugee children into County Education plans
- Recommend structures for coordination and collaboration between county government and humanitarian workers

- Document good practices in integration of refugees into national education plans from the region

## **6.0 Approach and Methodology**

The consultant is expected to suggest an approach and methodology which is tested and tried and empirical. The consultant should demonstrate how S/he will collect data, including data from school heads, MoE officials, parents and community leaders ensuring data protection and quality mark while also considering all categories of children including those with disabilities. Among other methodologies, the consultant will review available documentation, consider the unique challenges of the refugee camp, consider alignment to both national and international policies on safeguard essentials for children.

## **7.0 Research Questions and Hypotheses**

The section gathers the research questions and equivalent research hypotheses that had been formulated in the earlier step. They are as listed below:

### **Research questions for the study**

- What impact does integration of pre-school education for refugees have on the quality of education?
- What is the rationale for the inclusion of the number of learners in refugee camps being included in the CIDPs, yet they are not funded?
- What is the perception and attitude of refugee parents/ guardians and their children on the education being provided in the camps following the Kenyan education system?
- What constitutes quality education and learning opportunities in the camp-based pre-schools?

## **8.0 Deliverables and timelines**

The following are key deliverables:

- i. An inception report outlining the understanding of the assignment, program of work and data collection tools.
- ii. Training of the enumerators and piloting the tools
- iii. Field Work - data collection
- iv. Draft report for debrief and validation
- v. A high-quality Final report written in English (in soft and hard copy). The structure and format of the final report will be agreed upon by LWF and the consultant

## **9.0 Accountability**

While the LWF Area Manager for Kakuma assumes the overall responsibility for contract management, the Consultant will work directly and closely with the Education officer under the supervision of the Technical Lead- Education.

## **10.0 Submission**

The bid will consist of two parts; technical and financial as follows;

### **Part A: Technical Proposal**

The Technical Proposal shall be straightforward and concise, describing how the consultant intends to carry out and satisfy the task as described above. No cost or pricing information is to be included in the technical proposal. Technical proposals are limited to 15 pages in total. Organizational Information, CVs of proposed personnel, and examples of previous relevant work are to be included in an Annex.

Key personnel resumes, dividers and past performance report forms are not included in the page limitation. Bidders are encouraged to provide an Annex, or “portfolio” of samples demonstrating experience performing similar activities. The Annex can include copies of photographs, other visual representations, and media/social media clippings. The Annex should not exceed 10 pages. The technical proposal shall be formatted using the following sections:

**Technical Approach– *Narrative not to exceed five (5) pages.***

The bidder shall demonstrate his/her understanding, ability, and overall approach to perform the requirements described in the Scope of Work/Tasks/Activities. S/he shall clearly explain how they propose to structure, design, manage and execute the work required that meets LWF objectives. The Technical Approach must include a timeline or Gantt chart of the deliverables required to execute this project.

**Capability Statement - *Narrative – not to exceed two (2) pages.***

The bidder shall demonstrate his/her specialized competence regarding the requirements of the tasks/activities. S/he shall demonstrate they have the necessary personnel to successfully comply with the contract requirements and accomplish the deliverables.

**Past Performance – *Narrative not to exceed five (3) pages.***

The Bidder shall provide at least three (3) examples of past performance of implementing similar projects. The past performance examples must be within the last three (3) years and shall be similar in terms of scale and relevance. S/he must provide references for each example, including the name, title, phone number, and email address of the reference.

**Personnel/Staffing – *A narrative not to exceed two (2) pages.***

A summary describing the proposed staff for the project including up to three team members. The summary shall include names, relevant qualifications of similar experience and the proposed role for everyone. A Project Manager must be identified with a minimum of five years’ experience in related project management.

The bidder must also include the CVs of the key staff members involved in the Project, including the Project Managers and up to 3 Team members. Each CV should not exceed three (3) pages.

**Part B: Financial Proposal**

The bidder shall propose realistic and reasonable costs for this work in accordance with the His/her technical approach.

The cost should be in Kenya Shilling (KES) and include all applicable local taxation. The financial proposal shall list all costs associated with the assignment.

Items described in the technical proposal but not priced shall be assumed to be included in the prices of other items. Indicate all logistical costs and accommodation during the fieldwork in Kakuma and Lodwar.

**1.0 Evaluation Criteria**

This solicitation is open to local firms/ company’s registered in Kenya, specializing in education research. The selected Consultant will be responsible for designing and executing all activities outlined in this Request for Proposal in coordination with LWF.

Proposals will be evaluated using the quality and cost-based selection, with a total score calculated out of 100% of which 60% is the weight of the technical proposal and 40% is the weight of the financial proposal. Proposals meeting the mandatory requirements will be evaluated for technical merit based on the criteria in the chart below. Those proposals scoring 65 points or higher (out of 80 points) will be considered for cost-effectiveness.

Section	Description	Maximum Points
Technical Approach	Proposed structure, design, and approach to execute the work required, analysis and presentation of findings (a high-quality report). (25 points)  Detailed work plan and implementation plan. (5 points)	30
Capability Statement	Demonstration of the necessary organizational systems, and personnel to successfully comply with the contract requirements and accomplish the expected results.	10
Past Performance	- Inclusion of at least 3 relevant past performance examples of similar projects. (5 points) - References provided by past clients for these examples and their evaluation of the bidder's ability to deliver on time and within quality and budget expectations. (5 points)	10
Personnel/Staffing	Qualifications and past relevant experience of the Project Manager and up to 3 team members proposed to perform the requirements of this scope of work. (10 points)	10
<b>Technical Evaluation Threshold (Only offers that receive a technical evaluation score of 42 and above points (out of 60) will be considered for cost evaluation.)</b>		
Cost Evaluation	The financial proposal will be evaluated using the following formula: $FS=40*\text{lowest price}/F$ , in which FS is the financial score and F is the price of the proposal under consideration.	40
<b>Total Points</b>		<b>100</b>

**How to Apply:**

Interested and qualified consultant(s) should submit their technical proposal and financial proposals to [procurement.nairobi@lutheranworld.org](mailto:procurement.nairobi@lutheranworld.org) with the e-mail subject line clearly marked: ***Research on pre-school education for refugees in Kakuma.***

The deadline for submission of applications is 13<sup>th</sup> October 2023 at 5:00PM Nairobi Time.

***LWF reserves the right to reject any application(s) without disclosing the reasons***