



TERMS OF REFERENCE FOR A RAPPORTEUR TO PEER LEARNING AND KNOWLEDGE EXCHANGE FOR INSTITUTIONAL STRENGTHENING

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.

KAM plans to undertake experience sharing through knowledge exchange and peer learning visits. It is planned to organize a study tour to Ethiopia for KAM and another study tour to Kenya for staff members of up to 10 Ethiopian BMO members drawn from city chambers, sectoral associations, and other BMOs especially those focusing on women-led businesses. The objective of the study tours is to enable the BMO members staff to benchmark and learn from the Kenyan experience with an advanced and progressive BMO like KAM.

To support this process, KAM seeks to engage a rapporteur to support **Knowledge Exchange and Peer Learning for Institutional Strengthening**

2. The consultancy

This consultancy involves support a study tour to Ethiopia for KAM and another study tour to Kenya for staff members of up to 10 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 study tours, 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.

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 Knowledge Exchange and Peer Learning 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 17th March 2023 stating, “KAM PEER LEARNING RAPPORTEUR CONSULTANCY”.