



INSTITUTION OF ENGINEERS OF KENYA (IEK)

ENGINEERING EDUCATION COMMITTEE TERMS OF REFERENCE 2024 – 2026

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1. Introduction

The Constitution and Bylaws of IEK provide that the Council may establish Committees to undertake specific functions on behalf of the Council.

In line with IEK's Constitution and Bylaws, the Council shall establish a Committee to be known as Engineering Education committee.

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

The committee shall work within these terms of reference and as directed by the Council to meet the expectations of members. The committee term is two years.

2. Purpose

The overall purpose of the IEK Engineering Education Committee is to develop and implement professional development programs that are specifically formulated to continuously improve the competence of all segments of Engineering professionals and related practitioners in the country.

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

3. Relevant Strategic Goals and Objectives.

The IEK Engineering Education Committee will contribute towards the achievement of **Strategic goal 5, Expertise** with which the main **objective** being to provide training that offers lifelong learning to equip engineers with current technologies and new ways of practicing.

4. Responsibilities and Functions

The committee will provide quarterly updates/report containing details on objectives, tasks, Key Performance Indicators (KPIs), targets, and timelines accomplished, aligned with the implementation's matrix as seen in **Appendix 1**.

The responsibilities and primary functions of this committee are: -

a) Encourage adoption of global engineering trends and standards

- i. Contribute to curriculum development through collaboration with learning institutions.
- ii. Conduct training relevant to all membership classes of engineers
- iii. Provide professional certification programs for each membership categories
- iv. Enhance academia and industry linkages
- v. Roll out regional and international tours for exposure

b) Enhance accessibility to the CPD training program

- i. Adopt online tools in training
- ii. Conduct relevant training in emerging issues

c) Capacity Development

- i. Oversee continuous professional development of members - to address the dynamic needs of the market
- ii. Conduct regular capacity development programs and/or initiatives to enhance capacity of members
- iii. Position IEK as a training Institution

d) Knowledge Management

- i. Capitalize on members' implicit and tacit knowledge to improve the technical capacity of membership
- ii. Establish an engineering museum
- iii. Institutionalize public lectures by retired engineers
- iv. Create a dynamic knowledge repository
- v. Prepare a Knowledge Management (KM) strategy for IEK

5. Membership and Composition

The Committee shall comprise up to 11 members. The committee membership will include IEK Fellows and Corporate Members with relevant track record and experience to contribute optimally to the committee's functions. Graduate Engineers, Engineering Technologists and Engineering Technicians shall be co-opted into the committee. All committee members should be in good standing with IEK. Good standing means a person who has not resigned or has been suspended from membership or registration. They shall be fully paid up in terms of subscriptions.

Further, the composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, disability, culture or geography. The committee shall appoint one of the members as the secretary.

6. Committee Leadership

The Chair and the vice chair of the Committee shall be appointed by the council from amongst the current council members.

Should both the Chair and Vice-Chair be absent from a meeting, the Committee may select one of the other members of the Committee to chair the meeting.

7. Meetings and Operations

The Committee shall meet as frequently as agreed not less than once a month. The quorum for the committee shall be at least half of the members.

Meetings may be conducted virtually or held in- person.

The committee decisions shall be arrived at through consensus. Where a vote is deemed necessary to make a decision it may be made by a simple majority vote of meeting attendees with the chair having the casting vote.

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.

The Secretary will maintain accurate records of committee proceedings, decisions, and

recommendations, and submit reports to the IEK Council as required through the hon. Secretary.

8. Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decision related to the committee activities. A conflict of interest may be real, potential or perceived in nature.

Members of the Committee must comply with their legal, statutory and fiduciary duties and policy obligations, when discharging their responsibilities as members of the Committee. The Secretariat shall provide information to assist Committee members as appropriate to 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 must 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 issue and shall recuse themselves from discussion and/or decisions which may involve that conflict.

9. Independent Advice

Subject to approval of the council, the Committee may request the CEO to engage independent advisers or other professional expertise as may be necessary to undertake their function. The CEO will be responsible for managing any such engagement.

10. Task Groups/ Sub-committees

The Committee may appoint Task Groups/ sub-committees from within its membership to support it to address specific areas of the Committee's work and to undertake detailed tasks to meet the Committee goals. They can be standing or ad hoc.

Each Sub-committee shall comprise of at least three members and utmost five members. The Chairperson shall be appointed by the Engineering Education Committee Chairperson. The Secretary shall be elected from among the Sub-committee members. A Graduate member will be co-opted to each Sub-committee for mentorship. Other rules of operation of Sub-committees will be similar to those of the main Committee.

11. Authority

The Committee has no authority to:

- i. Incur expenditure without prior council approval.
- ii. Speak on behalf of the CEO, President or Institution of Engineers of Kenya.
- iii. Change policies or official position statements, without approval of the Council.

12. Review of the Terms of Reference

These Terms of Reference (ToR) shall be subject to periodic review in not more than two years and may be revised by the IEK Council to ensure alignment with the evolving needs and priorities of the institution and the engineering profession.

13. Appendix 1: Implementations Matrix

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
Strategic Goal V: Expertise											
Strategic Objective: Provide training that offers lifelong learning to equip engineers with current technologies and new ways of practicing											
Position IEK as a provider of engineering training	Quick Wins (Short Term)										
	Register with the National Industrial Training Authority (NITA) as a training provider	NITA registration	0	1	Learning & Capacity Building	NITA certificate	Certificate Renewal	Certificate Renewal	Certificate Renewal	Certificate Renewal	80
	Develop and implement training calendar for local and international training	Annual training calendar	4	5	Learning & Capacity Building	1	1	1	1	1	100
	Identify trainers from among the membership	Database of trainers from the membership	0	1	Learning & Capacity Building	Updated Database	Updated Database	Updated Database	Updated Database	Updated Database	100
	High Priority (short -medium term)										
	Develop and implement executive training programmes for Managers, CEOs, Boards etc	No. of executive trainings conducted	0	5	Learning & Capacity Building	1	1	1	1	1	1,200
	Lobby for partnerships for Capacity Building and sponsorship including through the Women Engineers Committee and Young Engineers committee for the young engineers and women	No. of MoUs for provision of training	0	5	PRAC	MoUs in place	Joint trainings	Joint trainings	Joint trainings	Joint trainings	3,800

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	Provide professional certification programmes for each membership category	No. of CPD approved trainings	50	60	Learning & Capacity Building	10	10	10	10	10	3,000
	Conduct training relevant to all membership classes of engineers	No. of training per member category	50	100	Learning & Capacity Building	24	24	24	24	24	5,000
	Support training and mentorship of members through branches	No. of trainings or mentorship programs for branches	0	8	Learning & Capacity Building	1	2	2	2	1	2,000
	Develop a structured reward scheme for IEK internal trainers	Established reward system for IEK internal trainers	0	1	Learning & Capacity Building	Reward scheme for trainers	Implementation	Implementation	Implementation	Implementation	2,500
	Develop and implement customized training for technical institutions local and international	No. of organization-based training	0	10	Learning & Capacity Building	Preparation of training curriculum	2	3	3	2	3,000
		No. of TNAs conducted	0	5	Learning & Capacity Building	1	1	1	1	1	1,000
	Develop and implement marketing strategy for IEK training including using multifaceted platforms such as print, radio, TV	No. of marketing campaigns	0	20	PRAC	4	4	4	4	4	6,000
	Enhance Accessibility to the CPD training program through continued utilization of online tools in training	No. of trainings conducted virtually	107	125	Learning & Capacity Building	20	23	25	27	30	1,200

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	Oversee continuous professional development of members - to address the dynamic needs of the market including for the different membership categories and disciplines	No. of continuous professional development programs	117	154	Learning & Capacity Building	26	29	31	33	35	1,500
	Leverage on the branches to facilitate industrial visits	# of Industrial visits	20	28	Events & Functions	4	6	6	6	6	5,600
Enhance academia and industry linkages	Enter into MoUs with the industry and academia to facilitate knowledge exchange, student attachments & exchange programmes	No. of MoUs with Academia and industry	20	30	Learning & Capacity Building	5	6	6	6	7	1,500
	Quick Wins (Short Term)										
	Establish collaboration with UNESCO	MoU with UNESCO established	0	1	Learning & Capacity Building	MoU signed	MoU implementation	Partnerships with UNESCO	Partnerships with UNESCO	Partnerships with UNESCO	1,000
	Long Term										
Establish an Education Center for Engineers Continuous Development	Education Center for Continuous Development	0	1	Learning & Capacity Building	Concept paper	Stakeholder engagement	Resource Allocation	Registration and establishment	Education center in place	1,000	
High Priority (short -medium term)											

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)	
						Year 1	Year 2	Year 3	Year 4	Year 5		
Knowledge Management	Capitalize on members' implicit and tacit knowledge to improve the technical capacity of membership	Recognitions of IEK as primary authority on all engineering matters based on opinion sought, opinion rendered, recommendations made, etc	0	10	PRAC	2	2	2	2	2	500	
	Institutionalize public lectures by retired/expert engineers	No. of public lectures held	1	10	Learning & Capacity Building	2	2	2	2	2	2,000	
	Create dynamic knowledge repository	Established knowledge repository/database	0	1	Learning & Capacity Building		Establishment of repository	collection and sharing of knowledge	collection and sharing of knowledge	collection and sharing of knowledge	350	
	Prepare a Knowledge Management (KM) strategy for IEK	KM Strategy	0	1	Learning & Capacity Building	Development of ToR and budget allocation	Selection of service provider and development of strategy	KM strategy developed			50	
	Long Term											
	Establish an engineering museum	Engineering Museum	0	1	Learning & Capacity Building	Concept paper approved	Engagement with National Museums and KWS	Installation or mapping of exhibits	Installation or mapping of exhibits	Opening of the museum	5,000	
	Establish a channel to feature engineering films	Engineering channel established	0	1	Learning & Capacity Building		concept note and engagement with relevant institutions	Content development	channel launch	Broadcast	5,000	

14. Appendix 2 : COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE

a) GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

Gender:

Disability:

Professional Registration:

IEK membership number:

Other Professional affiliations:

Engineering Discipline:

Years of experience post-qualification:

b) PROFESSIONAL EXPERIENCE

Specialization:

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

c) INVOLVEMENT IN THE PROFESSION

Contribution to IEK council, IEK Committees, Professional Associations, and societies (local and international).

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

(why you should be appointed?)

Note: CV should be maximum 4 pages.