



**07 November 2019**

**Consultancy for EMA 2020 Lead Technical Consultant**

Dear Sir/ Madam,

**RE: REQUEST FOR PROPOSALS FOR THE CONSULTANCY**

Kenya Association of Manufacturers (KAM) is requesting for submission of proposals for consideration to offer consultancy services as the Technical Lead Expert for in respect to EMA 2020 technical committee. The Energy Management Award (EMA) has its participation open to all medium to large scale industries and the services sector.

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 KAM 5<sup>th</sup> Floor, Mwanzi Road, Westlands, **by 15th November 2019 at 4.00 pm**. Late submissions will not be opened.

**CHIEF EXECUTIVE**

## ANNEX I

### Consultancy for EMA 2020 Lead Technical Consultant

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#### TERMS OF REFERENCE

##### 1. Background

The Energy Management Award (EMA) has its participation open to all medium to large scale industries and the services sector. Participating enterprises have to demonstrate a commitment to improving energy utilisation in their operations through policy, training, planning, and implementation of planned activities and measurement, verification, and documentation of achievements.

Awards will be won in the following categories:

- *Overall Energy Management Award*
- *Best Energy Management Team Award*
- *Fuel Savings Award (SME, Large)*
- *Electricity Savings Award (SME, Large)*
- *Service Sector Award*
- *Energy Innovation Award*
- *Sustained High Performance Award*
- *Best New Entrant (SME, Large)*
- *Technical committee Award*
- *Student's Award*
- *Public Institutions Award*

##### ***About KAM***

The Kenya Association of Manufacturers (KAM) was formed in 1959 as a representative organization for Kenyan industrialists. KAM is a non-partisan, non-profit, membership organization. It has over 1000 members in manufacturing and processing and associate members, whose business activity contributes to expansion of industry, including financial institutions, insurance companies, and consulting firms. KAM represents its member's interests with central government, regulatory agencies, and local authorities. It provides services to encourage members to uphold standards, compete fairly, and contribute to the development of Kenya's industrial potential

The Centre for Energy Efficiency and Conservation (CEEC) based at KAM champions Energy Efficiency and conservation in the country.

EMA was launched in 2004 by the GEF-KAM Energy Efficiency Project which was the predecessor to the CEEC. Since 2006, the awards have been organized by the CEEC.

##### ***Award Criteria***

The award criteria follows the sections in the assessment tool and are divided into seven main sections as follows:

1. General information on Operations
2. Energy policy
3. Planning and implementation
4. Aggregate Energy performance
5. Achievements
6. Innovation and best practice
7. Others

### ***Structure of the Award***

The following have been established to guide the award process:

- **An Advisory Council** comprised of senior representatives of key stakeholders including industry, ERC, UNDP and the Government. The purpose of the Advisory Council is to champion the award, provide fair and objective guidance and to appoint a Panel of Judges.
- **A Technical Team** comprised of eminent technical specialists on energy management drawn from key stakeholders. The purpose of the Technical Team is to provide technical and peer review to the award process and to carry out technical evaluations and make recommendations to the panel of judges for the winners and runners-up based upon set criteria.
- **A Panel of Judges** comprised of appointees by the Advisory Council. The purpose of the Panel of Judges is to act as the “external examiner” in the award process.

## **2. Objectives**

The main objective of getting a lead technical consultant is to provide technical support for all the committees that will be involved in EMA 2020 which includes the judges and the advisory council. This will also include review of the process.

The other objective is to provide satisfactory feedback to participants during the gala dinner; in form of the presentation and thereafter; in form of feedback reports to each participant.

## **3. Task**

The main task of the Technical Lead Expert is to provide technical support for the Energy Management Award 2020. The Consultant is expected to:

- a) Coordinate the 3-day Technical Assessment Workshop which will review the assessment tools submitted and award scores based on the predetermined marking scheme.

- b) Review the technical tools documentation submitted for EMA 2020 and compile a summary on strengths and weaknesses for each submitted tool.
- c) Develop and prepare evaluation criteria (protocol) and templates to be used by the technical team to award scores for the EMA participants.
- d) Prepare a technical report on the assessment process to be submitted to a panel of judges
- e) Prepare power point slide shows with specific highlights on each winner(s) notable achievements.
- f) Present a technical report to the panel of Judges and provision of technical support in the judging process. The report should include
  - i. Information for each award **category** on an **individual** spread sheet.
  - ii. Summaries should be prepared based on the award categories to enable the Judges to make a quick and fair assessment and **should not** be in a consolidated spreadsheet.
  - iii. Marks on each section of the tool should be summarized as below example

Company Name	Tech Com. Score	Energy Policy & Commitment	Planning & Implementation					Aggregate Energy Performance	Achievements	Innovation And Best Practice
			Planning	Roles And Responsibilities	Training And Capacity Building	Energy Programmes	Monitoring And Performance			

- iv. All formulas used for calculating intensities energy savings etc should be included as an Appendix
- g) Prepare feedback report for the EMA 2020 participants. The activities to be undertaken include
  - Reviewing the submitted assessment tools and identifying area of strength and weaknesses for each respective EMA 2020 entrant in each section;
  - Giving suggestions on areas of improvement and where required recommending energy audit

## 4. Qualifications

The task requires:

- A thorough understanding of the contents of the tool itself including the scoring grid and interpretation of the same for fair review of filled in of assessment tool by participants
- Thorough understanding of the EMA assessment, award process and categories
- Technical expertise, knowledge and practical experience in the field of energy management
- Expertise and experience in data analysis and presentation in form of reports and power point
- Good and long- term knowledge of the dynamics of the energy sector in Kenya.

## 5. Methodology

Consultants should propose how they intend to approach the delivery of the requirements set out above. Various methods of delivery should be used to broaden the scope of what has been done over the years.

## 6. Expected Outputs

Based on the requirements outlined in the preceding sections, the following are the expected outputs:

- EMA 2020 technical committee report
- Judges presentation preparation and actual presentation
- Gala dinner presentation preparation
- EMA 2020 feedback reports – to participants
- EMA 2020 reviewed assessment tool, scoring grid and verification report format

## 7. Start and Duration of Work

Item No.	Description	Timing	Duration (days)
	Conduct 4 technical visits to some of the participating organization to verify information submitted by the industry		1

2.	Conduct 3-day Technical Assessment workshop for technical team to prepare technical report	February 22-24, 2020	3
3.	Preparation of technical report on the assessment process to be submitted to the panel of Judges	March 2020	1
4.	Present the report to the Judges	March 9 2020	1
5.	Prepare technical presentation material for the gala night		2
6.	<p>Prepare feedback report for the EMA <u>2020</u> participants. The activities to be undertaken include</p> <ul style="list-style-type: none"> <li>▪ <i>Reviewing the submitted assessment tools and identifying area of strength and weaknesses for each respective EMA 2020 entrant in each section;</i></li> <li>▪ <i>Giving suggestions on areas of improvement and where required recommending energy audit</i></li> </ul>	By April 30, 2020	10
7.	Review of EMA Assessment tool and verification report format	April 2020	1
	<b>Total</b>		<b>19</b>

## **ANNEX II**

### **Manner of Submission**

- a) Your proposal shall be prepared in the English Language.
- b) Your proposal shall comprise the following documents:
  - i. Technical component and
  - ii. Financial component.
- c) Each copy will be on a separate sealed envelope clearly marked and indicating the name of the firm and whether the proposal is technical or financial;
- d) 2 copies of the proposal shall be submitted and marked "Original" on one 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, Valid Tax Compliance certificate, Certificate of Incorporation and CVs of your key professional staff who will be involved in this assignment in the technical proposal.
- f) All the proposals will be enclosed in one sealed main envelope titled  
  
'TENDER FOR'

### **Consultancy for EMA 2020 Lead Technical Consultant**

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

#### Content of Proposal

- Technical Proposal of not more than 2 page
- Financial proposal of not more than 1 page

Tenders must be delivered to KAM at the address given below by **5th November 2019 at 4.00 pm.**

**Physical Address:**

**KAM House,**

**Location:**

**15 Mwanzi Road, Westlands, P.O. Box 30225-00100, Nairobi,**