



Network Kenya

**DEVELOPMENT OF AN SME TOOLKIT FOR SELF-COMPLIANCE ASSESMENT IN CONFORMITY WITH EXISTING ANTI-CORRUPTION POLICY & LEGISLATIVE FRAMEWORK**

**Dear Sir/ Madam,**

**RE: REQUEST FOR PROPOSALS TO DEVELOP OF AN SME TOOLKIT FOR SME SELF-COMPLIANCE ASSESMENT IN CONFORMITY WITH EXISTING ANTI-CORRUPTION POLICY & LEGISLATIVE FRAMEWORK**

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten (10) universally accepted principles in the areas of human rights, labour, environment and anti-corruption. The Kenya network is the local focal point working to support companies to integrate the ten principles within core business.

Global Compact Network Kenya is requesting for submission of technical and financial proposals for Consultancy services in respect to develop of an SME toolkit for SME self-compliance assesment in conformity with existing anti-corruption policy & legislative framework.

To facilitate submission of the proposals, Global Compact Kenya has enclosed the following:

a) Annex I: Terms of Reference (TOR) for the consultancy service

**The proposals are to be submitted to AAM Resources, Purshotam House, Chiromo Lane (next to Diagnostics Centre), Subject title "The SME toolkit" 15<sup>th</sup> February 2018 at 12:00 p.m.** Late submissions will not be accepted.

Yours Sincerely,

PHYLLIS WAKIAGA  
**NETWORK REPRESENTATIVE &  
KAM CHIEF EXECUTIVE.**



Network Kenya

## **DEVELOPMENT OF AN SME TOOLKIT FOR SELF-COMPLIANCE ASSESMENT IN CONFORMITY WITH EXISTING ANTI-CORRUPTION POLICY & LEGISLATIVE FRAMEWORK**

### **Terms of Reference**

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#### **1. Background**

The Global Compact Network Kenya is implementing a three year project under the second round of the Siemens Integrity Initiative (SII). The Project aims to strengthen the knowledge and capacity of four Global Compact Networks in Japan, Brazil, Nigeria and Kenya on Anti-Corruption Collective Action –the process of cooperation between various stakeholders with the aim to jointly counter corruption. The project aims to provide a framework for the Kenya network and its member business participants to advance meaningful collective action efforts that prevent corruption, increase transparency, and improve the local business environment. The Kenya network have identified The Bribery Act, 2016 as a key instrument to help fight corruption in Kenya and specifically in the Private sector. The Kenya Network is determined to ensure that the law is properly implemented.

#### **2. Purpose**

Effective implementation of the Kenya Bribery Act will require the participation of Government, Private Sector and the Civil Society in ensuring fidelity to its enforcement and compliance. In pushing for implementation of the Kenya Bribery Act 2016, the Global Compact Network Kenya is specifically interested in raising standards of SMEs compliance to the Bribery Act, by development of a tool kit inspired by ISO 37001 to increase their compliance with the Act.

The SME toolkit will be a culmination of many processes executed by the Global Compact Network as a roadmap to anti-corruption collective action in Kenya.

The Global Compact Kenya wishes to engage a consultant to review existing anti-corruption policy and legislative framework in Kenya and from other jurisdictions and design a toolkit that will be useful in guiding and observing compliance in the SME sector in Kenya.

### **3. Objectives of the SME Toolkit**

The overall objective of the SME toolkit will be to aid the network in guiding SME self-assessment to ensure compliance with the Bribery Act, 2016 and effective means of its implementation in Kenya. The Toolkit will also guide the current and future members in compliance with the Code of Ethics.

*The Specific Task to be undertaken by the consultant will be:*

- i. Review existing anti-corruption/bribery toolkits, identifying gaps in light of both local & international anti-corruption instruments to help in designing the SME toolkit.
- ii. Review SDGs and UDHR Ten Principles.
- iii. Review the Business Code of Ethics to get a general view of how the SME tool Kit should look like.
- iv. Review of The Bribery Act, 2016 and undertake a comparative analysis of policy & legal frameworks and implementation of bribery laws in other jurisdictions to highlight best practice.
- v. Develop an Action plan for the private sector to guide interventions for supporting the implementation of the law.
- vi. Facilitate sensitization for the Private Sector on the contents of the SME Tool Kit
- vii. Develop and submit a consultancy report with clear recommendations to Global Compact Network Kenya

#### **4. Qualification of consultant**

- i. Bachelor's Degree in Political Science, Law, International Relations, Economics, Public policy or related field;
- ii. Knowledge of private sector approaches in fighting corruption. (Creating and or leading collective action initiatives are an added advantage).
- iii. Proven experience in corporate, governance, anti-corruption, or compliance
- iv. Demonstrated experience in facilitating interactive workshops
- v. Excellent presentation and written communication skills
- vi. Knowledge of the UN Global Compact's approach to engaging business on the 10<sup>th</sup> Principle is an added advantage

#### **5. Duration of the assignment**

The Consultancy will take a maximum of 10 working days to deliver.

#### **6. Application Guidelines**

Interested applicants are required in response to this consultancy to submit:

- I. Technical proposal detailing the consultant/ consultancy firm's relevant experience in Undertaking the assignment (maximum 5 pages); the proposal should cover:
  - a. Description of the firm and the firm's qualifications including description of similar projects undertaken;
  - b. Understanding of the requirements for services, including assumptions;
  - c. Proposed approach and methodology (work plan);
  - d. Timing of activities and reports (Being a critical component as time is of essence);
- II. Financial proposal (maximum 1 page)

**The proposals are to be submitted to AAM Resources, Purshotam House, Chiromo Lane (next to Diagnostics Centre), Subject title "The SME toolkit" 15<sup>th</sup> February 2018 at 12:00 p.m.** Late submissions will not be opened.

**Kindly note only shortlisted candidates will be contacted.**