



KENYA FILM CLASSIFICATION BOARD

TERMS OF REFERENCE FOR INSTITUTIONAL SKILLS GAP ANALYSIS CONSULTANCY

1. Introduction

The Kenya Film Classification Board would like to undertake an Institutional Skills Gaps analysis with an aim of improving the Board's general performance through interventions like training, recruitment, mentoring and coaching among others.

2. Background

The Kenya Film Classification Board (KFCB) is a State corporation established under the Films and Stage Plays Act Cap 222 of the Laws of Kenya (1998). The Board was established with a main aim to regulate the creation, broadcasting, possession, distribution and exhibition of film content in an effort to promote culture, national values and aspirations, as well as protecting children from exposure to harmful content.

The Kenya Information and Communications Act (KICA) further empowers the Board to

- i. Impose age restrictions to ensure that content that depicts or contains scenes that are rated as an adult or are of the language intended for adult audiences are not aired during the watershed period (between 5 am –10 pm) and
- ii. Enforce the programming Code for the free-to-air radio and TV services by ensuring that all programme and non-programme matter, namely commercials, infomercials, documentaries, programme promotions, programme listings, community service announcements and station identifications are classified before they air.

3. Goals and Objectives

The purpose of the consultancy is to conduct institutional gaps analysis and identify the barriers that affect efficient delivery of strategic objectives by the institution's human capital

Specific Objectives

- i. To Conduct detailed desk review of the Kenya Film Classification Board in an effort to identify the gaps in the documents;

- ii. To Carry out qualitative and quantitative staff surveys to identify the training gaps;
- iii. To prepare a detailed data analysis and report on the identified gaps;
- iv. To Capacity build the management on the interventions required to address the gaps identified;

4. Scope of Work

Overall, the service provider will:

- (i) Conduct a detailed desk review for the selected documents
- (ii) Design a survey tool to carry out both qualitative and quantitative survey on the staff
- (iii) Prepare a detailed data analysis and report on identified gaps
- (iv) Build capacity of the Board management and selected staff on the interventions required to address the gaps identified

5. Output and Deliverables

The overall expected output and deliverables from the service provider within the implementation period will encompass the following:

- i. An inception Report provided two weeks after commencement of the contract;
- ii. Desk review report on the selected documentation;
- iii. Presentation of preliminary report;
- iv. Draft report;
- v. Detailed implementation matrix for Board of Directors and Management; and
- vi. Final Report.

6. Assignment Period

The period of assignment will be for a period of 10 weeks.

7. Kenya Film Classification Board Responsibilities

Be involved from the beginning of the service provision. The Board will support the service provider during the period in;

- i. Overseeing the overall implementation process including monitoring the process;
- ii. Providing counterpart staff who will work with the consultant; and
- iii. Approve the reports submitted

8. Obligation of the Service Provider

- i. Conduct a detailed desk review for the selected documents;
- ii. Design a survey tool to carry out both qualitative and quantitative survey on the staff;
- iii. prepare a detailed data analysis and report on the identified gaps; and;
- iv. Build capacity of the Board management and selected staff on the interventions required to address the gaps identified.

9. Qualifications and Experience

The consultant firm is expected to have:

- i. Minimum of five (5) years' minimum experience in Human Resource Management consultancy;
- ii. Must demonstrate at least five (5) previous similar assignment in a government agency to the proposal that the company has undertaken before.

Team Composition, Competency and Experience

i) Team Leader/Lead Consultant

Master's degree in Human Resource Management/ Public Policy and Development from a recognised institution in Kenya with a higher diploma in Human Resource Management and in good standing with Institute of Human Resource Management(IHRM). Must have over 10 years' experience in Human Resource Management.

ii) Team Members

Degree in Human Resource Management from a recognised institution in Kenya with at least 5 years' experience

iii) Data Manager and Analyst

Undergraduate degree in statistics/economics or related studies from a recognized institution with at least five (5) years of experience

10. Reporting/Coordination

The consultant shall forward all the reports to the Chief Executive Officer:

- i. Workplan
- ii. Inception Report
- iii. Draft Report
- iv. Final Report

