



TITLE: CALL FOR CONSULTANCY ON MANUFACTURING CENTRE OF EXCELLENCE – PROPOSAL DEVELOPMENT

CLIENT: KAM

TERMS OF REFERENCE (TOR):

KAM seeks to engage the services of a reputable Expert (individual consultant/organization) with international experience for development of Manufacturing Centre of Excellence (MCoE) and oversight during its Establishment.

BACKGROUND:

Kenya Association of Manufacturers is embarking on the journey of the establishment of a legacy project the **Manufacturing Centre of Excellence (MCoE)**, a physical facility in Kenya preferably within Nairobi City County and/or adjacent County.

To facilitate the laid-out process, it seeks the services of an expert (Individual consultant/organization) with international experience coupled with a proven track record in developing proposals for the establishment of a world class MCoEs and if they have overseen its implementation, that will be a definite advantage.

PROPOSAL DEVELOPMENT PHASE:

Objective(s):

The primary objective of this consultancy is to develop a comprehensive proposal for the establishment of the Manufacturing Centre of Excellence (MCoE).

Needs Assessment:

- i) Identify critical gaps and requirements in the current manufacturing landscape in relation to the KAM - MCoE
- ii) Document comprehensive comparison of existing Manufacturing Centre of Excellence across the world, explain its structure, features, impact in the respective jurisdictions as well as its success stories and milestones since inception.



Conceptual Framework:

Develop the specified conceptual framework for the MCoE, outlining its vision, mission, objectives, structure, expected outcomes and sustainability issues.

The proposal should include but not limited to the following key aspects:

Guideline: The objectives should include the following.

1. Value proposition to KAM's 14 identified sectors
2. Manufacturing Resource Centre
3. Manufacturing Demonstration & Benchmarking center
4. Generation of Revenues

Operational Structure:

Propose an organizational structure that considers stakeholder and commercial operations, staffing requirements, governance model, facility's worthy/suitable ownership model, partnership possibilities and areas for collaboration plus partners roles.

Funding model:

Explore and recommend effective funding models and strategies, including potential partnerships on monetary, machinery and equipment, as well as potential engagement with County and National Governments.

The proposal should encompass the cost estimates, potential source(s) and accompanying strategies of, but not limited to the below key aspects:

1. Land (acquisition options)
2. Construction (Square feet and effective model)
3. Facility Maintenance models
4. General day-to-day administration models
5. Any other

e. **Facility Design:** Provide recommendations for the physical infrastructure to be adopted, technology to be incorporated and equipment required for the proposed MCoE to operate effectively and commercially.

f. **Program Development:** Outline a strategic plan for the development of programs, workshops, benchmarking and demonstration forums, research and publishing initiatives that align with the proposed MCoE's objectives and commercial viability.

3. **Scope of Work:** The individual consultant/organization shall undertake the following tasks:

- a. Conduct a desk review of all relevant documents and literature as per the project TOR.
- b. Engage with key stakeholders, including government agencies, industry experts, academia, specified KAM Member Organizations, and potential funding partners.



- c. Develop a comprehensive proposal document based on the agreed-upon structure and details, including all components mentioned in section 2.
 - d. Provide recommendations for a sustainability plan that ensures the MCoE's long-term viability as a commercial entity and national country resource.
 - e. Present the proposal to KAM for feedback, amendments, input and revisions.
 - f. Upon approval of the proposal, provide general/specified oversight and advisory support during the establishment phase of the MCoE, leveraging your experience in overseeing the establishment of international MCoEs.
- 4. Expected Deliverables:** The following deliverables are expected from the individual consultants/organization(s):
- a. Inception Report outlining the approach and work plan within 21 days upon the signing of the contract.
 - b. Draft MCoE proposal for review within 30 days upon contract initiation.
 - c. Final MCoE proposal incorporating feedback and revisions within 15 days of receiving comments on the draft document.

IMPLEMENTATION PHASE:

- d. Regular progress reports during the proposal development, establishment phase, detailing achievements, challenges, and recommendations.

Profile of the Preferred Organization/Individual:

- 5. Qualifications:** The selected individual consultants/organization(s) should possess the following qualifications and expertise:
- a. Proven experience in developing successful project proposals for the establishment of MCoEs with a focus on commercial operations.
 - b. Specific expertise in fundraising and partnership development for similar initiatives.
 - c. Knowledge of the manufacturing industry trends and best practices.
 - d. Strong communication and report writing skills.
 - e. Experience in overseeing the establishment of international MCoEs will be a definite advantage.
- 6. Duration:** The consultancy is expected to be completed within 90 Days/3 months from the date of contract commencement, with ongoing advisory support during the establishment phase.



7. **Reporting:** The individual consultants/organization(s) will report to KAM through the CEO through the Head of KAM Consultancy & Business.

8. **Budget:** Interested individual consultants/organization(s) are requested to submit their financial proposals, including a breakdown of fees, expenses, and any other costs associated with the consultancy.

9. **Proposal Submission:** Interested individual consultants/organization(s) should submit the MANDATORY documents including

1. KRA PIN Certificate
2. Valid Tax Compliance certificate
3. Company registration certificate
4. Consultants CVs
5. Cover letter
6. financial Proposal
7. Technical proposal
8. Any other relevant references,

The documents should be submitted (separate technical and financial proposals) to procurement@kam.co.ke on or before close of business 11th December 2023.

Please note: KAM reserves the right to accept or reject any proposal submitted/received wherewith and to cancel the procurement process at any time without incurring any liability or providing any notice or explanation thereof.