



CONSULTANCY TO DEVELOP MODEL SUSTAINABILITY REPORT AND TARGET SETTING TOOL FOR MANUFACTURING COMPANIES IN KENYA

1.0 Introduction

The Kenya Association of Manufacturers (KAM) was established in 1959 as a private sector body and has evolved into a dynamic, vibrant, credible and respected business membership association that unites industrialists and offers a common voice for businesses.

Business globally including the manufacturing sector are increasingly adopting sustainability measures as part of their operating practices owing to the positive influence and impact that sustainable practices have on the business, supply chains and the entire populace and planet. The United Nations sustainable development goals is one of the key instruments that is guiding businesses in developing and monitoring their sustainable practices. This is based on the three-dimensional sustainable development approaches that the SDGs have adopted which are to achieve economic, social and environment goals. The SDG has ambitiously set out 18 Goals and 169 Targets. Member States to the United Nations Charter are required to achieve the Goals through a collaborative effort that ensures “to leave no one behind”.

The Government of Kenya is prioritizing SDG implementation under Vision 2030 mainstreamed under the Medium-Term Plan (MTP) III. In line with this, manufacturing companies are focusing also to implement the Goals. One of the key goals dedicated to industries is **Goal 12 on ensuring sustainable consumption and production patterns** where one of the milestone achievements indicators is the number of companies publishing sustainability reports (Indicator 12.6.1). To support achievement of this Goal, KAM seeks to develop a model template to guide industries in reporting sustainability practices and ensure a uniform reporting that allows evaluation of the progress.

KAM therefore seeks to engage a consultant to **develop a Model Sustainability Report and Target Setting Tool for Manufacturing Companies in Kenya**. This is under its Sector support Programme supported by the Confederation of Danish Industries that seeks to promote manufacturing sector growth through areas such as sustainability.

2.0 Objective of the Consultancy

The objective of the consultancy is to develop a **Model Sustainability Report and Target Setting Tool for Manufacturing Companies in Kenya.**

3.0 Scope of work

The scope of work will cover the following areas:

1. Develop a develop a **Model Sustainability Report and Target Setting Tool for Manufacturing Companies in Kenya** which will include the following:
 - (i) Develop a framework with the following key area:
 - a) Identify key sustainable development goal areas for industries to be included in the model report which are include key actions, commitments, roles and responsibilities for relevant stakeholders.
 - b) Develop guiding notes on how business can provide the necessary information.
 - c) Develop a target setting tool which provides measurable commitments based on existing target tools to be provided by KAM.
 - (ii) Submit the draft model report to KAM for review prior to subjecting the draft to a stakeholder's forum.
 - (iii) Facilitate a stakeholder's validation forum to gather the opinions, views and additional input of stakeholders including industries and relevant Government agencies.
 - (iv) Submit a revised and final report incorporating the views and suggestions of the stakeholders.

4.0 Expected outputs

The following are the expected outputs:

1. An inception report detailing understanding of the work, the appropriate methods to be used to develop the Model Report, and a suitable work plan – to be prepared after the inception meeting with KAM.
2. A draft model report for businesses on sustainable development goals (SDGs).
3. Facilitation and presentation at a stakeholders' forum to review the draft model report developed.
4. A revised model report.
5. A final model report submitted to KAM team for adoption.
6. A bridged popular version of the Main report.

5.0 Timeframe and implementation schedule

The consultant will work under the overall supervision of the Kenya Association of Manufacturers and relevant officers. The consultancy is to be performed for **Fifteen (15) days, starting in the month of October 2020.**

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 an Inception Report . | 2 | Inception report | By end of October 2020 |
| Submit the Draft Model Report | 5 | First draft of the model Report. | By October 2020 |
| Participate in 3 meetings (internal and external feedback): <ul style="list-style-type: none"> • 2 meetings with KAM technical internal team. • 1 validation meeting with KAM manufacturers and relevant stakeholders. | 5 | 3 meeting reports. 2 nd Draft of the Model Report | By October 2020 |
| Submit a final Model Report | 3 | Final the Model Report. | By October/ November 2020. |
| Total number of days | 15 days | | |

6.0 Qualifications of the Consultant

The consultant (Individual or Firm) must have extensive experience in sustainable development policies and research as well as a clear understanding of sustainability in Kenya.

Educational Qualifications of Individual/ Lead consultant (s) in the case of a Firm

1. Have Environment, Business, economics, law or related social science field.
2. Be a holder of a Masters qualifications in Environment, Business, economics, law or related social science field. A PhD would be an added advantage.

Professional Experience of Individual/ Lead consultant (s) in the case of a Firm

- Minimum of 10 years' experience in environment, business, commerce, economics, law or related social science field.
- Experience working with Government or private sector or similar organisation.
- Demonstrable experience in working with the various arms of Governments related to the subject matter.
- Experience in research, policies, and the sustainable development goals.
- Ability to engage with a cross-section of stakeholders in the public and private sectors.

- Experience working with the national and county levels.
- In-depth knowledge and understanding of the Kenyan context on sustainability in the business or manufacturing sector.
- Experience in developing model reports or supporting businesses non-financial reporting will be an advantage.
- Have excellent writing and research skills.
- Excellent communication skills as well as the ability to communicate fluently in English. (spoken and written)
- Proven ability to work under pressure and meet deadlines.
- Have proven track record, knowledge and experience in sustainability, business and sustainable governance in Kenya, regional or global context.
- Have excellent communication and project delivery skills.

7.0 Application for consultancy

Interested consultants are requested to submit technical and financial proposals by **16th October 2020 stating “KAM SDGs MODEL REPORT”**;

1. Technical proposal

- 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 two (2) years.

2. Financial proposal

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

3. Curriculum Vitae and two recommendations (For a firm should contain CVs for all Consultants involved in the Consultancy)

Physical address: KAM Procurement
 Kenya Association of Manufacturers
 KAM House
 Mwanzi Road, Opposite Westgate Mall

P.O Box 30225 -00100
Nairobi

8.0 Payment terms (provisions)

Kenya Association of Manufactures policy is to pay for contractual services based on performance of contractual services rendered.

9.0 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 70%.

Please note only successful candidates will be contacted.