



TOR for Performing Job Analysis and Evaluation Exercise for the Kenya Association of Manufacturers

1. **KAM Vision:** To be a world class business membership organization that effectively delivers services to members wherever they operate.
2. **KAM Mission:** To promote competitive and sustainable local manufacturing
3. **KAM Core Values:** Effectiveness; Good Governance; Innovation; Professionalism; Responsiveness and Teamwork.
4. **KAM Background**
 - 4.1. The Kenya Association of Manufacturers (KAM) is the representative organization for manufacturing value-add industries in Kenya.
 - 4.2. It was established in 1959 as a private sector body. KAM has evolved into a dynamic, vibrant, credible and respected business association that unites industrialists and offers a common voice for businesses.
 - 4.3. 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.
 - 4.4. The Association is owned and managed by its members now numbering nearly 800 and has offices in Nairobi, Mombasa, Kisumu, Nakuru, Eldoret and Thika.

RELEVANT INFORMATION TO THE ASSIGNMENT

To submit proposal (Both Technical and Financial) to conduct a Job Evaluation in light of relevant information to support the assignment as follows;

1. Number of Staff (Permanent and Contract) - 74 (Nairobi -65, Mombasa -4, Kisumu -2, Eldoret -1, Nakuru -1, Thika -1)
2. Job Families -Advocacy, Administrative, Project Management, Energy Services, HR Management, Sales & Marketing, Business Development, Communication, Customer service, Finance, Research, IT and Clerical. Some of the families are interlinked and may be collapsed to one.

EXPRESSION OF INTEREST PROCEDURE

Interested consultants are requested to submit both physical and soft (procurement@kam.co.ke) copies of their technical and financial proposals by **9th September 2021** stating “**Job Analysis and Evaluation Exercise for KAM**”;

1. Technical proposal

- a. Description of the firm and the firm’s qualifications
- b. Copy of Company Certificate of incorporation
- c. Tax Compliance Certificate (Valid)
- d. Statutory KRA PIN and VAT certificate copies
- e. Brief description of Understanding of the requirements for services, including assumptions.
- f. Proposed approach and methodology
- g. Proposed team structure
- h. Proposed project team members
- i. Executive brief of relevant similar projects undertaken in the past two (2) years.

2. Financial proposal

- a. A summary of the price
- b. 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