



CALL OF CONSULTANCY FOR A RAPPORTEUR TO SUPPORT COUNTY ENGAGEMENTS TO DEVELOP COUNTY MONITORING FRAMEWORK AND PETITIONS

1. Background

a) Kenya Association of Manufacturers

The Kenya Association of Manufacturers is the representative organization for manufacturing Value-add Industries in Kenya. 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. 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, encourages the formulation, enactment and administration of sound policies that facilitate a competitive business environment and reduce the cost of doing business.

Kenya Association of Manufacturers with the funding of GIZ-Kenya is implementing a project aimed at *enhancing private sectors participation in public accountability to strengthening market access.*

b) County Petitions

Sections 15 and 88 of County Government Act states that citizens have a right to petition the County Assembly to consider any matter within its authority including enacting, amending or repealing any of its legislation. The public may petition on issues affecting a group of people, through village committees, ward, sub-County and county committees. A county government should indicate the manner and form in which a petition may be done. Information that the petition may include is:

- a. Be addressed to the County Executive Committee or the County Assembly;
- b. Have its subject-matter indicated on every sheet if it consists of more than one sheet;
- c. Confirm that efforts have been made to have the matter addressed by the relevant body and that there has been no response on the matter from the relevant body or that the response has not been satisfactory;
- d. Confirm that the issues in respect of which the petition is made are not pending before any court or other constitutional or legal body;
- e. Conclude with a clear, proper and respectful request, reciting the definite object of the petitioner or petitioners in regard to the matter to which it relates;

f. Contain the names, addresses, identification numbers, signature or a thumb impression of the petitioner or of every petitioner, where there is more than one petitioner; and

g. Contain only signatures or thumb impressions, as the case may be, and addresses and identification numbers written directly onto the petition and not pasted thereon or otherwise transferred to it. The county government should indicate to the petitioner the period and manner the petition will be replied to.

This also means that the county should keep a register of petitions that should be made available for public scrutiny.

2. The consultancy

This consultancy involves support to County Business Membership Coalitions and CSO engagements targeted at County Executives and County Assemblies in Kisumu, Vihiga, Elgeyo Marakwet, Uasin Gishu and Makueni to inform development of County Petitions.

The objective of the Rapporteur consultancy is to capture the complete notes of the proceedings and produce a report on the proceedings of the engagements. The report shall include all the presentations made during the seminar, a narrative summary of the proceedings and discussions and the professional observations from the processes and outcomes of the sessions.

3. Scope of Work

The development of the report will be based on engagement with Business Coalitions in of *Kisumu, Vihiga, Uasin Gishu, Elgeyo Marakwet and Makueni*. The monitoring framework should identify and pinpoint the issues that the business community wants addressed in relation to AGPO and its overall effectiveness and the implementation of Buy Kenya Build Kenya initiative.

4. Proposed Outputs

The consultation report of maximum 25-30 pages highlighting the main content of the discussions throughout the county engagement sessions. The report to include summaries of each County session, inputs and recommendations from the participants. Presentations and photographs should be annexed to the main report.

5. Time Frame

KAM proposes a time frame of 13 workdays. The 13 workdays includes a 1 day brief preparatory session, a remote meeting with KAM (maximum 1 hour); 10 days for the county workshops; and 2 days for development of the report including sharing the draft and finalization of the report with comments from KAM.

6. Key competences of the consultant:

- i. Be highly qualified and proficient in spoken and written English, with an advanced university degree from a recognised institution in English, Development, Gender Studies, literature, journalism, public health or related field.

- ii. At least 5 years experience in the devolution space and working with the Counties in Kenya.
- iii. Sound experience in rapporteur of technical workshops of at least 3 years
- iv. Excellent report writing skills.
- v. Have a fair understanding of gender and development sector issues
- vi. Have experience in writing reports for GIZ or other donor agencies will be advantageous

7. Application documents

Qualified and interested individual(s) are asked to submit the following:

- i. Expression of interest that highlights an understanding of ToR , qualifications and experience and the task to be accomplished;
- ii. Consultant's profile (CV)
- iii. Reference of at least two previous reports developed/publications.
- iv. A daily rate quote clearly capturing the activities rate for implementing this project;

8. Application for consultancy

Interested consultants are requested to submit an expression of interest outlining how they would undertake the assignment and a quotation to procurement@kam.co.ke by 2nd March 2023 stating, "KAM RAPPORTEUR CONSULTANCY".

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Please note only successful candidates will be contacted.