



TERMS OF REFERENCE FOR A TEAM BUILDING

I. ABOUT KAM

Established in 1959, Kenya Association of Manufacturers (KAM) is a representative of manufacturing and value-add industries in Kenya with over 1,000 members. The Association has grown into a dynamic, vibrant, credible 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 and other key stakeholders by representing its members' views and concerns through fact-based policy advocacy.

The Association promotes trade and investment, upholds standards, encourages the formulation, enactment and administration of sound policies that facilitate a competitive business environment and reduce the cost of doing business.

2. EVENT BRIEF

KAM has experienced changes partly due to the COVID-19 pandemic, structural changes in the organization in the recent past and the onboarding of new staff in the organization.

As a result, this has led to, among others:-

- Need to create understanding and integration amongst departments
- Need to boost teamwork and foster team spirit
- Need to address job insecurity
- Need to create a work life balance

In view of the above, the organization proposes a two-day team building event intended to address the possible effects of the above-mentioned changes, to motivate our people to work together, to develop their strengths, and to address any weaknesses whilst having fun as an organization.

3. OBJECTIVE OF THE TEAM BUILDING

- Build teamwork for purposes of boosting team performance
- Collaboration and fostering innovation and creativity
- Communication and socialization within the teams
- To entrench and emphasize the core values of KAM - **Effectiveness, Good Governance, Innovation, Professionalism, Responsiveness and Teamwork.**

4. SCOPE OF THE SERVICE

The overall purpose of this assignment is to improve staff productivity and performance at the workplace by conducting various fun, challenging, and engaging activities to strengthen team spirit, trust, and collaboration among staff members. The assignment also includes improving staff communication, conflict resolution, team morale and adapting to the organizational changes.

5. PARTICIPANTS

Total of 80 staff members from KAM, Global Compact Network Kenya and KEPRO. The team building will be held at a location not more than 5 hours' drive from Nairobi.

6. EXPECTED OUTCOMES

- A cohesive team that is clear about their purpose at KAM.
- Improved communication within the organization at all levels.
- Identifying and meeting expectations of all staff.
- Bringing a synergy and engaged team.
- A fun filled day(s) full of engaging activities

7. DELIVERABLES

- Facilitate the team building and related activities, under the supervision of the team building committee.
- Provide a detailed report at the end of the exercise entailing areas of further actions and the teams SWOT analysis.

8. DURATION

- Two days, in Late October/early November - exact date to be communicated.

9. QUALIFICATION AND EXPERIENCE

- Proven track record of extensive consultancy experience in facilitation of team building, knowledge sharing workshops and conducting sustainable team building activities in the recent past.
- Demonstrate knowledge and advanced skills and at least 3 years of previous experience in the preparation/facilitation of Team Building for medium and large-scale organizations.
- Excellent facilitation and communication skills in English (oral and written).
- Ability to engage, design and execute an array of activities/services that bring out the best in teams.

- Excellent rapporteur and analytical skills necessary for capturing the reviews and suggestions that will emerge from the interactive sessions during the exercise.
- Flexible nature and ability to adapt to changing directions/thinking that may occur during the Retreat.
- Excellent interpersonal skills.
- Ability to provide a minimum of 10 reference of team building activities recently executed with comparable organizations.

Interested parties are requested to submit their proposals and quotes, both **physical and electronic copies**, to procurement@kam.co.ke and liz.mbithi@kam.co.ke by **31st August 2022 stating "KAM TEAMBUILDING 2022"**.

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