

EXPRESSION OF INTEREST (EOI)

CONSULTANCY SERVICES FOR ENROLMENT OPTIMIZATION AND EMPLOYABILITY SKILLS ENHANCEMENT FOR VOCATIONAL TRAINING CENTRES

1. Introduction

The Nairobi City County Government through the **Department of Talent, Skills Development and Care** invites eligible and qualified consulting firms to submit **Expressions of Interest (EOI)** for the provision of consultancy services to support transformation of its Vocational Training Centres (VTCs).

The County currently manages **eleven (11) Vocational Training Centres**, which are key to youth empowerment, skills development, and economic growth. However, the County seeks to address challenges related to:

- Low student enrolment
- Skills mismatch with industry demands
- Limited employability outcomes
- Weak institutional and industry linkages

2. Objective of the Assignment

The main objective of this consultancy is to:

Conduct a comprehensive assessment and develop a **strategic framework and implementation roadmap** to:

- Increase student enrolment
- Improve training relevance
- Enhance employability and job readiness
- Strengthen institutional performance

3. Scope of Services

The Consultant will be expected to undertake the following:

a) Institutional Assessment

- Review operations of all 11 VTCs
- Analyse enrolment trends and performance
- Evaluate infrastructure, staffing, and training programs

b) Labour Market & Skills Gap Analysis

- Identify priority sectors within Nairobi City County
- Assess alignment between training and market needs

c) Enrolment Enhancement Strategy

- Develop innovative strategies to increase enrolment
- Propose outreach, branding, and community engagement approaches

d) Employability Skills Framework

- Integrate technical, soft, and digital skills
- Propose apprenticeship and internship pathways

e) Strategic Plan Development

- Develop a **5-Year Strategic Plan**
- Provide implementation roadmap and monitoring framework

4. Expected Outputs

- Inception Report
- Diagnostic Assessment Report
- Labour Market Analysis Report
- Draft Strategic Plan
- Final Strategic Plan (2026–2031)
- Implementation & Monitoring Framework

5. Eligibility Criteria

Interested consulting firms must demonstrate:

a) Firm Qualifications .

Registration as a consulting firm

- Minimum **7 years' experience** in relevant fields (TVET, education, workforce development)
- Proven experience in similar assignments

b) Technical Capacity

- Strong expertise in:
 - Strategic planning
 - Skills development
 - Labour market analysis
 - Institutional capacity building

c) Experience

- At least **3 similar assignments** successfully completed
- Experience working with **government or public institutions**

6. Shortlisting Criteria

EOIs will be evaluated based on:

- Relevant experience of the firm
- Technical capability and expertise
- Experience in similar assignments
- Availability of qualified key personnel

Only shortlisted firms will be invited to submit full proposals under a **Request for Proposals (RFP)**.

7. Submission Requirements

Interested firms are required to submit:

1. Company profile
2. Certificate of incorporation/registration
3. Valid tax compliance certificate

4. Company PIN/VAT certificate
5. Detailed experience in similar assignments
6. At least **3 references (clients)**
7. Brief description of technical capability and team composition

8. Submission Instructions

- EOIs must be submitted in **plain sealed envelopes** clearly marked:

NCC/TSCD/ECD&VTC/T/335/2025-2026

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- Addressed to:

County Chief Officer-Nairobi City County,
_Main City Hall Annex, 4th Floor Room 400,
Supply Chain Management CITY HALL WAY,
P.O BOX 30075-00100 NAIROBI, KENYA
Website: www.nairobi.Go.Ke

- Or submitted electronically via the County procurement portal (if applicable)

9. Deadline for Submission

EOIs must be submitted on or before: **21ST**

April, 2026 – at 11:30 Am (EAT)

Late submissions will not be accepted.