



The Institution of Engineers of Kenya

Registered Office: 1st Floor, Top Plaza, Kindaruma Road

Telephone: +254(20)2729326, 0721-729363, (020)2716922

P.O. Box 41346-00100 CITY SQUARE NAIROBI KENYA.

E-mail: iek@iekenya.org Website: www.iekenya.org

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INSTITUTION OF ENGINEERS OF KENYA (IEK)

CAPACITY BUILDING AND MENTORSHIP COMMITTEE

TERMS OF REFERENCE 2020 – 2022

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AMENDMENT SHEET

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1 INTRODUCTION

The Constitution and Bylaws of IEK provide that the Council may establish committees to undertake specific functions of behalf of Council to further the aims and objects of the Institution.

Accordingly, the Council at its 465th meeting held on 24th April 2020 established a committee to be known as the Capacity Building and Mentorship Committee

The Committee may establish sub-committees to assist it in the conduct of its business provided that the Council approves such action.

2 PURPOSE

The overall purpose of the IEK Capacity Building and Mentorship Committee (CBMC) is to develop and implement professional development and mentorship programs that are specifically formulated to continuously improve the competence of all segments of Engineers in the country.

The mentorship program is intended to promote a culture of lifelong learning and exchange of knowledge among the engineering fraternity and all members. It will also serve to instill the core values of IEK and ethical practice among members.

The Committee will pay particular attention to ensuring all –round development of the Engineer so as to provide him /her with the necessary skills to satisfy the changing demands of the market, as well as position the Engineer to effectively contribute in building the nation and unlocking its full potential.

For the Committee to serve its members and all its stakeholders effectively, it shall regularly consult with the IEK Council and its broad membership so as to develop strategies and programs that will make IEK the engineering professional development institution of choice in Kenya and the region.

3 RELEVANT APPLICABLE STRATEGIC GOALS

The Strategic Plan 2019- 2023 seeks to position IEK as an effective platform for the delivery of an exciting value proposition to its members, thereby attracting and retaining members. The IEK Capacity Building and Mentorship Committee will contribute towards achievement of the following strategic goals drawn from the IEK Strategic Plan 2019-2023:

- a) **Strategic Goal 1: Grow IEK Membership to 20,000 by 2023;** The Committee will support achievement of this goal by establishing a structured mentorship framework that will facilitate seamless transition of membership class, from Graduate Member to Corporate Member and finally to Fellow.
- b) **Strategic Goal 2: Relevance;** The Committee will create partnerships and collaborations with other entities as necessary to advance the objective of delivering quality capacity building and mentorship programs, implement CSR programs and voluntary schemes that promote its objectives as well as programs that promote re-positioning of IEK as the ‘Go-to’ Institution for matters infrastructure.
- c) **Strategic Goal 3: Expertise;** Engineering expertise and competence will be founded on a well-designed Continuous Development Program that is tailored to fulfill the needs of all levels of Engineers in the country. This is central to all the other Strategic goals highlighted above.

4 RESPONSIBILITIES AND FUNCTIONS

The responsibilities and primary functions of the Committee are to: -

- i. Conduct periodic surveys among members so to assess training needs from the members and identify the main skills gaps for inclusion in the professional development and training calendar. This will cover all levels of our membership within the Institution;
- ii. Design a Continuous Professional Development (CPD) Implementation framework for the engineering fraternity, that meets the competency demands of the market as well as the specific training needs of all segments of Engineers and engineering disciplines in the country and the region. The Framework will consist of the Engineering Professional Standards, a CPD policy and a Mentorship Programme which will be aligned to regional and global best practice.
- iii. Ensure that the content and delivery of the professional development courses are of sufficiently high quality and benchmarked to international standards. This includes leveraging on the knowledge and expertise of seasoned practitioners as well as reputable institutions or organizations under collaborative arrangements. In all cases the

development of the content must adhere to the policies and procedures established by the Committee.

- iv. Develop and maintain a pool of competent and seasoned engineers, consultants or other resource persons to participate in administering the Continuous Professional Development courses and programs;
- v. Periodically review the effectiveness of the Continuous Professional Development and training programs for all levels of members and make recommendations for any improvements to the Council for approval;
- vi. Through the use of ICT platforms such as the IEK website, facilitate monitoring by members of their continuous professional development progress;
- vii. Appoint members to represent the Institution in the affairs of other bodies related to these Terms of Reference
- viii. Develop and implement Professional Interview Preparation curriculum covering the broad areas of engineering specializations;
- ix. Enhance participation of Graduate Engineers in the IEK Committees;
- x. Develop and implement strategies for conducting outreach in universities offering engineering degree programs to engage on matters related to industry needs;
- xi. Develop and implement strategies for conducting outreach to high schools to encourage students to pursue STEM subjects;
- xii. Design and develop training programs that aim to promote inclusion of historically disadvantaged groups in the engineering profession, in liaison with the Welfare, Diversity and Inclusivity Committee;
- xiii. Develop and implement an effective mentorship program that addresses all classes of members;
- xiv. Develop, implement and review professional development policies for members covering all stages of their career and further, support employers in formulating structured training

programs for all members, taking into account prevailing government policies and market demand;

- xv. Establish and maintain Mutual Recognition Agreements (MRAs) regionally and at international level to foster broad recognition of our Professional Engineers and enhancing their employment opportunities;
- xvi. Develop Annual Workplans and budget for the Committee which shall be aligned to IEK's Strategic Plan for approval by Council.
- xvii. Liaise closely with other IEK committees where necessary to facilitate the Committees programs and activities.

5 MEMBERSHIP AND COMPOSITION

The Committee shall comprise of at least 12 members of good standing at the level of Fellow, Corporate or Graduate with relevant academic qualification and experience that will enable them contribute optimally to the mandate of the Committee. The membership may also include members from industry, engineering professional bodies and the academia. At least two members will be Graduate Engineers.

Further, the composition of the Committee will reflect as much as possible the diversity objectives of IEK pertaining to engineering discipline, gender, disability, culture and geographical location.

An officer from IEK Secretariat formally assigned by the CEO shall attend all meetings of the Committee and provide secretariat and logistical support.

The Committee shall appoint one of the members as the Committee Secretary.

6 TENURE OF COMMITTEE

The term of the committee shall be two (2) years and shall be aligned to the term of the Council.

7 CHAIRPERSON

The Chairperson and the Vice-Chairperson of the Committee shall be appointed in a duly constituted Council meeting from among the current Council members.

In the event that both the Chair and the Vice Chair are absent the Committee may elect one of the other members of the Committee to chair the meeting.

8 MEETINGS OF COMMITTEE

The Committee shall meet at least once a month and at any other time as shall be decided if there are any matters of urgency requiring to be addressed.

Meetings shall be either virtual or physical depending on the circumstances.

An annual schedule of planned meetings of the Committee shall be prepared and submitted by 31st December of each year. The schedule shall be reviewed on a quarterly basis and be updated as necessary or as required by the Secretariat. Every effort will be made to co-ordinate with the members to maximize attendance.

Where possible, at least seven (7) working days' notice of any unplanned in-person meeting shall be provided to all members. Where possible, at least three (3) working days' notice of any technology-based meeting shall be provided to all members for any such unplanned meeting.

The quorum of a Standing Committee for the purpose of conducting business will be at least 50% of the members of the Committee. A decision of the majority of the members present at any meeting shall constitute the decision of the Committee. In the event of an equal number of votes, the person presiding the meeting shall have a casting vote.

IEK Executive Committee members are eligible to attend meetings of the Committee on request and are entitled to receive a copy of any documentation in advance of the meeting.

All the Committee meetings shall be recorded by the Secretary of the Committee. The Minutes shall be circulated to the members within three (3) days.

The Secretary will forward the minutes/circular to the Chairperson of the Committee for approval prior to circulation. The Secretary will forward the approved minutes/ circular to the Hon Secretary for circulation to Council.

Any Member who has not attended three or more consecutive Committee meetings (Physical or Virtual) spanning a period of more than six months, and has not contributed to the work of the committee outside meetings during the same period, may be considered as being eligible for removal from the Committee.

CONFLICT OF INTEREST

Members of the Committee must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the Capacity Building and Mentorship Committee. The Secretariat shall provide information to assist Committee members as appropriate to perform their functions.

Members of the Committee shall act in good faith and in the best interests of IEK as a whole, act with care and diligence and for proper purpose as per IEK policies.

Members of the Committee shall disclose to the Chair and/or the Committee any actual, perceived or potential conflicts of interest which may exist as soon as the Committee Member becomes aware of any such issue and shall recuse themselves from discussions and or decisions which may involve that conflict.

9 CONFIDENTIALITY AND NON- DISCLOSURE

All members of this committee SHALL NOT disclose any content of the Committee proceedings to anyone whatsoever.

10 INDEPENDENT EXPERT

Subject to approval of the Council, the Committee may request the CEO to engage independent expert panelists in emerging engineering disciplines where the Council may lack local expertise.

11 TASK GROUP

The CBM Committee may appoint Task Groups or Adhoc committees from within its membership to support the Committee or to address specific areas of the Committee's work and to undertake detailed tasks prescribed by the Committee. Task Groups may be established on a standing basis or for a limited time, to function under the same TOR of the MC committee. A Schedule of formed Task Groups shall be compiled and submitted with the annual report to the Executive Committee using the prescribed formats in Appendix 1.

12 SUB-COMMITTEES

The committee shall establish the following sub-committees to effectively deliver on its mandate;

- a) Continuous Development & Training Sub-committee
- b) Women Engineers Chapter
 - Develop and Implement mentorship and gender mainstreaming programs

- Review professional issues affecting Women Engineers
- c) Young Engineers Chapter
- Develop and implement programs for young Engineers
 - Engage young Engineers and support the delivery of their initiatives
 - Raise the profile and awareness of Young Engineers throughout IEK and the wider Engineering community.
 - Drive the delivery of key Young Engineer led competitions and similar initiatives.

13 AUTHORITY

The Committee has no authority to incur expenditure without prior Council approval. Should there be urgent need to incur expenditure under exceptional or unforeseen circumstances, the matter shall be raised with the Executive Committee in the first instant for consideration and approval.

14 REVIEW OF TERMS OF REFERENCES

The Committee may review this Terms of Reference whenever need arises, but at least in every two years. The Committee shall recommend any changes proposed to the Terms of Reference to the IEK Council for its approval.

15 ADMINISTRATION

The IEK Secretariat CEO, in conjunction with the duly assigned officer, shall provide the administrative support necessary for the smooth running of the Committee.

16 REPORTING

The Committee reports to the Council and will submit the following reports for approval:

Deliverables/outputs

1. Annual operations budget and work plan by 31st Dec of each year
2. Report on Committee Activities
3. Any other report, as the Committee deems necessary.

APPENDICES

Appendix 1: Schedule of Working Groups/ Sub-Committees

| Number | Title | Purpose or Scope of Activity |
|---------------|--------------|-------------------------------------|
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Appendix 2: Committee Nomination Proforma Curriculum Vitae

GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

PROFESSIONAL REGISTRATION

IEK membership number:

Other Professional affiliations:

Academic qualifications and year attained:

Years of experience post-qualification:

PROFESSIONAL EXPERIENCE

Area of Specialization:

Keys Experience: (Brief summary of most important work during the stages of your career)

INVOLVEMENT IN THE PROFESSION

Contribution to IEK Council, Professional Associations, and Societies (local and international).

KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE

(Why you should be appointed)