



CONSULTANCY TO DEVELOP A FOREST SECTOR BUSINESS SUSTAINABILITY ACTION PLAN FOR KENYA

1.0 Introduction

The Kenya Association of Manufacturers (KAM) was established in 1959 as a private sector body and has evolved into a dynamic, vibrant, credible and respected business membership association that unites industrialists and offers a common voice for businesses.

Achievement of sustainable business practices are growing both globally and nationally across all sectors including in the manufacturing sector. One of the key sectors that would greatly benefit from strategic sustainability strategies in Kenya is the forestry sector. The sector has a substantial opportunity to drive economic growth in the Country. The forestry sector is currently significant contributor to the Kenyan economy through supporting value chain sectors such as, Manufacturing, Tourism, Water, Energy and Agriculture. In addition, the Forestry sector plays a big role in influencing environmental and social impacts in the country such as climate change mitigation, hosting our biodiversity, conservation of our water bodies among others. The sector has continued to face a myriad of challenges despite it being central to our human populace sustenance. Several restrictive policy interventions have had to be put in place such as moratoriums on logging over the years.

The Government of Kenya has in place strategic policy documents to support the sectors growth such as the Forest Policy currently under review and constitutional targets to achieve forest cover of 10% from the current 7% of the country's total land cover by 2022.

The Kenya Association of Manufacturers is currently implementing a Programme with the support of the Confederation of Danish Industries that seeks to promote manufacturing sector growth through areas such as sustainability. Through this programme KAM seeks to support the growth of the Forestry Sector through development of a sustainable action plan for industries that have linkages to the sector such as the timber sector, wood sector, furniture sector as well as the paper sector. In addition, forestry packaging products are utilized across all manufacturing sectors.

KAM therefore seeks to engage a consultant to **undertake the development of a Kenya Forest Sector business sustainability action plan based on best practices on the same.** The Action Plan will serve to inform businesses on how to model their sustainable actions to support the forestry sector in Kenya.

2.0 Objective of the Consultancy

The objective of the consultancy is to develop **and undertake the development of the Kenya Forest Sector Business Sustainability Action Plan based on best practices.**

3.0 Scope of work

The scope of work will cover the following areas:

1. Develop a Kenya **Forest Sector Business Sustainability Action Plan** which will include the following:
 - (i) Conduct a literature review to:
 - a) document best practices and case studies on sustainable forestry actions plans and commitments by businesses or private groups globally.
 - b) Review of the policy legal and regulatory frameworks affecting the forestry sector value chain in Kenya and identify existing gaps. This includes Government reports such as the national Logging moratorium Taskforce Report.
 - c) Develop key actions, commitments, roles and responsibilities for relevant stakeholders including businesses, Government, and the community to achieve a sustainable business environment in the forestry sector based on a circular economy model.
 - (ii) Conduct key informant interviews and focus group discussions to gather the opinions and views of stakeholders.
 - (iii) Submit a draft report documenting the findings of the research to KAM technical and steering committee to critique a give further input prior to subjecting the draft to a stakeholder's forum.
 - (iv) Subject the draft report to stakeholder's forum for review and additional input.
 - (v) Submit a final report incorporating the views and suggestions of the stakeholders to technical and steering committee and stakeholders for adoption and agreement on a private sector position.
 - (vi) Use the research report to develop an Action Plan on Forest Sector Business Sustainability with commitments and roles of forest cover players in the value chain. The Action Plan should;
 - a) incorporate policy suggestions and sustainable funding mechanisms to enable a sustainable forest actions by businesses in the value chain;
 - b) provide a wholistic private sector led plan developed and approved by all stakeholders across the plastic supply chain.
 - c) provide for policy recommendations that shall catalyze a sustainable forestry environment for businesses in Kenya requiring engagement with all levels of Government.
 - d) Action Oriented and Results driven – with actions that are achievable and relevant for Kenya with tangible results leading to an enhanced business forestry environment

promoted in a circular economy. The actions should stipulate roles of businesses, each stakeholder along the value chain including Government as well as the commitments.

4.0 Expected outputs

The following are the expected outputs;

1. An inception report detailing appropriate research methods, and a suitable work plan – to be prepared after the inception meeting with KAM.
2. A draft research report on the findings.
3. Draft Action Plan
4. Facilitation of stakeholders’ forum and to review the draft research report and Action Plan
5. Presentation of the draft report and Action Plan to the KAM technical and steering committee for approval.
6. A revised Research Report and Action Plan.
7. Presentation of the revised draft report and Action Plan to the technical and steering committee as well as KAM leadership and key government stakeholders in a validation session.
8. A final Report and Action Plan submitted to KAM team for adoption.
9. A popular version of Main Report and power point presentation of the same.
10. A bridged popular version of the Main report.

5.0 Timeframe and implementation schedule

The consultant will work under the overall supervision of the Kenya Association of Manufacturers and relevant officers. The consultancy is to be performed for **Twenty-one (21) days, starting in the month of October, 2020.**

The proposed timeline excludes the time gap in between relevant meetings between the consultant and stakeholders; as well as time that may be required for KAM to review the output for approval purposes.

Task	No of days	Deliverables	Timeline
Submit an Inception Report.	2	Inception report	By end of October 2020
Submit the Draft Research Report and Action Plan	10	First draft of the research Report and Sustainable forestry Action Plan	By October 2020
Participate in 3 meetings (internal and external feedback): <ul style="list-style-type: none"> • 2 meeting with KAM technical internal team. • 1 validation meeting with KAM manufacturers and relevant stakeholders. 	6	3 meeting reports. 2 nd Draft of the research Report and Sustainable forestry Action Plan	By October 2020

Submit a final Research Report and Action Plan	3	Final the research Report and Sustainable forestry Action Plan.	By October/ November 2020.
Total number of days	21 days		

6.0 Qualifications of the Consultant

The consultant (Individual or Firm) must have extensive experience in development of Training Manuals, corporate governance, policy and legislative research, and a clear understanding of the anti-corruption environment in Kenya.

Educational Qualifications of Individual/ Lead consultant (s) in the case of a Firm

1. Have Environment, Business, economics, law or related social science field.
2. Be a holder of a Masters qualifications in Environment, Business, economics, law or related social science field. A PhD would be an added advantage.

Professional Experience of Individual/ Lead consultant (s) in the case of a Firm

- Minimum of 10 years' experience in environment, business, commerce, economics, law or related social science field.
- Experience working with Government or private sector or similar organisation.
- Demonstrable experience in working with the various arms of Governments related to the subject matter.
- Experience in research and related policies and legislation.
- Ability to engage with a cross-section of stakeholders in the public and private sectors.
- Experience working with the national and county levels.
- In-depth knowledge and understanding of the Kenyan context on anti-corruption environment, corporate governance, business or manufacturing sector.
- Experience in developing training manuals will be an advantage.
- Have excellent writing and research skills.
- Excellent communication skills as well as the ability to communicate fluently in English. (spoken and written)
- Proven ability to work under pressure and meet deadlines.
- Have proven track record, knowledge and experience in environment, sustainability, business and sustainable governance in Kenya, regional or global context.
- Have excellent communication and project delivery skills.

7.0 Application for consultancy

Interested consultants are requested to submit two physical copies of technical and financial proposals with (one labeled original and the other one copy) by **25th September 2020 stating "KAM SUSTAINABLE FORESTRY ACTION PLAN"**;

1. Technical proposal

- i. Description of the firm and the firm's qualifications;
- ii. Copy of Company Certificate of incorporation
- iii. Tax Compliance Certificate (Valid)
- iv. Statutory KRA PIN and VAT certificate copies
- v. Brief description of Understanding of the requirements for services, including assumptions;
- vi. Proposed approach and methodology;
- vii. Proposed team structure;
- viii. Proposed project team members;
- ix. Executive brief of relevant similar projects undertaken in the past two (2) years.

2. Financial proposal

- i. A summary of the price;
- ii. The period of its validity;

3. Curriculum Vitae and two recommendations (For a firm should contain CVs for all Consultants involved in the Consultancy)

Physical address: KAM Procurement
 Kenya Association of Manufacturers
 KAM House
 Mwanzi Road, Opposite Westgate Mall
 P.O Box 30225 -00100
 Nairobi

8.0 Payment terms (provisions)

Kenya Association of Manufactures policy is to pay for contractual services based on performance of contractual services rendered.

9.0 Evaluation of proposals

A two stage procedure will be utilized in evaluating the proposals, with evaluation of the Technical component being completed prior to any price component. Scores will be awarded for the technical proposal.

The price component proposal will be opened only for those firms/ institutions whose technical component meets the requirements for the assignment, as indicated by a score of more than 70%.

Please note only successful candidates will be contacted.