



TERMS OF REFERENCE FOR TECHNICAL EDITORIAL SERVICES

1.0 Summary Objective of the ToRs

The Kenya Association of Manufacturers (KAM) requests for technical and financial quotations from firms to provide technical editorial Services for the KAM Regulatory Audit and Compliance challenges survey, 2020.

2.0 Organization Description

Established in 1959, KAM is one of the long standing business membership organization in the value-added industry with extensive countrywide network in Kenya. The organization's core mandate is to advance the interest of its members and the entire business community by fostering a business friendly environment, with a view to grow the manufacturing sector in Kenya.

3.0 Scope of the services

The Kenya Association of Manufacturers conducted an audit on the Regulatory and Compliance Challenges in Kenya. The report sought to:

- i. Undertake an investigative survey of Kenyan Laws and regulations with the objective of identifying the number of institutions regulating a particular sector.
- ii. It identified the amounts payable by one manufacturer to different government agencies at both levels of Government.
- iii. It also examined the frequencies with which the payments were expected to be paid.
- iv. It reviewed regulatory compliance challenges and made recommendations on how they can be mitigated.

4.0 Services Required

KAM requires the following services:

- i. Review 2008 KAM report on regulatory and update it using the draft report of 2019.
- ii. Update the report using the data collected by KAM in 2020 from all sectors.
- iii. Review of the content of the study to ensure it is accurate and the recommendations are SMART to ensure implementation.

- iv. Identify and extract from the draft sector's report key messages to be condensed into a short advocacy brief document with recommendations of the Study written in an accessible style, to be disseminated as executive policy briefs, press releases and to wider audiences based on the evidence presented in the report.
- v. 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.
- vi. Ensure that all the numbered lists are numbered correctly.
- vii. 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).
- viii. Ensure that all the page breaks are consistent with page layout provided.
- ix. Ensure that the required front and back matter (e.g. preface, index, and glossary) are included.
- x. Augment the flow of the document which includes Table of Contents, and Abbreviations
- xi. Correct all typographical errors and the use of language.
- xii. Provide KAM with a soft and hard copy of the study.
- xiii. Provide any other findings that the Technical Editor shall deem suitable and appropriate for the improvement of the report.
- xiv. Develop a draft report structure for adoption by the client
- xv. The report should have cross cutting issues and specific issues
- xvi. Develop an implementation plan for the report

5.0 Deliverables

- a) An inception report within 5 days upon signing of the contract.
- b) One edited, copyedited and proofread Regulatory Audit and Compliance challenges survey,2020, within 30 working days effective the day of signing the contract
- c) An abridged version of the report

6.0 Quotation requirement

To evaluate the firms, KAM requires submission of the following:

- a. Technical Proposal with the following :
 - i. Individual or Firm/Company profile
 - ii. Individual or Company's experience on offering technical editorial services.
 - iii. A copy of the Company's VAT certificate, PIN, Corporation certificate where applicable, up to date KRA Compliance certificate.
- b. Financial quotation of the estimated fees.
 - i. A summary of the price;

- ii. The period of its validity;

Details of the billing details and rates in Kenya Shillings that would be charged by the company/firm if it were to be engaged to provide the required services.

7.0 Agency Contacts and selection process

Any firm responding to the ToRs and requesting for further clarification, must submit its quote or clarification via the following options:

Interested consultants are requested to submit two physically copies of their proposal with one marked original and the other one copy by 24th July 2020 stating “technical editorial Services for the KAM Regulatory Audit and Compliance challenges survey”;

Physical address: KAM Procurement

Kenya Association of Manufacturers (KAM)

P.O BOX 30225 – 00100 Nairobi.

KAM Building, Mwanzi Road, Opp. Westgate.

Telephone: +254 (020)2324817/ (020)2166657/0706612384.

8.0 Rights Reserved

KAM reserves the right to amend any segment of the ToRs to the announcement of a selected firm. In case of such an amendment, all respondents will be afforded the opportunity to revise their proposals to accommodate the ToRs amendment.

KAM also reserves the right to remove one or more of the services from consideration for this contract should the evaluation show that it is in KAM’s best interest to do so.

KAM may also, at its discretion, issue a separate contract for any service or groups of services included in this ToRs. KAM may negotiate additional provisions to the contract awarded under this ToRs.

9.0 Objective of the proposal evaluation

The evaluation process will be structured to secure highly-skilled, diligent, responsive, and experienced professional firm which will be effective in providing the high quality of editorial services that KAM desires. The primary objectives of the evaluation process is to select firm that is competitive in terms of technical capability and also financial proposal.

10.0 Schedule

Below is the schedule and may be changed if necessary. If the schedule changes, affected respondents will be notified.

TOR issued on	
Proposals due on	