



20th August 2018

Consultancy support to the KAM Plastic Sector on assessment of existing local and global practices for postconsumer plastic packaging extended producer responsibility schemes

Dear Sir/ Madam,

RE: REQUEST FOR PROPOSALS FOR THE ASSESSMENT OF EXISTING LOCAL AND GLOBAL PRACTICES FOR POST CONSUMER PLASTIC PACKAGING EXTENDED PRODUCER RESPONSIBILITY SCHEMES.

Kenya Association of Manufacturers (KAM), is requesting for submission of proposals for consultancy services in respect to supporting the identification of existing global practices for post-consumer plastic packaging extended producer responsibility schemes.

This study is aimed at collating information on the working mechanisms of existing, successful and credible post-consumer plastic packaging extended producer responsibility schemes including take back mechanisms, while identifying the role of key stakeholders including Business Membership Organizations such as KAM in supporting the implementation of such schemes.

To facilitate submission of the proposals KAM has enclosed the following:

- a) Annex I: Terms of Reference (TOR) for the Study
- b) Annex II: Requirements for submission of proposals for consultancy services.

The proposals are to be submitted to AAM Resources, Purshotam House, Chiromo Lane (next to Diagnostics Centre), **by 1:00 pm on 3rd September 2018.** Late submissions will not be opened.

CHIEF EXECUTIVE

ANNEX I

Consultancy support to the KAM Plastic Sector on assessment of existing local and global practices for postconsumer plastic packaging extended producer responsibility schemes

TERMS OF REFERENCE

1 Background

The Kenya Association of Manufacturers (KAM) is the representative organisation for manufacturing value – add industries in Kenya. KAM has a membership of more than 1,000 members that are categorised into 14 sectors, defined by the type of raw materials the companies import or the products they manufacture. The plastics sector is one of KAM's 14 sectors, and includes businesses that primarily provide packaging to various industrial sectors.

KAM's plastic sector has been deeply impacted by the government's directive to ban plastic carrier bags which was effected in August 2017. While industrial (primary) packaging are exempt from the ban, manufacturers are required to demonstrate the existence of a take back mechanism for the plastic packaging. In January 2018 the National Environment Management Authority (NEMA) expressed its intent to ban Polyethylene Terephthalate (PET) bottles due to its negative impact to the environment resulting from poor and inefficient post-consumer waste disposal methods. These events have put the KAM plastic sector players on the spotlight, with stakeholders looking to industry for sustainable solutions to the waste management challenge, specifically those related to post-consumer plastic packaging, through implementation of extended producer responsibility schemes and in particular using take back mechanisms.

2 Objective of the study

The main purpose of this assignment is to analyze best practices on Extended Producer Responsibility (EPR) schemes with a view to managing postconsumer plastic packaging waste in Kenya. Specific objectives includes the following:

1. Review at least six best practices on post-consumer plastic packaging EPRs (2 from Africa and 4 from the Rest of the World).
2. Recommend an appropriate post-consumer plastic packaging EPR scheme(s) for possible adoption in Kenya.
3. Undertake a stakeholder analysis that includes KAM, in relation to the proposed EPRs that will be recommended in (no 2 above).

3 Scope of Work

- a) The study is about Kenya

- b) The study should take into account various plastic packaging materials including but not limited to plastic bags, drinks bottles, disposable cups and plastic bags or boxes sold with food, consumer products, or other goods; manufactured by various polymers including but not limited to PET, HDPE, LDPE and PP.
- c) The study is about current post-consumer, plastic packaging EPR. Schemes
- d) In undertaking the study, the consultant shall:
 - i. Provide a review of legal and regulatory frameworks supporting post-consumer plastic packaging EPR Schemes.
 - ii. Provide the global and local definitions as well as examples of post-consumer plastic packaging Extended Producer Responsibility including Take Back Mechanisms
 - iii. Provide an assessment of the schemes implementation mechanisms e.g. fee collection and amounts, costs
 - iv. Provide an assessment of the identified schemes success and implementation challenges
 - v. Review and make reference to KAM publications, document and other relevant material to be provided by the client as well as own sources.

4 Expected Output

The following will be key deliverables of this study:

- a) An inception report of the assignment
- b) A draft report for review by KAM team prior to finalization
- c) A revised draft after incorporating comments from KAM
- d) Presentation of the draft report in a validation session
(Validation shall be through KAM sector leadership or as advised by the client).
- e) A final report submitted to KAM team for adoption
 - i. A popular version of final report
 - ii. A bridged popular version of the final report
- f) Presentation of the report in a dissemination workshop

Note: All deliverables for this consultancy will be in form of an electronic copy and two hard bound hard copies.

5 Duration and reporting

The assignment is expected to be completed within 30 working days after the signing of the contract. Upon successful application and contracting, the Consultant will be expected to submit an inception report within one week (5 working days) outlining details of activities with proposed methodology and timeline.

The successful Consultant shall work closely with the KAM-PET Officer to ensure all the deliverables are reached. Overall reporting will be to the KAM CEO.

6 Qualification of Consultant

- Msc. Degree in a relevant field, background in Environmental Science or Waste Management is an added advantage;
- Experience in consulting for both the public and private sectors.
- Proven experience in dealing with diversified entities encompassing government agencies, development partners, donor organizations. (Kindly provide details on name of client, description of project contract duration and amount)
- Ability to deliver the assignment under a very short timeline

ANNEX II

7 Manner of Submission

- a) Your proposal shall be prepared in the English Language and comprise of the following documents
- A. Technical component - Technical Proposal of not more than 5 pages including:
- i) Description of firm and firms qualification
 - ii) Proposed approach and methodology
 - iii) Timing of activities and reports
 - iv) Deliverable and output including how to measure them
 - v) Proposed team structure with detailed profile and minimum qualification

Please note that inclusion of such profile constitutes a commitment to use those members and substitution in the event of the contract awarded will lead to cancellation of contract

- B. Financial (Price Component) - Financial proposal of not more than 3 pages

The financial component shall include a cover letter where the firm authorized representative affirms the following:

- i) Summary of price
- ii) The period of validity

In addition, the price component must cover all the services to be provided and must be itemized as follows:

- i) Unit and total fees per person for each team member to be assigned to the task and a rate for office work, if any
 - ii) Other cost, if any(Indicating nature and breakdown)
 - iii) Summary of the total cost for the services proposed
 - iv) Taxes
- b) 2 copies of the financial and technical proposals shall be submitted
- c) Each copy should be on a separate sealed envelope clearly indicating whether the proposal is technical or financial;
- d) One copy shall be marked "Original" and the second one "Copy". In the event of any discrepancy between them, the Original will govern.
- e) Please attach a copy of your PIN and VAT certificate, Tax Compliance certificate, Certificate of Incorporation and CV(s) of your key professional staff who will be involved in this assignment.
- f) All the proposals should be enclosed in one main envelope which should be sealed and titled

“TENDER FOR PROPOSALS FOR CONSULTANCY SUPPORT TO THE KAM PLASTIC SECTOR ON ASSESSMENT OF EXISTING LOCAL AND GLOBAL PRACTICES FOR POST CONSUMER PLASTIC PACKAGING EXTENDED PRODUCER RESPONSIBILITY SCHEMES”

Do not indicate the name of the firm in the outer envelope.

g) Evaluation of the proposal

Evaluation will first be done on technical component (70%) and score awarded before evaluating the price (30%) component

h) Timing

The proposals are to be submitted latest **1:00 pm on 3rd September 2018** to the following address

**AAM Resources,
Purshotam House, Chiromo Lane (Next to Diagnostics Centre)**

NB: Late submissions will not be opened.