VERSION NO: 01 REVISION: 00

ENGINEERS BOARD OF KENYA

Enhancing Professionalism

Engineers Board of Kenya
Fortis Suites, 9th Floor, Hospital Rd,
P.O. Box 30324-00100 Nairobi, Kenya
TEL: +254-20-2719974
CELL: +254-735-330744, +254-722-509972
Email: info@ebk.go.ke
Website: www.ebk.go.ke

GUIDELINES FOR THE ENGAGEMENT OF CPD SERVICE PROVIDERS

EBK/CBA/POL/03

	NAME	DESIGNATION	DATE	SIGNATURE
Approved by:	Eng. Margaret Ogai	Registrar/ CEO		

AUGUST 2022

VERSION

Document Title: **GUIDELINES FOR THE ENGAGEMENT OF CPD SERVICE PROVIDERS**

Document Level: Policy

Reference No: **EBK/CBA/POL/03**

Version No: 01

Revision No: 00

TABLE OF CONTENTS

VERSION i
TABLE OF CONTENTS ii
FOREWORD iv
PREFACE v
ABBREVIATIONS vi
DEFINITIONS vii
CHAPTER ONE: INTRODUCTION & BACKGROUND 1
1.0 About the Board 1
1.1 Our Vision 1
1.2 Our Mission 1
1.3 Our Core Values 1
1.4 Background 1
1.5 Alignment to Policy and Legal Frameworks 2
CHAPTER TWO: SITUATION ANALYSIS 3
CHAPTER THREE: PURPOSE, SCOPE AND OBJECTIVES 5
3.1 Purpose of the Policy 5
3.2 Scope of the Policy 5
3.3 Objectives 5
CHAPTER FOUR: GUIDELINE IMPLEMENTATION 6
4.1 Roles and Responsibilities 6

4.1.1 Roles of the Board of Directors 6

4.1.2 Roles of the Registrar/CEO/CEO 6

4.1.3 Evaluation Committee 6

4.1.4 Roles of HOD 6

4.1.5 Role of Staff 6

4.2 Cycle of Development of the Calendar of Activities 6

4.3 Establishment of Committee for Selection of CPD Service Providers 7

4.4 Procedure for Identification of CPD Service Providers 8

4.4.1 Call for Expressions of Interest 8

4.4.2 Application Process 8

4.4.3 Evaluation Criteria 8

4.4.4 Terms of Engagement of CPD Service Providers 9

4.4.5 Renewal of Accreditation 9

4.4.6 Application for Addition or Removal of Courses 9

4.4.7 Renumeration of Individual Service Providers 10

4.4.8 Non-Performance of CPD Service Providers 10

CHAPTER FIVE: MONITORING & EVALUATION OF APPROVED CPD SERVICE PROVIDERS AND REVIEW 11

5.1 Monitoring & Evaluation of Approved CPD Providers 11

5.2 Review of Policy 11

ANNEX I: APPLICATION FORM FOR CPD SERVICE PROVIDERS 12

FOREWORD

The Engineers Board of Kenya is a statutory body established by the Engineers Act 2011. The Board has the responsibility of regulating the engineering activities and conduct of engineers and engineering consulting firms.

The core functions of the Board include, inter alia the planning, coordinating and overseeing continuing professional training and development, thus, professional development of engineers is among the major mandates of the Board. To this end the Board has designed a programme for Continuous Professional development for all registered engineers.

The CPD programme is intended to enable engineers to keep abreast with changes in science and technology and thus be up to date with the current practices and therefore remain competitive. In the developed world participation in CPD is viewed as a professional obligation.

Taking cognizance of the importance of CPD to practicing engineers, the Board is looking to partner with various service providers who will provide courses from various knowledge areas. This guideline therefore will serve as a useful tool in the recruitment and appointment of CPD service providers.

EKMwongera

Eng. Erastus Mwongera, RCE, FIEK, CBS

Chairman

Engineers Board of Kenya

PREFACE

In order to deliver world class CPD training, the Board is going to partner with various facilitators who qualify to deliver CPD courses for the Board.

The Board has developed a CPD Policy that outlines various categories and activities from which registered engineers can obtain professional development units. The CPD courses have been delivered by the Board and various service providers who have been engaged. This Guideline has been developed to strengthen the engagement framework of CPD service providers to ensure the CPD programme is efficient and effective.

Eng. Margaret Ogai, CE
Registrar/Chief Executive Officer
Engineers Board of Kenya

ABBREVIATIONS

CPD – Continuing Professional Development

EOI – Expression of Interest

HOD – Head of Directorate

PDU – Professional Development Units

DEFINITIONS

CPD: Learning that helps the registered engineer fulfil his/her present or future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an evercompetitive job market.

Consulting Engineer: Refers to a person registered under Section 16 of the Engineers Act 2011.

Graduate Engineer: Refers to a person registered under Section 18 of the Engineers Act 2011.

PDU: Points earned on attendance of CPD activities

Professional Engineer: Refers to a person registered under Section 16 of the Engineers Act 2011.

Registered Person: Refers to a person registered under Section 16, 18 and 23 of the Engineers Act 2011.

CHAPTER ONE

INTRODUCTION & BACKGROUND

1.0 About the Board

Engineers Board of Kenya (EBK) is a statutory body established under Engineers Act 2011. The object and purpose of the Board includes responsibility for the registration of engineers and engineering firms, regulation of engineering professional services, setting of standards, development, and general practice of engineering.

1.1 Our Vision

"A safe, efficient and effective engineering infrastructure, systems and processes"

1.2 Our Mission

"To ensure production of competent engineers and quality engineering services through regulation, capacity building and enforcing compliance with set engineering standards for improved socio-economic development".

1.3 Our Core Values

All members of staff of the Board will uphold the following core values in their day-to-day operations: Integrity; Professionalism; Teamwork; Fairness; Inclusiveness; and Diversity.

1.4 Background

The Act gives the Board powers to cause Continuing Professional Development for Engineers.

As a result, the Board rolled out a Continuing Professional Development (CPD) programme in January 2018. CPD is a programme that helps persons registered as engineers under the Act to fulfill their present and future roles more effectively, maintain a sufficiently high standard of professional competence, and remain current in an ever-competitive job market.

The implementation of the CPD Programme is guided by the CPD policy and the Fifth Schedule of the Engineers Rules 2019. CPD activities are broadly categorized into Structured Activities and Unstructured Activities and registered engineers are required to garner at least fifty (50) Professional

Development Units (PDUs) per calendar year as a legal requirement for renewal of annual practicing license.

The Board develops an annual CPD calendar of activities based on feedback collected from Training and Learning Needs Assessment (TLNA) surveys that are conducted between November and December of each calendar year. Delivery of CPD activities is conducted by the Board and Accredited Service Providers.

1.5 Alignment to Policy and Legal Frameworks

Section 7(1)(q) of the Engineers Act 2011mandates the Board to plan, arrange, co-ordinate and oversee continuing professional training and development and facilitate internship of graduate engineers.

Section 7(1)(r) of the Act allows the Board to collaborate with engineering training institutions, professional associations, engineering organizations and other relevant bodies in matters relating to training and professional development of engineers.

Rule 18 of the Engineers Rules 2019 (the Rules) states that pursuant to section 7(1)(o) of the Act the Board shall cause Continuing Professional Development for engineers to be held in accordance with the Fifth Schedule.

CHAPTER TWO

SITUATION ANALYSIS

The Engineers Board of Kenya was established as a strategic agency for the regulation and development of engineering education, training and practice in Kenya. The objective of the Board is to ensure that professional engineering services are safe, efficient, and effective for the delivery of all engineering infrastructure systems and processes in Kenya and that there is value for money to users of professional engineering services. Further, the Board is expected to continuously create the required capacity across the engineering value chain (education, training and practice) for increased productivity to spur economic growth.

One of the key mandates of the Board is to register engineers and engineering consulting firms. The Board registers engineers in the following categories: -

i) Graduate Engineers
ii) Professional Engineers
iii) Consulting Engineers
iv) Engineering Consulting Firms
v) Temporary Professional Engineers
vi) Accredited Checkers

If Kenya is to achieve its development goals as outlined in the development blueprint, Vision 2030, there needs to be a deliberate effort to ensure that there the registered engineers continuously build on their professional competence through attending relevant CPD courses which will sharpen their skills and knowledge in their chosen area of practice. This can only be done through ensuring that the Board provides production of competent engineers and quality engineering services through regulation, capacity building and enforcing compliance with set engineering standards for improved socio-economic development.

As an Engineering regulator, the Board oversees the application of sound engineering principles in the public and private sectors where professional engineering services are provided. It is therefore critical that the Board develops sound continuing professional development programmes that:

i) Fosters excellence in the profession
ii) Enhances the domain of practice
iii) Facilitates practice mobility
iv) Prevents professional obsolescence
v) Ensures engineers are up to date with emerging technologies and engineering issues.

The organizational framework within which the Board's CPD programme takes place is characterized by several stakeholders and implementation partners that are external to the Board. The key stakeholders and implementation partners include the engineers, education and training institutions, employers/industry, professional associations, engineering consulting firms, training institutions, etc.

The Board recognizes that each of these stakeholders has a unique role to play in promoting the CPD programme, hence, it is critically important that there is a framework that guides these relationships in a manner that creates a conducive environment for CPD activities to prosper.

CHAPTER THREE

PURPOSE, SCOPE AND OBJECTIVES

This section covers the purpose, scope and the objectives of the policy.

3.1 Purpose of the Policy

Section 7(1)(q) of the Engineers Act 2011 requires the Board to plan, arrange, coordinate and oversee continuing professional training and development.

Section 7(1)(r) of the Engineers Act 2011 allows the Board to collaborate with engineering training institutions, professional associations, engineering organizations and other relevant bodies in matters relating to training and professional development of engineers.

This guideline therefore provides a framework for the Board to engage the services of facilitators to offer facilitation of CPD courses in various areas of knowledge.

The Board is guided by the provisions of this policy in engaging trainers/facilitators to offer facilitation of CPD courses in various areas of knowledge. This policy aims at ensuring that:

i) The quality of CPD Programmes is of highest standard
ii) There is transparency in selection process of CPD service providers
iii) There is continual improvement of the CPD Programmes through monitoring and evaluation

3.2 Scope of the Policy

The scope of the policy covers all applications to become a CPD service provider with the Board.

3.3 Objectives

This policy defines: -

i) Establishment of CPD evaluation committee
ii) Cycle of preparation of the Calendar of Activities
iii) Procedure for engagement of CPD service providers (individual and firms)
iv) Contract documents for CPD service providers
v) Remuneration of individual facilitators (public and private sector)
vi) Monitoring and evaluation of facilitators

CHAPTER FOUR

GUIDELINE IMPLEMENTATION

4.1 Roles and Responsibilities

4.1.1 Roles of the Board of Directors

a) To approve the Guidelines and subsequent amendments; and

b) To oversight the implementation of the policy.

4.1.2 Roles of the Registrar/CEO/CEO

a) Coordinate the implementation of this guideline

b) Allocate resources for the implementation of the guideline

4.1.3 Evaluation Committee

a) To develop criteria for engagement of CPD service providers approval by the Board

b) To give advisory on areas of CPD training that are considered relevant for engineers and are aligned to the Board's strategic intent for development of the industry

4.1.4 Roles of HOD

a) Ensure all applications to become a CPD service provider are evaluated against the provisions of the guideline

b) Prepare board papers for applications of CPD service providers

4.1.5 Role of Staff

a) a) Prepare quarterly reports for applications of CPD service providers

4.2 Cycle of Development of the Calendar of Activities

The following describes the cycle of development of the annual CPD Calendar of Activities: -

i) An Expression of Interest (EOI) will be advertised in local dailies of wide circulation and the Board's website by the beginning of July of every calendar year. The EOI will close at the end of the month.

ii) Evaluation of all submissions will be done between August and September of the calendar year

iii) The Calendar of Activities will be developed by the end of September of every calendar year

iv) The Registrar/CEO will approve all evaluation reports for tabling to the Registration, Professional Development and Compliance Committee

v) The approved report will be tabled at the Board Meeting

vi) Upon approval by the Board, the COA will be published by January of the following calendar year.

Applications will be evaluated every quarter and the Calendar of Activities will continuously be updated to reflect approved courses.

4.3 Establishment of Committee for Selection of CPD Service Providers

The Registrar/CEO will appoint a Committee to: -

i) Develop evaluation criteria for approval by the Board

ii) Give advisory on areas of CPD training that are considered relevant for engineers and are aligned to the Board's strategic intent for development of the industry

iii) Evaluate all applications received and prepare reports

The evaluation committee will be industry-based and will be constituted as follows: -

i) Director, Capacity Building & Accreditation – Chairperson

ii) 3No. representatives from the Institution of Engineers of Kenya

iii) 4No. representatives from the Association of Engineers of Kenya

iv) 1No. representative from the Council of Engineering Deans and Principals

v) EBK Secretariat

The Committee shall meet every quarter to evaluate applications from interested CPD Service providers and prepare a report and submit to the Registrar/CEO/Chief Executive Officer for approval.

4.4 Procedure for Identification of CPD Service Providers

4.4.1 Call for Expressions of Interest

By the beginning of July every calendar year, the Board shall call for Expressions of Interest from service providers who are interested in facilitating CPD courses for the Board. The call shall be placed in local dailies of wide circulation and the Board's website.

The list of CPD Service Providers will be updated throughout the year to ensure that facilitators from specialized disciplines and emerging areas of knowledge are able to apply.

Those eligible to apply include professional societies, universities, firms whose core business is training, engineering consulting firms and individuals.

4.4.2 Application Process

All those who are eligible to become CPD Service Providers will be required to: -

i) Fill in the relevant application form which can be downloaded from the Board's website (See Annex I).

ii) Pay the prescribed accreditation fees – Kshs. 100,000 for firms (the accreditation fees will be for one year)

iii) Attach all necessary requirements

iv) Submit all applications to the Registrar/CEO

Upon approval, the selected CPD service providers will be required to pay Kshs. 10,000 per course for the accreditation period.

4.4.3 Evaluation Criteria

The evaluation criteria will include and will be weighted as follows: -

i) Qualifications – 30%

ii) Programme Design – 30%

iii) Cost Analysis – 10%

iv) Firms General and Specific Experience – 20%

v) Local Participation (For Foreign Firms) – 10%

The mandatory criteria will include: -

i) Certificate of Incorporation or Certificate of Registration
ii) Copy of Current Certificate of Confirmation of Directors and Shareholding (CR12)
iii) Copy of Valid tax Compliance Certificate
iv) Certified copy of County Government Single Business Permit

4.4.4 Terms of Engagement of CPD Service Providers

Upon approval by the Registrar/CEO/CEO, the selected provider will be informed of the terms of engagement in writing.

The facilitator shall be required to accept the appointment and the terms of engagement before facilitating the CPD course. The selected facilitator will also be required to submit the presentation three days prior to conducting the training.

In case the selected facilitator declines the appointment, another facilitator who meets the selection criteria shall be appointed.

The Board may, from time to time, write to Professional Bodies/Relevant Authorities/Institutions charged with the mandate on certain topical areas requesting for resource persons as it may deem fit.

4.4.5 Renewal of Accreditation

The accreditation will be valid for one (1) year and will run from the date of appointment. Upon expiry of the accreditation period, a service provider will be required to apply for re-accreditation as described in section 4.4.2.

4.4.6 Application for Addition or Removal of Courses

In case any accredited service provider would want to remove, they will be be required to write to the Registrar/CEO stating the reasons for removal of the course.

CPD service providers who would want to add any course shall do so in writing to the Registrar/CEO giving the following details: -

i) Facilitators

ii) Duration of course
iii) Key learning outcomes
iv) Target audience
v) Methodology
vi) Course fees

4.4.7 Renumeration of Individual Service Providers

Individual professional and consulting engineers will be renumerated based on the Engineers Rules 2022 -

Public servants engaged to facilitate courses will be renumerated based on approved SRC renumeration guidelines.

4.4.8 Non-Performance of CPD Service Providers

CPD Service providers who do not perform will be deregistered.

CHAPTER FIVE

MONITORING & EVALUATION OF APPROVED CPD SERVICE PROVIDERS AND REVIEW

5.1 Monitoring & Evaluation of Approved CPD Providers

Facilitators shall be monitored and reviewed through digital survey form approved by the Board.

The survey shall be administered at the end of the course and results submitted to the Board not later than 2 weeks after the end of the course.

Key areas that shall be monitored and evaluated include:

i) Ability to communicate effectively
ii) Demonstration of knowledge, experience and expertise in the topical area
iii) Demonstration of preparedness to facilitate the training
iv) Ability to engage participants during the training
v) Demonstration of emotional intelligence in handling the emotions of participants during the training
vi) Ability to establish positive rapport with the participants
vii) Ability to allow for discussions and questions
viii) Respect for diversity and inclusion, i.e., ability to respect different viewpoints of participants
ix) Time management skills
x) Presentation skills

A training report will also be submitted to the Board within 2weeks after the end of the course.

The monitoring and evaluation report of facilitators shall be included in the training reports that shall be submitted to the Office of the Registrar/CEO for review, approval and support in implementing recommendations for continual improvement.

5.2 Review of Policy

This policy shall be reviewed yearly or as and when required by the Board.

ANNEX I: APPLICATION FORM FOR CPD SERVICE PROVIDERS

1. Course information

Training Course Title:	
Start Date:	End Date:
Start time:	End time:
Venue / Location:	
Fee (s) to be charged to the delegates (KES) including all the necessary details, e.g., among others, VAT inclusion & costs of accommodation:	
Number of hours (excluding break times):	
Registered name & physical address of the CPD provider:	
List of course facilitator (s):	
Organizer Contact Name:	Contact E-mail:
Contact number:	

2. An overview of the proposed training course, learning objectives, teaching, learning and assessment methodology

An overview of the training course:
Learning Objectives (The learning objectives should reflect measurable learning content and be relevant to the target audience).
Teaching and learning methods that shall be used. (e.g., lectures / small group work / role-play / observation of procedural skills / discussion).
Proposed Programme (Attach as a separate copy)
Evaluation Methods

3. Target Group

Please specify the audience for whom the training is meant for (Describe in full details)

4. Course Facilitators

Please provide the facilitators details that must include: -

- Facilitators' CV
- Certified copies of facilitators' certificates
- Proof of good standing with relevant professional bodies for individual facilitators

Note: The above details are to be attached as separate copies

*This application form must be completed and signed by the **training/course organizer** (s) or **CPD service provider** (s)*

Full Name	Signature of Course organizer	Date
1.	.....	.....
2.	.....	.....
3.	.....	.....