



CONSULTANCY FOR TECHNICAL EDITORIAL SERVICES FOR THE KAM SUSTAINABLE DEVELOPMENT GOAL READINESS STUDY REPORT

1.0 Background

The Kenya Association of Manufacturers (KAM) is the leading Business Member Organization in East Africa and is the representative organization for manufacturing value-add industries in Kenya. KAM plays a key advocacy role on behalf of manufacturers in Kenya by providing an essential link for co-operation, dialogue and understanding with the Government and related agencies. KAM has over 1000 members and represents over 40% of Kenya's manufacturing value add industries.

KAM also represents Kenya's manufacturing sector interests in the region and beyond e.g. East Africa Community (EAC). To achieve the core mandate of policy advocacy, KAM promotes trade and investment; upholds standards; and encourages the formulation, enactment and administration of sound policies that facilitate a competitive business environment and reduce the cost of doing business.

KAM was actively involved as a representative of a high level panel to advice on the development of SDGs. KAM also serves as the secretariat to the UN Global Compact Network Kenya, which aims to advance business awareness and action in support of achieving the SDGs by 2030. KAM in collaboration with the UN Global Compact Network in Kenya, is therefore strategically placed to champion the adoption of SDGs and the establishment of public private partnerships on the same. Specifically, policy makers need to review and change economic policy, including the patterns of production, distribution and consumption within a framework of green growth to increase Kenya's chances of meeting all SDGs.

In 2018, KAM developed a study on Kenya's SDG readiness that was aimed at defining roles and propose strategies of engagement for all stakeholders involved in the consultative process. The study;

- i. Reviewed legislation, policies, strategies and plans to propose how sustainable development principles will be integrated into national development.
- ii. Reviewed the National SDGs Roadmap within the context of ‘a green economy’, and assessing potential gaps and opportunities;
- iii. Evaluated SDGs Roadmap Plan and assessed SDG readiness of all arms of Government.
- iv. Enhanced stakeholder knowledge on the SDGs with particular emphasis on green growth/economy as the transformational aspect of Agenda 2030;
- v. Developed and proposed indicators for monitoring SDGs implementation
- vi. Documented and shared good practices, lessons and challenges in engagement with the SDGs.

2.0 Objective of the Consultancy

The objective of the Consultancy is to provide technical editorial services for the KAM Sustainable Development Goal Readiness study report and develop legislative brief fact sheets on the SDG Goals based on the study findings.

3.0 Scope of Work

The Kenya Association of Manufacturers (KAM) requests for technical and financial Proposal from individuals and firms to provide technical editorial Services for the KAM Sustainable Development Goal Readiness study report and develop legislative brief fact sheets on the SDG Goals based on the study findings.

4.0 Services Required

KAM requires the following services:

1. Review of the content of the study to ensure;
 - i. The content is up to date and the recommendations are SMART to ensure implementation.
 - ii. Ensure that the text meets Publication requirements of the style guide regarding capitalization, punctuation, word usage, highlighting (bold, italics), use of symbols, font usages and bibliographic references among others.
 - iii. Ensure that all the numbered lists are numbered correctly.
 - iv. Ensure that the figure captions, table or diagrams are consistent with the text and the illustration in the figures (for example, references to the names of dialog boxes and fields are correct).
 - v. Ensure that all the page breaks are consistent with page layout provided.
 - vi. Ensure that the required front and back matter (e.g. preface, index, and glossary) are included.
 - vii. Augment the flow of the document which includes Table of Contents, and Abbreviations.

viii. Correct all typographical errors and the use of language.

2. Develop SDGs legislative brief fact sheets with information on the following;
 - i. Legislative, policy and institutional gaps
 - ii. Relevant data and statistics on the SDGs
3. Provide KAM with a soft and hard copy of the revised study.
4. Provide any other findings that the Technical Editor shall deem suitable and appropriate for the improvement of the study report.

5.0 Expected Outputs

The following are the expected outputs:

1. The edited copy of the KAM Sustainable Development Goal Readiness study report.
2. SDGs legislative brief fact sheets

In the course of providing the services, the consultant will be required to:

1. Report to and provide regular updates to KAM;
2. Consult internally with KAM for any relevant information;
3. Make presentations to stakeholders on the edited report and the SDGs legislative brief facts sheet when required.

6.0 Timeframe and implementation schedule

The consultant will work under the overall supervision of the Kenya Association of Manufacturers, Policy, Research and Advocacy Unit.

The consultancy is to be performed over 14 days, starting in the month of August 2019. 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 the edited report and the SDG Fact sheet	14	1. Edited report 2. SDGs legislative fact sheets	By August 2019
		First drafts of the amendments	By mid-August 2019

		and regulations	
Participate in 2 meetings (internal and external feedback): <ul style="list-style-type: none"> • 1 meeting with KAM technical internal team. • 1 meeting with the SDG Technical Committee 	2	2 nd Draft the edited report and the SDGs legislative fact sheets incorporated feedback from the meetings.	By August 2019
Submit a final copies of the edited report and the SDG Fact sheet	3	Final edited report and SDGs legislative fact sheets	By August 2019.
Total number of days	17 days		

7.0 Qualifications of the Consultant

The successful consultant (Individual or Firm) must have extensive experience in offering technical editorial services. In addition, the consultant should:

Educational Qualifications

1. A Bachelor's degree in social sciences or any relevant course from a recognised and reputable institution.
2. Be a holder of a Master's Degree.

Professional Experience

1. Minimum of 5 years' offering technical editorial services.
2. Experience working on issues around SDGs would be an added advantage.
3. Ability to engage with Sustainable Development Goals issues
4. Demonstrable experience in offering professional technical editorial services
5. Experience producing high quality related publications.
6. Ability to engage with a cross-section of stakeholders in the public and private sectors.
7. Have excellent writing and research skills.
8. Excellent communication skills as well as the ability to communicate fluently in English (spoken and written);
9. Proven ability to work under pressure and meet deadlines.

8.0 Application for consultancy

8.1 Manner of submission

Applications for the consultancy shall be applied and submitted as follows;

1. Your proposal shall be prepared in the English Language
2. Your proposal shall comprise the following documents:
 - a) Technical component
 - b) Financial /price component (both in separate envelopes)
 - c) Curriculum Vitae and two recommendations (For a firm should contain CVs for all Consultants involved in the Consultancy)
3. Your proposal shall be prepared in duplicate with one marked “original” and the other marked “copy”. In the event of any discrepancy between them, the original shall govern.
4. Please insert dates and address as necessary

8.2 Content of the Proposal

1. Technical Component

- 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 2 years.

2. Financial (Price Component)

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

NB: Financial proposal and Technical proposal should be in different envelopes

Payment terms (provisions)

Kenya Association of Manufactures policy is to pay for contractual services based on performance of contractual services rendered. Our Credit terms are usually 30 days upon receipt of the invoice.

8.3 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 60%.

8.4 Deadline for Submission

The proposals are to be submitted to **KAM HOUSE, 5th floor, by August 27, 2019, at 4.00 p.m. late submissions will not be opened.**

Please Label the Envelope “REVIEW OF THE SDG READINESS STUDY”

Physical address: KAM Procurement
 Kenya Association of Manufacturers
 KAM House, 5th floor
 Mwanzi Road, Opposite Westgate Mall
 P.O Box 30225 -00100
 Nairobi

Marginalized groups such as youth, women and persons with disability are encouraged to apply.