



**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR BASIC EDUCATION
DIRECTORATE OF PROJECTS COORDINATION AND DELIVERY**

TERMS OF REFERENCE

TECHNICAL ASSISTANT ON POLICY, PROJECT MANAGEMENT AND MONITORING UNDER THE KENYA PRIMARY EDUCATION EQUITY IN LEARNING (KPEEL) PROGRAM

Duration; 1 year

1. Background

The Ministry of education received funding from the World Bank, Global Partnership for Education (GPE) and LEGO Foundation to support implementation of the Kenya Primary Education Equity in Learning (KPEEL) Program, 2022-2026.

The Project Development Objective is to reduce regional disparities in learning outcomes, improve the retention of girls in upper primary education and strengthen systems for delivering equitable education outcomes.

The Program has 3 results (RAs) which are

RA1; -Equalize learning opportunities: improve learning outcomes in target counties and for refugee populations, which has the following key interventions; Results-based school grants (RBSG); Improving teacher deployment in target schools with the highest Pupil Teacher Ratio (PTR); Supporting school meals for vulnerable learners; and Conducting National sample-based learning assessments (NASMLA)

RA2: Improve girls' participation in schooling, including in refugee hosting counties; Removing financial barriers to school attendance and meeting the basic education needs of girls and boys from poor and vulnerable population (Upscaling of ELIMU scholarship Programme); and tracking girls at risk of dropping out and facilitating the re-entry of enrolled girls who dropped out due to pregnancy

RA3: Strengthen reform implementation capacity: Strengthen reform implementation capacity for rollout of the CBC and Competency Based Assessments (CBA) in basic education; better utilization of NEMIS data for filling information gaps in CBC implementation, specifically in respect to allocation of capitation grants, mapping of school needs, and development of budget allocations; Capacity strengthening of the TTCs to ensure that their graduates have acquired the core competencies including re-tooling of tutors and establishment of ICT enabled learning resource centers to ensure teacher trainees have the capacity to implement CBC/CBA; establish standards and tools for quality assurance of preschools while aligning to the CBC objective of improving basic education quality; and construction of new classrooms in existing schools as per the needs-based school infrastructure investment plan to address the CBC's requirement for improved learning conditions in schools.

The Program is expected to directly benefit approximately the following beneficiaries during its implementation:

- a) About 6.6 million learners in primary education (school grants, girl's education interventions, school infrastructure development and school meals), including about 221,529 children in refugee hosting counties
- b) About 117,900 refugee children in camp-based primary schools
- c) Approximately 20,000 diploma teacher trainees in PTTCs.
- d) About 200,000 primary school teachers (improved Pedagogies and also use of Technology among other interventions).

2. OBJECTIVES OF THE TECHNICAL ASSISTANCE

The Technical Assistant is expected to provide timely technical inputs to the Program Coordination Unit (PCU) as well as to the Principal Secretary, State Department for Basic Education, based on education data, Curricula Reform implementation and ongoing donor funded projects/ Programs. The inputs should also be informed by on-going transformative interventions in the education sector and lessons learnt from global practice.

3. SCOPE OF THE WORK

The Technical Assistant shall be expected to:

- i. Provide technical support to the PCU as well as to the Principal Secretary on key projects/ programs implemented by the State Department and maintaining a tracking mechanism on the implementation progress.

- ii. Provide technical support to the PCU as well as to the Principal Secretary in the preparation of technical notes on matters related to policy and project management.
- iii. Support in the preparation of biannual and annual program/project reports and policy briefs on the same to the PCU and the Principal Secretary for information and further policy direction.
- iv. Provide technical assistance to the PCU in processing program/projects related issues.
- v. Participating in the planning and monitoring and evaluation activities for Programs/Projects in the State Department and doing summary reports to the PCU as well as the Principal Secretary for further action and policy direction, respectively.
- vi. Support in the follow-up and report to the PCU as well as the Principal Secretary, State Department for Basic Education on program/project matters requiring the attention of other institutions and government agencies as well as on the of agreed actions during the implementation support missions and National Steering Committee (NSC) meetings.
- vii. Any other assignment by the PCU as well as the Principal Secretary, State Department for Basic Education that will ensure smooth implementation of programs/projects.

4. METHODOLOGY

The assignment will be full time engagement and will require constant consultation with the PCU as well as the Principal Secretary, State Department for Basic Education.

5. PROPOSED PAYMENT

The Technical Assistant will be paid on a monthly basis based on a negotiated rate.

6. DETAILED RESPONSIBILITIES AND DELIVERABLES

In close collaboration with the PCU, the Technical Assistant will provide:

- i. Inception report, work plan, and methodology for the work Policy briefs
- ii. Minutes
- iii. TORs
- iv. Presentations

- v. Findings and recommendations originating from the Programs/ Projects reports and Partners meetings.

7. DURATION OF THE ASSIGNMENT

The consultancy will be undertaken for a period of **12 Months** after the signing of the contract.

8. QUALIFICATIONS

The Consultant should meet the following qualifications.

- i. A PhD degree in Business Administration, Social Sciences Education, Law or equivalent;
- ii. At least 10 years of working experience in School Management or Institutions of higher learning.
- iii. Excellent writing and presentation skills.
- iv. Strong analytical skills.
- v. Ability to work effectively in teams and with government counterparts.
- vi. Ability to communicate effectively with multiple stakeholder groups with different perspectives and capacity levels.
- vii. Fluency in spoken and written English
- viii. Proven ability to work under pressure and deliver in a timely manner.
- ix. Experience in University teaching and management will be an added advantage.

9. REPORTING

The Technical assistant will report to the PCUI and the Principal Secretary, State Department for Basic Education, Ministry of Education.

10. CLIENT'S INPUT

The Technical Assistant will be provided with relevant and existing information on Programs/Projects being implemented by the State Department for Basic Education and also with other implementing agencies including Kenya Institute of Curriculum Development (KICD), Teachers Service Commission (TSC), Kenya National Examinations Council (KNEC), Centre for Mathematics, Science and Technology in Africa (CEMASTE) and Kenya Institute of Education Management (KEMI) officials, KISE, KIB, NACONEK, JKF among others

11. APPLICATION CRITERIA

The position will be advertised in the national dailies. The procurement method shall be competitive Individual Consultant Selection (ICS) as provided for in the World Bank Procurement regulations.

Further information can be obtained at the address below during office hours i.e., 0800 to 1700 hours.

Expressions of interest must be delivered in a written form to the address below in person, by mail or by email by **19th March, 2026 11.00 a.m.**

The address referred to above is:

The Principal Secretary

Attn: Head of Supply Chain Management Services

State Department for Basic Education

Jogoo House 'B' Ground Floor Room 14, Harambee Avenue

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Code: 00100

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