



# THE WOMEN IN MANUFACTURING AWARD 2020

**ASSESSMENT TOOL FOR APPLICANTS**

**ORGANIZED BY  
KENYA ASSOCIATION OF MANUFACTURERS**

Dear Applicant,

Kenya Association of Manufacturers is delighted that you have applied to be a participant in [Women in Manufacturing Awards \(WIMA\) 2020](#)

In 2017, KAM launched the Women In Manufacturing Programme, which is a first of its kind in the Association and in the Country.

The program provides a platform to bring together women from large, medium and small industries in an effort to inspire them to venture into more sectors in industry and enable them to break traditional barriers.

The purpose of **the Women in Manufacturing Award** is to recognise women/women owned enterprises/enterprises that have achieved outstanding results in championing inclusivity and the growth of women in the manufacturing value chain.

**This tool is not only intended to assess your industry's governance and inclusivity performance for the purposes of the award, but can also function as a useful tool for your industry in designing your future as we transition to industry 4.0**

All the best!

**Phyllis Wakiaga**  
**Chief Executive**

Kenya Association of Manufacturers

## INTRODUCTION

Participation in the Women in Manufacturing Awards (WIMA) is open to all small, medium and large scale industries. Participating enterprises have to demonstrate a commitment to champion the inclusivity agenda in their operations through policy, capacity building, employee retention and implementation of inclusive strategies to promote growth.

Awards will be won in the following categories:

- ▶ *The Inclusivity Legend Award*
- ▶ *Best Lead Multinational*
- ▶ *Best Lead – Micro and Small*
- ▶ *Best Lead -Medium*
- ▶ *Best Lead - Large Company*

## 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 800 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 Women In Manufacturing (WIM) Programme was launched on May 17th 2017. The programme's aim is to enhance market access for women industrialists in Kenya, provide an enabling environment for them and improve their competitiveness locally, regionally and globally. WIM runs as a Caucus within KAM and involves women-owned, founded and led businesses in Kenya.

WIM, targets women in Micro, Small and Medium businesses to provide them with networks, skills and knowledge to access bigger markets, expand their current businesses and venture into diverse sectors.

Since its inception, the Caucus has had 10 forums and hosted regional industrialists from Nigeria, Ghana and South Africa.

## **AWARD CRITERIA & HOW YOUR APPLICATION WILL BE JUDGED**

The award criteria required in this assessment tool are divided into six main sections as follows:

1. Classification
2. General information on Operations
3. Adherence to policy regulations
4. Specific Questions
5. Inclusivity Legend Award

Sections 1 - 3 consists of basic facility information that is required of all award applicants. Section 4 forms the main criteria upon which your facility will be judged. Section 5 is specific to the Inclusivity legend award.

## **STRUCTURE OF THE AWARD**

The following have been established to guide the award process:

- ▶ **The WIM Steering Committee** comprised of representatives of women-led and women-owned enterprises
- ▶ **Panel of Judges** comprised of appointees by the WIM Steering Committee. The purpose of the Panel of Judges is to act as the “external examiner” in the award process.

## **FILLING IN THE AWARD ASSESSMENT TOOL**

Attached to this assessment tool is a set of guidance notes to help in filling in the sections. Should you require any further assistance, please call the Women in Manufacturing Lead Coordinator, whose contact details are given below.

You are requested to fill in every question in the tool. Where a question is not applicable, please state this as N/A and include a reason if possible.

Should you require additional space, please use a clearly labelled separate sheet and state that you have done so in the appropriate section of the assessment tool.

**Please ensure that the cover sheet accompanying this assessment tool is also completed and signed by the company’s Chief Executive.**

## **SUBMISSION OF YOUR APPLICATION**

Please submit a copy of the assessment tool together with approved and verified relevant supporting documents to:

**KAM Women in Manufacturing Award Secretariat**

E-mail: [wimawards@kam.co.ke](mailto:wimawards@kam.co.ke)

**E-mailed responses should be in PDF (Portable Document Format) and accompanied by Scanned copies of supporting documents.**

**DECLARATION FORM**

The details of this assessment tool will be subject to verification by a panel of judges appointed by the award organisers.

Any false statements will lead to automatic disqualification from the award process.

I certify that the information contained in this assessment tool is a true and fair representation of the performance of the company, and that the data may be used for the purposes of evaluating and promoting the Women in Manufacturing Award

**Name of Company:** -----

**Name of Chief Executive/MD/or Authorized person**-----

**Signature of Chief Executive/MD/ or Authorized person:** -----

**Date:** -----

**Contact Person for the Assessment Tool:**

**Name:** -----

**Designation:**-----

**Signature:** -----

**Email address:** -----

**Company Stamp:**

**1. Kindly select the category under which you are making your application for the WIM Awards**

- Micro and Small Enterprise/Company
- Medium Enterprise/Company
- Large Enterprise/Company
- Multinational
- The Inclusivity Legend Award

**2. GENERAL INFORMATION ON OPERATIONS (5 POINTS)**

**I. Sector (Manufacturing / service/ other):**

i. -----

**II. Brief description of products/services:**

i. -----

ii. -----

**III. Number of years in operation: -----**

**3. ADHERENCE TO POLICY REGULATIONS (15 Points)**

- I. Adherence to policy regulations? (Tax compliance, Standards, Health and Safety and any other relevant to your sector attach a copy approved by top management)
- II. How often are policies reviewed and updated? Please attach documented evidence e.g. old and new policies.
- III. How are policies communicated to employees, customers, suppliers (attach evidence)

**4. Specific questions**

**(Only respond to the questions in your specific category and attach evidence)**

***Small and Micro Companies/Enterprises: INNOVATION AND BEST PRACTISE (20 Points)***

- I. Indicate any international policies adopted in your organization that inculcate gender equality and inclusion
- II. Demonstrate achievement of Best Practise (e.g. KAIZEN)

- III. Demonstrate innovative programs/policies in your organization which foster women participation in manufacturing
- IV. What incentives does your company provide to staff for creativity and ideas on inclusivity? Please describe and attach evidence

**Medium Enterprises/Companies: GOVERNANCE / ORGANIZATIONAL STRUCTURE (20 Points)**

- I. Does your company have plan/programs on inclusivity and equality (attach a copy approved by top management)
- II. State the specific strategies/plans and programs that have deliberately increased participation of Women in your enterprise (attach a copy approved by top management)

**Roles and Responsibilities**

- I. Does your organization have a HR Policy and a designated HR officer? If yes, please describe and attach the Guidelines/ functions of the policy.
- II. Demonstrate the growth pattern of women in your organization.

**Training and Capacity Building**

- I. Does your organization facilitate training for employees? (Please attach the program for 2019)
- II. Please list two training programs specifically for women in your organization (attach evidence approved by management)

**Table 1: Training Courses on inclusivity and opportunities for women in manufacturing (Attach evidence: certificate of attendance, confirmation emails or attendance list)**

Staff Name and Designation	Description of Training Course / conference (specify if internal or external)	Date of Course(over the last 1 year)	Course organised by




**Large Companies/Enterprises: Sustainability (20 Points)**

- I. Does your company have plan/programs on inclusivity and equality (attach a copy approved by top management)
- II. Demonstrate sustainability in regard to:
  - a. Energy Efficiency
  - b. Water Efficiency
  - c. Carbon Footprint
  - d. Environmental Conservation
- III. Demonstrate the impact of your sustainability initiatives
- IV. Outline sustainability initiatives specific to increasing women’s participation in manufacturing

**Multinational Companies: Supporting Women in the value chain (20 Points)**

- I. Does your company have plan/programs that encourage women to supply or support your production processes?
- II. Indicate institutions established to build capacity of women in the value chain
- III. Demonstrate the number of enterprises incorporated into the value chain through your support
- IV. Indicate the number of enterprises stated above that are owned and run by women

**5. The Inclusivity Legend Award**

This Award seeks to recognize a woman/man that has played an extremely active role in championing the inclusivity agenda. The all-round person must be able to demonstrate having impacted or changed lives through advocacy on issues regarding gender, sustainability and or economic empowerment.

It shall recognize a woman/man that has the following qualifications:

- Over 20 years in manufacturing/industry
- Has demonstrated having overcome particular obstacles to be successful
- Demonstrate growth leader: economically/leadership
- Has been recognized by other bodies/Governments: OGH/OBS
- Demonstrated having inculcated strategies to promote the growth of women

Nominees:

- Companies shall be able to nominate their heads
- A person can nominate themselves
- Nominations made by other BMOs
- Nominations by the KAM WIM Steering Committee

***DEADLINE OF SUBMISSION: 29<sup>th</sup> February 2020***

Tool can be sent via email to **wimawards@kam.co.ke**

***Please note that all documents provided for this assessment shall be held in utmost confidentiality and will only be accessed by the judging committee***