



**From  
the People of Japan**

---

## **TRAINEES' ELIGIBILITY, SELECTION CRITERIA AND RECRUITMENT PROCESS FOR THE SECOND YEAR**

### **IMPROVED LIVELIHOOD OPPORTUNITIES AND ACCESSIBILITY FOR UNDERSERVED URBAN COMMUNITIES IN MERU, KENYA**

**PROJECT NO. P163035**

**Prepared and updated by Community Road Empowerment (CORE)**

**August 2023**



## **Introduction**

Community Road Empowerment (CORE) is implementing the Improved Livelihood Opportunities and Accessibility for Underserved Urban Communities in Meru, Kenya project with funding from Japan Social Development Fund (JSDF) and administration from World Bank (WB). The Government of Kenya (GoK) through the Ministry of Roads and Transport, Kenya Urban Roads Authority (KURA), Kenya Roads Board (KRB) and the County Government of Meru (CGM) provide technical and advisory support for the project. The project is designed to complement the collaboration between the WB, JSDF and GoK by addressing community needs in the Transport and Urban Sectors.

The aim of the project is to build the capacity of target communities in the application of Do-nou technology in road maintenance and empowering them to become Small to Micro Enterprises (SMEs) as Contractors in the labor-based road maintenance sector. The project creates employment opportunities and skills in labour-based road maintenance and improve basic access. The expected outcome of the project is improved road maintenance capacity in Meru, improved livelihood opportunities and improved roads which are passable all year round. The project targets 1,250 beneficiaries (trainees) from underserved urban communities in Majengo, Mjini and Gitimbine areas of Meru town. In the first year of the project, 500 trainees were selected and have already been trained on maintenance of roads using Do-nou technology. The target number of trainees to be selected for training in the second year is 375 (300 unskilled and 75 skilled).

To promote equal opportunity for men and women and to ensure that selection of trainees for the project is done in a transparent, fair, inclusive and equitable manner, a Trainees Recruitment Committee (TRC) was formed. The TRC is composed of CORE staff (Project Coordinator, Project Assistant, Project Engineer and Safeguards Specialist), the County Government of Meru (Youth; Gender & Sport office; Lands, Physical Planning and Urban Development; County Labour Office and Meru Youth Service office), Social Development Officer (National Government), the local administration (Chiefs, Assistant Chiefs and sub-county/Ward Administrators), and Kenya Urban Road Authority (KURA).

The TRC has developed this Trainees' eligibility, selection criteria and recruitment process, which is compliant with the GoK's and World Bank's Safeguards requirements. This trainees' eligibility, selection criteria and recruitment process will be endorsed by the Project Advisory Committee (PAC).

### **A. Trainees Eligibility Criteria**

To be eligible as a trainee in the project, one must be:

- (i) A Kenyan citizen
- (ii) Hold a national identification document
- (iii) Above 18 and below 50 years old
- (iv) A resident within 2 Km along the target roads connecting Eastern and Western Bypasses in Majengo, Mjini and Gitimbine areas in Meru

## **B. Trainees Selection Criteria**

The following criteria will be applied to select the 375 trainees;

- (i) At least 75% of the total selected trainees must be youth (18 – 34 years old);
- (ii) At least 40% of the total selected trainees must be female;
- (iii) At least 5% of the total selected trainees must be Persons with Disability (PwD) or have special needs;
- (iv) 80% of the selected trainees will be unskilled while the skilled trainees will be 20%. Skilled persons are those who have been trained through vocational training or on-the-job training, and have adequate knowledge on tasks related to road construction, for example mason, carpenters, plumbers, culvert fixing, drainage works, road works machine operation, record keeping, first aid etc. The skilled trainees will be required to produce a proof of certificate and or recommendation from previous employer/trainers. An unskilled person – means a person who has not been trained and do not have knowledge on specific task or road construction, so proof of certificate is not required;
- (v) Priority to be given to the above-mentioned vulnerable persons, including widows, widowers, divorcees and single female headed households, a person from a household with a combined income of less than KES 200 per day as agreed on by the TRC, Grievance Redress Committee (GRC), Social Development Officer, Chief and Ward Administrator;
- (vi) Should be in a position to open a bank account or M-PESA;
- (vii) Should have no criminal record and has not perpetrated Gender Based Violence (GBV) or Sexual Harassment;
- (viii) Known to be disciplined and able to work in a peaceful manner with others;
- (ix) Should be available for the 8 weeks on-the-job training period;
- (x) Should be willing to form a group during the on-the-job training and establish a labor-based road maintenance SME after training and operationalize it;
- (xi) If the number of persons who meet the criteria exceed the required number, lottery will be applied;
- (xii) Should not have participated as a trainee in any phase of the JSDF project in Meru.

## **C. Trainees Recruitment Process**

### **Step 1: Roads Finalization**

The roads to be rehabilitated in Majengo, Mjini and Gitimbine will be identified by a team from CORE, County government of Meru, Kenya Urban Roads Authority (KURA), Deputy County Commissioner (DCC), Chiefs and Ward Administrators. Announcement to the public for the identified roads will be done through public notices as elaborated in Step 2.

### **Step 2: Public Awareness and Notifications**

Mobilization of community members to attend public participation for selection of trainees will be called through announcements by placing public notices. The notices will be placed at the Ntakira Chief's office, Municipality Chief's office, Nchaure Chief's Office, CORE's Office in

Milimani, Meru & website ([www.corekenya.org](http://www.corekenya.org)), visible structures along roads to be rehabilitated, County Government of Meru offices, Meru Youth Service, WhatsApp groups of GRCs & TRCs. In addition, road shows will be done by the County Government of Meru along the roads selected for rehabilitation. The road shows will inform the people living within 2 Km along the selected roads to attend public participation. The Notices will include the eligibility, selection criteria and names of the roads to be rehabilitated in the respective communities.

### **Step 3: Community Mobilization/Public Participation**

Public participation meetings will be held at Majengo, Mjini and Gitimbine at venues to be agreed on by the TRC. During the public participation the recruitment of the project trainees will be conducted using the eligibility and selection criteria indicated in A and B above. These are the actions to be taken on the day of public participation;

- i. CORE staff will call out names of the roads to be rehabilitated and the area Chief will call out persons living within 2 Km along the selected roads to be gathered in their respective groups.
- ii. CORE staff will read out the number of trainees required for each road and explain the project's objective and scope, trainee recruitment eligibility & selection criteria.
- iii. The names of persons who meet the criteria will be recorded. If the number of persons who meet the criteria exceed the required number, lottery will be applied.
- iv. TRC, GRC, CORE, County Government of Meru, KURA, Social Development Officer and other stakeholders will participate to ensure the criteria is applied in selection of the trainees.
- v. Selected trainee's personal details, educational and a brief socio-economic profile will be collected by CORE staff using KoboCollect tool (Annex 1).

### **Step 4: Trainees Verification**

After the recruitment of the trainees through public participation, verification of the trainees' details will be done by CORE, area Chief and Ward Administrator. The details to be verified include the name, ID number, certificates (education, PwD, skill etc.). The Chief and Ward Administrator will recommend the trainee based on the verified information, and selection criteria.

### **Step 5: Signing of Training Agreement and Code of Conduct**

The selected trainees will be notified and invited for signing the Training Agreement and Code of Conduct.

## **Annex 1**

<https://ee.kobotoolbox.org/x/jB3tWIN8>