



## **PREQUALIFICATION FOR CONSULTANCY SERVICES TO UNDERTAKE ENVIRONMENTAL COMPLIANCE TRAINING FOR KENYA ASSOCIATION OF MANUFACTURERS**

### **ANNEX I Terms of Reference for consultancy services to undertake Environmental compliance training.**

#### **1. Background**

1. Kenya Association of Manufacturers (KAM) is the voice of Kenyan industry with a membership of about 1000 members within the manufacturing and value add industries. KAM works towards the realization of the best business environment for industry in Kenya in order to improve their competitiveness. The association in collaboration with the Ministry of Energy established the Centre for Energy Efficiency and Conservation (CEEC) in 2006 that has been working to assist industry on energy efficiency and conservation.

KAM through the newly formed Centre for Green Growth and Climate Change (CGGCC) is expanding its training scope for its members to include training on Environmental Compliance in line with the local regulatory requirements and in line with the ultimate goal of sustainable manufacturing.

KAM having identified the compliance knowledge gap; this necessitated the need to intervene and ensure that the industry is kept abreast of not only the legal requirement but also the technologies available to meet the compliance levels required.

This need was further propelled by recent events where manufacturers have found themselves on the receiving end of the law with abrupt shutdowns by National Environmental Authority due to lack or low compliance levels.

#### **Objective of the assignment:**

- I. To provide manufacturers with indepth training on best practices in environmental compliance requirements in industry as per the established regulations, train them on; existing technologies, implication of non-compliance and benefits of compliance to industry including cost advantage of compliance

#### **2.0 Purpose of the call**

The purpose of the call is.

- I. To prequalify a list of environmental compliance trainers to undertake the training of industry on behalf of KAM
- II. To have model proposal of training from the various trainers listed as eligible to undertaken trainings with clear timelines per training and expected cost of the trainer.
- III. To have proposed a proposed course content coverage by the trainer and proposed tools of training.

- IV. To undertake environmental compliance training to industries on the following subjects at the minimum;
  - Air, Liquid, Solid and Chemical Waste management in manufacturing
  - Products Carbon Foot Printing in Manufacturing

### **3.0 Terms of Reference**

- I. To design a course coverage of environmental compliance training and on the minimum to cover the following areas;
  - Air quality management
  - Wastewater management
  - Solid waste management
  - Carbon foot printing for industrial products
  - Technological enablers of various environmental compliance
  - Environmental and economic benefits of being compliant.
- II. Proposal the timeline coverage and cost of the trainer and trainees
- III. Propose training approach and tools of training.
- IV. To undertake environmental compliance training for KAM members as per agreed schedule by KAM
- V. To undertake feedback assessment during trainings to capture areas of improvement

### **4.0 Expected output**

The expected outputs are as follows once prequalified.

- I. To undertake environmental compliance training and equip the industry with the knowledge of, current environmental compliance requirements, available technologies for various compliance areas and economic benefits of environmental compliance and new market development on greening manufacturing
- II. To assess the comprehensiveness of after training and suggest areas of improvement of the same.

### **6. Submission**

- I. A detail proposal submission of areas of competence of the firm/individual in similar tasks
- II. A proposed area of training coverage, approach to be taken, tools to be used, duration of the training and cost
- III. Proposed tools of training to be used.

### **7.0 Confidentiality**

The consultant will be bound by the terms of this engagement once pre-qualified and to strictly protect confidentiality of any information shared by KAM and its partners

## **8.0 Qualifications of Consultant**

The consultant/firm must show competence in undertaking trainings, must have a first degree in any of the following fields; Engineering, Finance, Environmental Science and not less than five years work experience in energy/environment sector with demonstrable experience in conducting research and business development. Having Kenyan energy sector and economics background for the lead consultant will be an added advantage.

## **9.0 Contacts**

Kenya Association of Manufacturers (KAM),  
P.O. Box 30225 - 00100 Nairobi,  
Tel: 3746021/2; 3746005/7 ; 3744886,  
Fax: 3746028/30,  
E-mail : [ceecteam@kam.co.ke](mailto:ceecteam@kam.co.ke)

## **ANNEX II**

### **Manner of submission**

- a. Your proposal shall be prepared in the English Language.
- b. Your proposal shall comprise the following documents:
  - I. Study component that will have the proposed training coverage, approach, and
  - II. Financial component.
- c. Each copy will be on a separate envelope clearly marked and indicating the name of the firm and the title of the engagement
- d. 2 copies of proposals shall be submitted and marked "Original" on one and the second one "Copy".
- e. Please attach a copy of your PIN certificate, Certificate of Incorporation, Up to date Tax compliance and ETR registration.

### **Content of Proposal**

#### **i. Study Component**

- a. Description of the firm and the firm's qualifications;
- b. Detailed proposed approach and methodology.
- c. Timing of trainings and reports.
- d. Proposed team structure; showing detailed profiles of proposed project team members, minimum qualifications.
- e. Note that inclusion of such profiles constitutes a commitment to use those members and substitution in the event that the contract is awarded will lead to cancellation of the contract.

#### **ii) Financial (Price Component)**

The price component shall have a cover letter wherein your firm/institution's authorized representative affirms the following:

- a. A summary of the price of the consultant/firm undertaking the training
- b. The period of the price validity (minimum of 90 days);

In addition, the price component must cover all the services to be provided and must itemize the following:

- a. Other costs if any (indicating nature and breakdown).
- b. Summary of total cost for the services proposed.
- c. Taxes.

**Note:** Quote should be in Kenya Shillings and should be **inclusive** of VAT.

### **Payment terms (provisions)**

The policy of KAM is to pay for contractual services based on performance of contractual services rendered.

Payment will be paid upon completion and acceptance of the report.

Payment of consultancy fee will be subject to local taxes.

### **Evaluation of proposals**

A two stage procedure will be utilized in evaluating the proposals, with evaluation of the study component being completed prior to financial component. Scores will be awarded for the study proposal.

### **Deadline & Submission**

All interested bidders will be required to pay a non-refundable fee of Kshs. 2,500 to the bank and provide original banking slip on top of the bid documents. The payment shall be made to: Kenya Association of Manufacturer

**Barclays Bank**  
**KAM Collection A/C**  
**A/C NO: 0948598736.**  
**Branch: Queensway House**

All proposal duly completed should be submitted in plain sealed envelopes bearing appropriate category and the name of the tender. This should be addressed to:

**KAM House,**  
**15 Mwazi Road, Westlands,**  
**P.O. Box 30225-00100, Nairobi,**  
To reach them by close of business **24<sup>th</sup> September 2020 at 3:00pm**  
Late submissions will not be opened.