



**Terms of Reference (TOR)
for**

**A Consultant to Identify Secondary Schools in Western Kenya and Establish Contacts with
the School Heads and Science Club Teachers to Engage Students in a Science Based
Conversation for Knowledge and Skills Transfer**

1. Introduction

The International Centre of Insect Physiology and Ecology (*icipe*) is an intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).

2. Background

The Developing Excellence in Leadership, Training and Science (DELTA) Africa is a programme supporting the Africa-led development of world-class researchers and scientific leaders in Africa. Funds from the DELTA Africa Community and Public Engagement (CPE) have been disbursed competitively to support a doctoral student based at the International Centre of Insect Physiology and Ecology (ICIPE). The DELTA Africa CPE seed fund has been set up with the backing of Wellcome and the UK Department for International Development (DFID) to support innovative ideas aligned to the research topic of the trainee with a people-centred engagement approach.

The project is aimed at engaging high school students in science based conversation to arouse their interest in pursuing careers in science. The Principal investigator (PI) is working on a malaria project, and as such more emphasis on knowledge and skills transfer to the students will be biased towards malaria. The trainee is expected to work with a team of interns and consultants with experience in giving motivation and career talks to high school students.

In respect of the above, ICIPE intends to hire a consultant to help the doctorate trainee to deliver on the project objectives that will run for a period of six months.

3. Project Objectives

The objectives of the project are to:

1. Identify four secondary schools in Western/Nyanza region in Kenya;
2. Visit the identified schools and contact the school principals and science club teachers/patron to propose the project idea and request for their buy in to engage the

students in their respective schools to participate in competitive innovative science projects;

3. Talk to the students especially from ones to threes on the objectives of the project and how they can be engaged in innovative scientific projects;
4. Request the school heads to produce invoices for the procurement of materials that might be needed to conduct the science projects by groups of students in their respective schools;
5. Assist the students to come up with innovative songs and dance/drama with a theme on malaria;
6. Develop and administer questionnaires and consent letters of engagement to schools;
7. Make follow up visits to schools together with other project team members to demonstrate science – in action by performing basic experiments related to malaria research;
8. Judge and award certificates/gifts to the groups of students with the best projects;
9. Produce documentary videos and reports in form of booklets/ brochures/newsletters and publication of the project outcome in a social sciences journal.

4. Overall Scope of Consultancy Assignment

- i. Identify secondary schools in Western and Nyanza (malaria endemic regions).
- ii. Establish contact with the secondary school heads/principals, science club patrons and music teachers and provide advice in procurement of science materials to be used in the project.
- iii. Give motivational/career talks to student with special emphasis on careers in science.
- iv. Assist music teachers in the schools in writing scripts for drama and/or music on malaria
- v. Assist the doctorate trainee in developing questionnaires.
- vi. Filming of all the activities to produce a documentary.
- vii. Participating in the Jury to select the best projects and to award certificates/ gifts.

5. Deliverables

The consultant will deliver the following products/services

- i. Contacts of four selected schools in Western/Nyanza region.
- ii. Written reports after each engagement with the schools.
- iii. Music and drama scripts with themes on malaria
- iv. Documentary of all the activities on CD or any other digital form.
- v. A manuscript in a social sciences journal.

6. Desired Qualifications and Skills

Academic

- The chief consultant should have a PhD in a biological sciences or any other science related discipline, **OR**
At least a Masters of Arts (M.A) degree in communication studies

Experience and Competencies

The expert must have:

- i. At least three years of experience in outreach and career talks to high school students
- ii. A good understanding of the operations and management of secondary schools
- iii. Good communication and social skills
- iv. Close linkages and/or associations with secondary schools in Western and Nyanza region
- v. An excellent work ethics reputation
- vi. Demonstrable capacity to develop documentaries
- vii. Publication record in peer reviewed journals

7. Period of Consultancy

The whole project will run from 27th September 2019 to 31st March 2020. The consultant is expected to participate in all the project objectives within the stated time frame period.

8. Terms of Payment

The fee and the exact terms of payment will be negotiated with the Consultancy firm before signing of the contract.

9. Application Guidelines

9.1 Technical Proposal

- i. Cover letter stating your interest to participate in this assignment.
- ii. Specific experience of the Consultant relevant to the assignment. Please provide details of similar assignments undertaken.
- iii. Technical capacity of the consultant in terms of qualifications and competencies for the assignment. Please attach detailed CV.
- iv. Approach and Methodology to be used in the assignment.
- v. Work plan clearly indicating the maximum time/duration required for the assignment.

9.2 Financial Proposal

- i. Clear breakdown of the financial proposal including all the chargeable taxes.
- ii. Proposed Terms of payment
- iii. Total discounted quote for the assignment

10. SUBMISSION GUIDELINES

Completed proposal including all the requirements and details specified should be delivered to *icipe*'s Tender Box, Carroll Wilson Building, Duduville Campus in clearly marked and sealed envelopes or sent via e-mail to icipetenders@icipe.org. The proposal should be marked “**Consultancy service to Identify Secondary Schools in Western Kenya and Establish Contacts with the School Heads and Science Club Teachers to Engage Students in a Science Based Conversation for Knowledge and Skills Transfer**”, on or before **Friday, 25th October 2019 at 11:00 hrs.**