

CONSULTANCY TO CONDUCT A BASELINE STUDY ON THE IMPACT OF CORPORATE SOCIAL RESPONSIBILITY (CSR) COMPONENT IN THE SUGAR & RICE GROWING REGIONS IN KISUMU, MIGORI AND SIAYA COUNTIES.

Dear Sir/ Madam,

RE: REQUEST FOR PROPOSALS TO CONDUCT A BASELINE STUDY ON THE IMPACT OF CORPORATE SOCIAL RESPONSIBILITY (CSR) COMPONENT IN THE SUGAR & RICE SECTOR REGIONS IN KISUMU, MIGORI AND SIAYA COUNTIES.

Kenya Association of Manufacturers (KAM) is the voice of Kenyan industry with a membership of about 1000 within the manufacturing and value add industries. The Association works towards the realization of the best business environment for industry in Kenya in order to improve their competitiveness.

Kenya Association of Manufacturers (KAM) is requesting for submission of technical and financial proposals for Consultancy to conduct a baseline study on the impact of Corporate Social Responsibility (CSR) component in the sugar & rice sector regions in Kisumu, Migori and Siaya counties.

To facilitate submission of the proposals, Kenya Association of Manufacturers has enclosed the 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 "Baseline Study" 13th July 2018 at 12:00 p.m. Late submissions will not be opened.

Yours Faithfully,

PHYLLIS WAKIAGA
KAM CHIEF EXECUTIVE

CONSULTANCY TO CONDUCT A BASELINE STUDY ON THE IMPACT OF CORPORATE SOCIAL RESPONSIBILITY (CSR) COMPONENT IN THE SUGAR & RICE GROWING REGIONS IN KISUMU, MIGORI AND SIAYA COUNTIES.

Terms of Reference

1. Background

Kenya Association of Manufacturers (KAM) in partnership with Danish Industries (DI) are implementing a project that seeks to establish a sustainable dialogue between the local sugar & rice companies on one side and respective local communities on the other side.

The project aims to foster a constructive and mutually beneficial partnership between companies and local communities.

2. Purpose

KAM believes that constructive partnership between the communities and the companies will provide a conducive environment for investment growth and help address the UN Global compact 10 principles. The Baseline Study on CSR activities will help show areas that needs to be strengthened in respect of the partnership between the companies and then local communities.

KAM wishes to engage a consultant to conduct the baseline survey in three major sugar and rice growing counties. The Consultant is expected to offer a short term consultancy to KAM with regard to supporting KAM enhance the sustainability performance of the Sugar Sub sector in a partnership initiative aimed at improving community – company dialogue in the Western Kenya region through a series of multi-stakeholder meetings

3. Role & Responsibilities of the Consultant

PART A

- I. Design a clear methodology for the baseline survey-to be approved by KAM;
- II. Development of the tool for conducting the baseline study-and ensuring the same is approved by KAM prior to application;
- III. Conduct site visits and collect data;
- IV. Ensure data quality and integrity;
- V. Data entry, cleaning and drafting of report;
- VI. Validation of the report;
- VII. Launch of the report.
- VIII. Mapping of all Companies in the selected sub-sector-this can bolster our membership recruitment;
- IX. Documentation of the CSR initiatives undertaken within the timelines set out in the scope-what is working/not working? Any emerging best practice? Challenges?

Recommendations?

- X. Documentation of a few case studies of highly successful CSR initiatives-one each for our member Companies-this is for the purposes of our communications.

B. To complete an updated CSR Baseline Study aimed at defining each company's CSR performance. This will form a basis for identifying and prioritizing selected issues for improvement. This will be done through;

- I. Preparing companies for the baseline study visit by briefing them on the process and required supporting material;
- II. Reviewing of previous available materials/ studies to ensure focus is put on issues of previous contention;
- III. Undertake Practical planning of the visit (in collaboration with the Sugar & Rice sector Officers);
- IV. Conduct a half day visit per company to undertake the baseline study. This is to include: tour of the premises, review of relevant documentation, dialogue with management and workers;
- V. Document the company's baseline visit by preparing a brief report and outline recommended priority actions for follow up;
- VI. Conduct a follow up meeting with the companies to discuss findings, to identify low hanging fruits and long term actions for improvements;
- VII. Development and Implantation of the CSR Strategy by the Consultant for the Sugar and Rice Industries

C. Issue group facilitation and CSR Implementation

- i. In liaison with KAM, prepare for six issue group meetings by: identifying the right stakeholders to join the meetings;
- ii. Preparation of meeting agenda;
- iii. In liaison with the Sugar & Rice sector officer, undertake practical preparation for the meetings;
- iv. Work with companies and /or CSO's to conduct trainings on key issue areas;
- v. Document issues and progress to be presented at the Pact meeting;

4. Expected deliverables/outputs expected from this exercise.

- I. Baseline survey tool;
- II. Draft baseline report;
- III. Final baseline report;

5. Qualification of consultant

- i. Bachelor's Degree in Political Science, Environmental Science, Law, Public policy or any related field;
- ii. Demonstrated experience in research
- iii. Proven experience in corporate, governance
- iv. Demonstrated experience of working in the Sugar growing regions of Kisumu and Migori County will be an added advantage
- v. Excellent presentation and written communication skills
- vi. Knowledge of the UN Global Compact's approach to engaging business on the 10th Principle is an added advantage

6. Duration of the assignment

The Consultancy will take a maximum of 60 calendar days to deliver.

7. Application Guidelines

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

- A. Technical proposal detailing the consultant/ consultancy firm's relevant experience in

Undertaking the assignment (maximum 5 pages); the proposal should cover:

- i. Description of the firm/individual and the firm's/individual's qualifications including description of similar projects undertaken detailing your experience in the field;
- ii. Understanding of the task;
- iii. Proposed approach and methodology (workplan);
- iv. Timing of activities and reports (Being a critical component as time is of essence);

- B. Financial proposal (maximum 1 page)

- I. Provide a detailed budget breakdown

The proposals are to be submitted to AAM Resources, Purshotam House, Chiromo Lane (next to Diagnostics Centre), Subject title "Baseline Study" 13th July 2018 at 12:00 p.m. Late submissions will not be opened.

Kindly note only shortlisted candidates will be contacted.