



TERMS OF REFERENCE FOR A RAPPORTEUR TO SUPPORT ENGAGEMENTS TOWARDS DEVELOPMENT OF PRT GUIDELINES FOR MEETING AND ROUNDTABLE

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.

KAM through funding from GIZ Ethiopia (PSPDE) Project has an overall Objective to contribute to **Enhancing Policy, Advocacy and Service Development for Ethiopian Business Membership Organizations (BMOs)**. The proposed interventions will support Kenya Association of Manufacturers in engaging Ethiopian BMOs to drive fact-based policy advocacy towards the formation of industrial policies to strengthen and support the country's economic development.

Ethiopian BMOs staff will be supported to engage more effectively in policy processes. The support entails strategic and practical advice regarding how the BMOs can overcome the main challenges to policy engagement. These challenges include but not limited to economic, social, and political environments, limited capacity, and scarce resources. In such instances the right kind of network of associations is crucial. In the medium-term Ethiopian BMOs will have in place a defined policy agenda to increase the policy influence and impact of their work.

To support this process, KAM seeks to engage a rapporteur in engagements **in development of PRT guidelines for meetings and roundtables**.

2. The consultancy

This consultancy involves support to a **feasibility study to determine key areas of the Policy Round Table Guidelines** and a validation for Ethiopian BMO members drawn from city chambers, sectoral associations, and other BMOs especially those focusing on women-led businesses

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 feasibility session and validation session, 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 KAM and Ethiopian BMO members drawn from city chambers, sectoral associations, and other BMOs especially those focusing on women-led businesses and input from the lead Public Policy Consultant.

4. Proposed Outputs

The report of a maximum 25-30 pages should highlight the main content of the discussions throughout the study tour sessions the approach used by the Public Policy Consultant. The report to include summaries of each 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 10 workdays. The 10 workdays includes a 1 day brief preparatory session including a remote meeting with KAM (maximum 1 hour); 8 days for the study tours (4 days in Ethiopia, 4 days in Kenya); and 1 day for development of the report including sharing the draft and finalization of the report with comments from the Lead Consultant and 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 international development space. Interaction with BMOs is an added advantage.
- 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;
- v. Copy of Pin certificate, Tax Compliance Certificate.



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 **24th March 2023** stating, "KAM POLICY ROUND TABLE RAPPORTEUR CONSULTANCY".