



**Kenya Bureau of
Standards**
Standards for Quality life



TERMS OF REFERENCE FOR SUBJECT MATTER EXPERTS TO DEVELOP AND REVIEW THE SYLLABUSES FOR QUALITY PRACTITIONERS PROGRAMME

1. BACKGROUND AND INTRODUCTION

The Kenya Bureau of standards (KEBS) is a statutory organization of the Government of Kenya established by the Standards Act, Cap 496 of the laws of Kenya in July 1974. The mandate of KEBS is to provide Standardization, Metrology and Conformity Assessment services through Promotion of standardization in commerce and industry, Provision of testing and calibration facilities, Control of the use of standardization marks, undertaking educational work in standardization, Facilitation of the implementation and practical application of standards, Maintenance and dissemination of the International System of Units (SI) of measurements. Kenya Bureau of Standards (KEBS) is a member of the International Organization for Standardization (ISO).

kasneb was established by the Government of Kenya as a state corporation under the National Treasury and Planning on 24 July 1969. The mandate of kasneb is the development of syllabuses, conduct of professional, diploma, certificate and vocational examinations and certification of candidates in accountancy, finance, credit, governance and management and related disciplines; promotion of its qualifications nationally, regionally and internationally and the accreditation of relevant training institutions in liaison with the ministry in charge of Education.

For the purposes of achieving their mutual goals and objectives, KEBS and KASNEB have entered into a collaboration to develop the curriculum and administer professional examinations for quality practitioners as per the approved competency framework.

2. OVERALL OBJECTIVE

The objective of the assignment is to develop detailed curriculum/syllabuses content for the subject areas identified in the approved competency framework for quality practitioners programme.

The subject matter experts will be engaged either as subject matter developers or subject matter peer reviewers.

3. SPECIFIC TASKS

- (a) Study relevant existing documents relevant to the development of detailed syllabuses content including the approved competence framework.
- (b) Study relevant statutory and policy documents applicable nationally and internationally.
- (c) Review the syllabuses content for other examinations bodies and learning institutions offering similar or related areas qualifications.
- (d) Study applicable standards relevant to syllabuses content.
- (e) Develop the detailed syllabus content for each of the assigned syllabus papers.

- (f) Develop or review syllabus content for not more than three (3) papers. The papers should ideally be in the same subject cluster.
- (g) Present the syllabus content for consideration and approval by the peer review team.

4. CORE COMPETENCIES AND SUBJECT CLUSTERS

Core Competence	Subject Cluster	Diploma Qualification Papers	Professional Qualification Papers
Quality Management Systems	1. Quality Management & Standardization	1) Introduction to quality 2) Fundamentals of Quality management systems & standardization	1) Quality management systems 2) Introduction to standardization 3) Standardization quality infrastructure, legislations and regulations
	2. Communication Skills and Customer relations	3) Effective communication & customer relations 4) Information communication technology	4) Communication, report writing & customer relationship
	3. Documentation and records management	5) Introduction to documents management	5) Documentation & records management for quality
Governance, Leadership and Ethics	4. Governance & Management	6) Principles & practice of management	6) Management principles, leadership & ethics 7) Strategy & governance
Quality Planning, and Risk Management	5. Quality planning, Risk & Opportunities Management	7) Introduction to quality planning, risk & opportunities management	8) Quality planning, risk & opportunities management 9) Enterprise risk management
Quality Assurance and Control	6. Quality assurance & control		10) Quality control, assurance & performance management
Quality Performance Management	7. Quality Performance Management	8) Fundamentals of monitoring & evaluation 9) Introduction to management systems audits	11) Management systems audits
	8. Quantitative skills & data analytics	10) Introductions to quantitative skills & data analytics	12) Quantitative skills & data analytics

	9. Project management	11) Fundamentals of project management	13) Project management
Quality Improvement and Innovation	10. Innovation, knowledge management & quality Improvement	12) Innovation, knowledge management and quality improvement	14) Quality improvement & excellence models 15) Knowledge management & innovation
	11. Research and Industrial attachment	13) Industrial attachment guidelines	16) Research methodology 17) Research project / Workshops and case-studies guidelines

5. DELIVERABLES

As a minimum the syllabus development must meet the following criteria:

- (a) Be aligned with and meet the competencies and learning outcomes specified in the competence framework.
- (b) Be aligned with the national framework on competence based curriculum.
- (c) Comply with and meet national, regional and international standards.
- (d) Clearly identify topics and sub-topics with a logical flow from basic/introductory, intermediary and advanced topics.
- (e) Indicate per subject/paper:
 - Specific learning outcomes/learning objectives.
 - Learning hours/weights assigned to topics and sub-topics.
 - Recommended methodology.
 - Recommended reference materials/resources.
 - Recommended assessment method and examination structure.

6. EXPERIENCE AND QUALIFICATIONS

(a) Academic and professional qualifications

- (i) A Bachelor's degree and post-graduate certification or a Master's degree in the subject area of interest.
- (ii) Professional qualifications in the subject area of interest is an added advantage.
- (iii) Membership in good standing of a relevant professional body is an added advantage.

(b) Work Experience

- (i) A minimum of eight (8) years post-qualification experience in quality management and related areas, research and publication, professional practice or relevant engagement.
- (ii) The experience should be directly relevant to the engagement with a clear demonstration of expertise to successfully undertake the assignment.
- (iii) Evidence of similar assignments should be provided where possible.

7. DURATION OF THE ASSIGNMENT

- (a) Submit detailed syllabuses in the approved format within ten (10) working days of award of the contract for initial review by the peer review panel/panel of experts.
- (b) Address review comments on the developed syllabus content and finalize within five (5) working days.

8. TERMS OF PAYMENT

KEBS will pay honoraria as follows:

- (a) Shillings fifteen thousand (Sh. 15,000) per subject/paper based on the delivery of syllabus content for each paper subject to review and acceptance of the content by the peer review team/panel of experts.
- (b) Shillings ten thousand (Sh.10,000) reviewed syllabus content for each subject/paper.

9. OTHER REQUIREMENTS

- (a) Detailed curriculum vitae*.
- (b) Academic certificates*.
- (c) Professional certificates (where available).
- (d) Professional membership certificates (where available).
- (e) Relevant testimonial.
- (f) National ID/Passport*.
- (g) Contacts of three (3) referees*.
- (h) Meet requirements of Chapter Six of the Constitution.
- (i) Availability to immediately undertake the assignment.
- (j) Ability to maintain security, confidentiality and integrity of the assignment.
- (k) Access to relevant reading and reference materials for the assignment.
- (l) Successful applicants will complete a disclosure form and code of ethics before commencement of the assignment.

Note:

*mandatory requirements.

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