



**TERMS OF REFERENCE (TOR)  
CONSULTANCY FOR PEER REVIEW AND EDITORIAL SERVICES  
THE THREE-YEAR IMPLEMENTATION REPORT ON THE PET FRAMEWORK OF  
COOPERATION (FOC)**

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Organization	Kenya Association of Manufacturers (KAM)
Project	Technical editorial Services for the PET FOC 3-year implementation status report.
Position type	Consultancy
Report	Peer Review Services for the PET FOC 3-year implementation status report.
Duration	10 days (10 days)
Reporting to	Policy, Research and Advocacy (PRAU) Unit
Starting date	Immediate
Application deadline	19 <sup>th</sup> May 2021

### **1.0 SUMMARY OBJECTIVE OF THE TORS**

The Kenya Association of manufacturers (KAM) in partnership with the National Technical Committee on implementation of the PET Framework of Cooperation (FOC) housed under the Ministry of Environment and Forestry seeks for peer review and editorial services for its three-year Implementation Report (2018-2021).

### **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**

In Kenya, waste management interventions are increasingly being realized across many sectors of the country's economy, including waste management sub-sector, where the Government is at the forefront. However, Kenya continues to suffer from waste management challenges from plastics and other elements in the environment, despite the ongoing efforts. various stakeholders

along the value chain of PET, including the key industry players and consumers, there has been an increasing call for the intervention to be more strategic and consultative.

Cognizant of these needs, the standing Government plans and ongoing conversations around it, Kenya Association of Manufacturers (KAM) – a leading umbrella organization of key industry players, seeks to be part of the stakeholder dialogues aimed at shaping the proposed interventions in a more effective manner policy and regulatory framework towards management of PET in the country, Kenya Association of Manufacturers (KAM) signed a Framework of Cooperation (FOC) with the Ministry of Environment and Forestry and National Environment Management Authority. Among the areas of cooperation in the FOC, KAM is tasked with, leading the implementation of Take-back scheme and Extended Producer Responsibility (EPR) for PET Bottles. This is in addition to undertaking continued and more concrete clean-up activities targeting PET waste bottles as an interim measure, in readiness for the full implementation of its activities.

The signed Framework of Cooperation was for a period of 3 years commencing May 2018 to May 2021. The National PET FoC Committee has developed a draft three-year PET Progress Implementation Report.

KAM is therefore inviting proposals from reputable and qualified individuals and companies to offer technical peer review and editorial services for the draft three-year PET Progress Implementation Report.

#### **4.0 SCOPE OF THE ASSIGNMENT**

The scope of work will cover the following areas:

1. Peer review of the draft three-year PET Progress Implementation Report.
2. Editing of the draft three-year PET Progress Implementation Report.

#### **5.0 REQUIREMENTS OF THE CONSULTANT**

The Consultant working together with the National Framework of Cooperation (FOC) Technical Committee is expected to:

##### **Peer reviewer services**

1. Assess whether the Report is sufficiently informative and if the content of the Report is consistent with the objectives set out under the Framework of Cooperation.
2. Determine whether the introduction provides sufficient background information on the topic and ensures that the FoC objectivities and activities are clearly identifiable.
3. Assess whether the appropriate activities were undertaken as per the set FOC objectives, and if they were written with sufficient detail. If information is missing, identify what details need to be added.
4. Ensure that the results are described with sufficient detail and determines their credibility.
5. Determine whether the discussion is clear and focused, and whether the conclusions are an appropriate interpretation of the results.
6. Determine whether the draft Report is clearly written and if the content seems logical.

7. After thoroughly reading through the entire manuscript, determine whether it meets the standards for draft Report.
8. Review the Report to analyze cross cutting and specific issues.
9. Provide any other findings that the peer reviewer shall deem suitable and appropriate for the improvement of the report.

### **Editorial Services**

1. Ensure that the content of the Report is accurate, and the recommendations are SMART to ensure implementation.
2. Develop a policy brief with recommendations of the Report.
3. 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.
4. Ensure that all the numbered lists are numbered correctly.
5. 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).
6. Ensure that all the page breaks are consistent with page layout provided.
7. Ensure that references are used appropriately, cited accurately, formatted correctly, and that none are missing.
8. Ensure that the required front and back matter (preface, trademarks notice, index, and glossary) are included.
9. Augment the flow of the document which includes Table of Contents, and Abbreviations
10. Correct all typographical errors and the use of language.
11. Provide KAM with a soft and hard copy of the revised Report.
12. Provide any other findings that the Technical Editor shall deem suitable and appropriate for the improvement of the report.

### **6.0 EXPECTED OUTPUTS**

The following are the expected outputs:

1. An Inception Report within Two (2) days upon signing of the Contract to confirm their understanding of the scope of work and roadmap to complete the work.
2. The PET FOC Implementation draft Report analyzed and reviewed with feedback and comments, within seven (7) working days effective the day of signing the contract.
3. Produce a brief reviewer's note (not more than three pages) to guide the Technical Team in finalizing the report within seven (7) working days effective the day of signing the contract.

### **7.0 TIMEFRAME AND IMPLEMENTATION SCHEDULE**

The consultant will work under the overall supervision of the National PET Technical Committee and coordinated by the Kenya Association of Manufacturers, Policy, Research and Advocacy Unit – Sector Team. The consultancy is to be performed over ten (10) days, starting in month of May 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.

## **8.0 COORDINATION AND SUPERVISION**

The consultant will work under the terms and condition as provided for by the National PET Technical Committee.

KAM will coordinate support and grant access to the information including all documents and reports or additional files.

## **9.0 REQUIRED SKILLS AND EXPERIENCE**

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

- Environment, economics, or related social science field.
- Be a holder of a master's qualifications in environment, economics or related social science field. A PhD would be an added advantage.

### **Experience 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:

- Professional Experience of Individual/ Lead consultant (s) in the case of a Firm
- Minimum of 10 years' experience on areas such as environment, economics, environmental management or related social science field.
- Individual or Company's experience on offering peer review services.
- Experience working with Government or private sector or similar organisation.
- Ability to engage with a cross-section of stakeholders in the public and private sectors.
- In-depth knowledge and understanding of the Kenyan context on environment, waste management.
- Have excellent writing, research and data presentation 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 business and environment issues in Kenya or at a regional context.
- Have excellent communication and project delivery skills.
- Excellent computer literacy and data analytical skills/

## **10.0 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). A detailed profile of the consultant, demonstrating years of experience in operations as a consultant in the required field.
- (vi). Brief description of Understanding of the requirements for services, including assumptions.
- (vii). description of the proposed approach and methodology including,
- (viii). The individual consultant's understanding of the objectives of the assignment.

- (ix). The approach to be taken to deliver the services.
- (x). The proposed work plan which includes the main activities of the assignment, their content and duration, milestones, and report delivery dates.
- (xi). Proposed approach and methodology.
- (xii). Proposed team structure.
- (xiii). Proposed project team members.
- (xiv). Executive brief of relevant similar projects undertaken in the past two (2) years.
- (xv). 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.

### **Financial proposal**

- (i). A detailed summary of the price inclusive of VAT.
- (ii). The period of its validity.
- (iii). Other costs if any (indicating nature and breakdown).

**Note:** Quote should be in Kenya Shillings.

## **11.0 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.

## **12.0 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](mailto:procurement@kam.co.ke)) with the subject line as follows:

**“Consultancy for Review Services of the PET FOC Report”** on or before the close of business of 19<sup>th</sup> May 2021, at 2.00 p.m. late submissions will not be considered.

Email address: [procurement@kam.co.ke](mailto:procurement@kam.co.ke)

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