



TERMS OF REFERENCE(TORS)
CONSULTANCY FOR WEBSITE EMBEDDING AND GEOREFERENCING OF WASTE COLLECTORS AND RECYCLERS DATABASE

Organization	Kenya Association of Manufacturers (KAM)
Project	Embedding and Georeferencing of Waste collector’s and recyclers database on the KAM website
Position type	Consultancy
Study/Assessment topic	Embedding and georeferencing of waste collectors and recyclers database on the KAM website
Duration	14 days (14 days)
Reporting to	Policy Research and Advocacy (PRAU) Unit
Starting date	Immediate
Application deadline	13 th April 2021

1.0 SUMMARY OBJECTIVE OF THE TORS

The Kenya Association of manufacturers (KAM) in its bid to promote circular economy wishes to develop interactive maps of waste collectors and recyclers stakeholders by embedding a georeferenced data of the waste recyclers and collectors across the county with the aim of consolidating and reporting on various waste management actors as well as give data on the type of waste collection and recycling volumes.

2.0 ABOUT KAM

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.

KAM provides an essential link for co-operation, dialogue and understanding with the Government by representing the views and concerns of its members to the relevant authorities. In pursuit of its core mandate of policy advocacy, KAM promotes trade and investment; upholds standards; and encourages the formulation, enactment and administration of sound policies that facilitate a competitive business environment and reduce the cost of doing business.

3.0 BACKGROUND OF THE STUDY

KAM is committed to realisation of sustainable management of waste particularly plastics in the environment through achieving a circular economy. To further this the Association led the private sector to develop the Kenya Plastics Action Plan to guide priorities of the private sector on plastics management. One of the key recommendations is for industries and stakeholders in the plastic value chain to implement extended producer responsibility schemes for collection and take back of waste to argument the country's efforts.

KAM has now formed an initiative to organise manufacturers and stakeholders within the plastics value chain known as the Kenya Extended Producer Responsibility Organization (KEPRO). The Initiative which seeks to form a collective effort for the management of specific plastic waste fractions. To achieve the effective waste management and recycling through out the country, there needs to be a database of the existing companies and infrastructure for the different types of wastes and the existing gaps that would aid in advising for more investments where needed. The data derived from the exercise would also help in creating a baseline from which the public and private sector can monitor against the set recycling targets.

KAM is therefore inviting proposals from reputable and qualified companies to engage in embedding of geo-referenced waste recyclers and collector's database on the KAM website.

4.0 SCOPE OF THE ASSIGNMENT

The scope of work will cover the following areas:

1. Develop an embedded website on KAM Website.
2. Upload the following data on the embedded website including georeferencing of relevant information:
 - (i). Collection of more information on recyclers already in the database
 - (ii). Data collection of more waste recyclers in Kenya along the following waste streams:
 - a) Plastic waste – PET, HDPE, LDPE, PP, PVC
 - b) Paper waste
 - c) Glass
 - d) Aluminum cans
 - e) E-waste
 - f) Organic
 - g) Other waste
 - (iii) Identify the current capacities (tonnes) of the collection centres and recycling plants.
 - (iv) Cost of buying/selling per Kg.
 - (v) Products produced, product pricing and markets.
 - (vi) Financial Plans including (capital sources, and revenue streams)
 - (vii) Cost of fees and licenses

- (viii) Georeferencing information, data and location of the recyclers in the recycler database
- (ix) Updating the online geodatabase of recyclers
- (x) Front-end development
- (xi) Back-end development
- (xii) API and manipulation systems integration
- (xiii) Content management system development
- (xiv) Relational database design, development and configuration
- (xv) Deployment of datasets into the Database
- (xvi) Establish an online portal of the waste recyclers/and collectors showing their physical locations and GIS locations. (accessible to KAM, NEMA and MoEF).

5.0 EXPECTED OUTPUTS

The following are the expected outputs;

- i. A detailed inception report within 3 working days after signing the contract.
- ii. A detailed draft report – after mapping out exercise and data upload
- iii. Embedded website platform
- iv. Validation work report (Report on feedback and comments from relevant stakeholders gathered during the validation workshop and presented portal)
- v. Revised draft report and embedded website platform after validation workshop
- vi. Final presentation of the portal to the stakeholders
- vii. Portal of waste recyclers and collectors

6.0 TIMEFRAME AND IMPLEMENTATION SCHEDULE

The consultant will work under the overall supervision of the Kenya Association of Manufacturers, Policy, Research and Advocacy Unit. The consultancy is to be performed **over fourteen (14) days, starting in month of April 2021.**

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.

COORDINATION & SUPERVISION

The consultant will work under the terms and condition as provided for by Kenya Association of Manufacturers .

Support provided by KAM

KAM will grant access to the current database including all documents and website, plugins, themes and additional files.

7.0 REQUIRED SKILLS AND EXPERIENCE

- i. Qualifications of the Consultant**

The consultant (Individual or Firm) must have extensive experience in stakeholder mapping, research, and a clear understanding of environmental sustainability management in Kenya.

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

- a) An Information Technology, data and statistics, environment, economics, or related social science field.
- b) Be a holder of a master's qualifications in environment, economics or related social science field. A PhD would be an added advantage

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

- a) Minimum of 10 years' experience on areas such as information technology, environment, data and statistics, economics, business development, environmental management or related social science field.
- b) Experience working with Government or private sector or similar organisation.
- c) Experience in research and related policies and legislation.
- d) Ability to engage with a cross-section of stakeholders in the public and private sectors.
- e) Experience working with the national and county levels.
- f) In-depth knowledge and understanding of the Kenyan context on environment, waste management.
- g) Experience in stakeholder mapping
- h) Have excellent writing, research and data presentation skills.
- i) Excellent communication skills as well as the ability to communicate fluently in English (spoken and written)
- j) Proven ability to work under pressure and meet deadlines.
- k) Have proven track record, knowledge and experience in business and environment issues in Kenya or at a regional context.
- l) Have excellent communication and project delivery skills.
- m) Have excellent experience in GIS mapping
- n) Excellent computer literacy and data analytical skills/

8.0 TECHNICAL PROPOSAL

i. Description of the firm and the firm's qualifications.

- a) Copy of Company Certificate of incorporation
- b) Tax Compliance Certificate (Valid)
- c) Statutory KRA PIN and VAT certificate copies

- d) A detailed profile of the consultant, demonstrating years of experience in operations as a consultant in the required field.

- e) Brief description of Understanding of the requirements for services, including assumptions;
- f)
- g) description of the proposed approach and methodology including, o
 - a. The individual consultant’s understanding of the objectives of the assignment,
 - b. The approach to be taken to deliver the services, and
 - c. The proposed work plan which includes the main activities of the assignment, their content and duration, milestones, and report delivery dates.
- h) Proposed approach and methodology;
- i) Proposed team structure;
- j) Proposed project team members;
- k) Executive brief of relevant similar projects undertaken in the past two (2) years.

ii. Financial proposal

- a) A detailed summary of the price inclusive of VAT;
- b) The period of its validity;
- c) Other costs if any (indicating nature and breakdown).

Note: Quote should be in Kenya Shillings.

- iii. A detailed CV stating academic qualifications, relevant experience, experience in producing research products, data collection and analysis skills and the overall technical capacity of the individual consultant.

9.0 PROPOSAL EVALUATION AND AWARD

KAM will evaluate all proposals submitted and award the contract based on both the technical and financial feasibility. . KAM reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.

9.0 DEADLINE FOR SUBMISSION

Please submit separate technical and financial proposals. Hard Copies should be sent to KAM Official address (5th floor, KAM House, Opp. Westgate Shopping Mall, Westlands) and copies of the same send via email to (Procurement@kam.co.ke) with the subject line as follows:

“CONSULTANCY FOR WEBSITE EMBEDDING AND GEOREFERENCING OF WASTE COLLECTORS AND RECYCLERS DATABASE” on or before the close of business of 13th April 2021, at 2.00 p.m. late submissions will not be opened.

Physical address: KAM Procurement
Kenya Association of Manufacturers

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Mwanzi Road, Opposite Westgate Mall
P.O Box 30225 -00100
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