



CALL FOR PREQUALIFICATION

REQUEST FOR PROPOSALS (RFP) TO UNDERTAKE CARBON FOOTPRINT ASSESSMENTS FOR KENYA ASSOCIATION OF MANUFACTURERS

ANNEX I

Terms of Reference for Carbon Footprint Assessments to be offered as part of KAM services to members.

1. Background

Kenya Association of Manufacturers (KAM) is a Business Membership Organization for Value-Add Manufacturers in Kenya with a membership of over 1000. KAM works towards the realization of the best business environment for industry in Kenya 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. Energy efficiency campaigns, energy audits, specialized trainings, power advocacy and collaboration with institutions of higher learning are some of the functions that have been executed in line with our policy of offering firm-level support to manufacturing in Kenya.

To deepen and widen the scope of our firm level interventions KAM has launched the Centre of Green Growth and Climate Change. Carbon Footprint Assessment is one of the key services under the centre. In this context, KAM now seeks to prequalify consultants to carry out firm level assessments.

At the first stage, the Consultant will develop a robust methodology for the calculation of the carbon footprint of the assigned facilities' operations or selected products. The methodology will include the distinction between several key GHG sources i.e. Type 1, Type II and Type III emissions depending on the agreed scope. The project boundaries will cover appropriate scopes of emissions, including the supply chain of all elements necessary for the facilities' continuous operations, including staff transport that contribute to the overall carbon footprint.

The Consultant will then apply the appropriate methodology to compute the carbon footprint of infirm operation

Based on best practices, the Consultant will also prepare an appropriate strategy including viable ideas for the facility to reduce its environmental footprint. A communications strategy will also be prepared and proposed for approval by the facility for their carbon footprint reduction journey.

2. Objectives

- a. KAM in its strategy to promote Green Growth and Climate Change mitigation initiatives across the manufacturing sector has decided to explore the roll out of Carbon Footprint Assessments in the context of low carbon economy in Kenya.
- b. More specifically the question KAM would like to focus on is how Carbon Footprint Assessments and green growth can be mainstreamed.

3. Terms of Reference

- i. To draft the general methodology of carbon footprint assessment
- ii. To conduct data collection and calculation using appropriate tools
- iii. To carry out Carbon Footprint Assessments in Specific industries
- iv. To carry out product specific carbon footprint assessments
- v. To draft a communication strategy for the assessed facility on how to best communicate their carbon footprint reduction initiatives. The Consultant should provide guidance on the most impactful way of incorporating the findings and way forward in the company reports.
- vi. To create a carbon procurement plan
- vii. To guide the facility on carbon footprint certifications
- viii. To develop a business case for Carbon footprint assessment for the respective facilities (e.g trading in international markets)
- ix. To create an appropriate carbon reduction strategy and roadmap for the facility. This will be based on best peer practices and the facilities operational requirements. The strategy should cover a 5-year period. The strategy should have targets to reduce the facilities GHG emissions and highlight the trends and cost-efficient solutions for the reduction of the carbon footprint.

4.0 Expected output

The expected outputs of the services are:

- i. A comprehensive carbon footprint assessment report by product
- ii. PowerPoint Summary of recommendations
- iii. Communication Strategy on Carbon Footprint for the specific industry.
- iv. Business case model for Carbon Footprint reduction pathway.

5.0 Submission

Draft reports of the assignment shall be submitted within 20 working days from the start of each assignment and final reports to be submitted a week after getting feedback from KAM

6.0 Confidentiality

The consultant will be bound by the terms of this study to strictly protect confidentiality of any information shared by KAM and its members

7.0 Qualifications of Consultant

The consulting firm must have experts versed in industrial engineering, Chemical and process engineering, Environmental Sciences and Energy Management. The Lead Consultant shall have not less than ten years demonstrable industry experience in industrial/process manufacturing together with environmental credentials. The consultant should clearly state the sector that they are most suited to carry out the Carbon Footprint Assessments. The Lead Consultant must have an internationally recognized certification as a carbon footprint analyst.

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

ANNEX II

1. 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 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, Valid Tax compliance Certificate and ETR registration or an equivalent for international bidders.

2. Content of Proposal

- i. Technical Component
- ii. Description of the firm and the firm's qualifications.
 - a) Detailed proposed approach and methodology.
 - b) Timing of activities and reports in a Gantt Chart.
 - c) The manufacturing sector the consultant is most capable to carry out the process optimization.
 - d) Proposed team structure; showing detailed profiles of proposed project team members, minimum qualifications.
 - e) Curriculum Vitae of the proposed Key staff to be engaged during the audit

Note that inclusion of such profiles constitutes a commitment to use those members and substitution where the contract is awarded will lead to cancellation of the contract.

- iii. 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.
- b) The period of its validity.

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

- a) Unit and total fees per person for each team member to be assigned to the mission in the field and a rate for his/her work at the office, if any.
- b) Other costs if any (indicating nature and breakdown).
- c) Summary of total cost for the services proposed.

d) Taxes.

Note: Quote should be in Kenya Shillings.

3. 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.

4. Evaluation of proposals

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

5. Mandatory Documents:

- a) Valid Tax compliance or equivalent valid document for international bidders
- b) VAT Certificate
- c) Registration by Environment Institute of Kenya (EIK) or equivalent international body.
- d) Carbon Footprint Analyst Certification

6. 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 deadline for submission is 15th October 2020 C.O.B

The payment shall be made to:

Kenya Association of Manufacturers

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

To reach them by close of business **15th October 2020** at 3:00pm Late submissions will not be opened.