



14th December 2023

Dear Sir/ Madam,

RE: REQUEST FOR PROPOSALS FOR THE 2024 ENERGY MANAGEMENT AWARDS (EMA) LEAD TECHNICAL CONSULTANT FOR THE AWARENESS FORUMS

Kenya Association of Manufacturers (KAM) is requesting for the submission of proposals for the Lead Consultant for the Energy Management Award (EMA) Awareness Forums. The Energy Management Award (EMA) has its participation open to all small, medium, and large facilities including the services sector.

To facilitate submission of the proposals KAM has enclosed the following:

- a) Terms of Reference (TOR)
- b) Requirements for the submission of proposals for consultancy.

The proposals will be submitted to KAM 5th Floor, Mwanzi Road, Westlands, **by 8th January 2024 at 5.00 pm**. Late submissions will not be opened.

Anthony Mwangi
CHIEF EXECUTIVE

TERMS OF REFERENCE

I. BACKGROUND

The Energy Management Award (EMA) has its participation open to all small, medium, and large manufacturing facilities, Buildings, Counties, Students, Public facilities, and the Services sector (Banks, Hospitals, Hotels). Participating enterprises have to demonstrate a commitment to improving energy utilization in their operations through policy, training, planning, and implementation of planned activities, measurement, verification, and documentation of achievements. While the initial emphasis was on energy efficiency and its attendant cost savings, the EMA now includes awards for initiatives in water resource management and renewable energy which are key ingredients for sustainability.

About KAM

The Kenya Association of Manufacturers (KAM) was formed in 1959 as a representative organization for Kenyan industrialists. KAM is a non-partisan, non-profit, membership organization. It has over 1000 members in manufacturing and processing and associate members, whose business activity contributes to expansion of industry, including financial institutions, insurance companies, and consulting firms. KAM represents its member's interests with central government, regulatory agencies, and local authorities. It provides services to encourage members to uphold standards, compete fairly, and contribute to the development of Kenya's industrial potential.

Kenya Association of Manufacturers (KAM), through its Centre for Energy Efficiency and Conservation (CEEC) and Center for Green Growth and Climate Change (CGGCC), has continued to take a lead in supporting local industries to implement energy efficiency and conservation strategies.

EMA was launched in 2004 by the GEF-KAM Energy Efficiency Project which was the predecessor to the CEEC. Since 2006, the awards have been organized and coordinated by the Centre.

2. OBJECTIVES

- a) The main objective of this assignment is to facilitate awareness forums, review of the process and assessment tools.

3. SCOPE OF WORK FOR THE EMA AWARENESS FORUMS

The Consultant is expected to:

- a) Develop a guideline for EMA Assessment Tool Awareness Forum under an established protocol.
- b) Facilitate the four (4) organized physical/ virtual EMA Awareness Forums.
- c) Prepare materials and make copies of training materials for the participants. The copies will be distributed via email as soft copies.
- d) Prepare a report giving a summary of proceedings and outcome of the course evaluation by participants, issues raised and recommendations.

3.1 Specific Responsibilities of the Awareness forum assignment

- i. Inform participants on the current energy scenario in Kenya and the legal, and regulatory requirements of companies in as far as energy management is concerned.
- ii. Educate potential and existing participants on the requirements of the EMA and how to correctly and adequately complete and submit the EMA assessment tool.
- iii. A step-by-step run through each chapter while engaging the participants and enlightening them on expected approach when filling in each section.
- iv. Submit one (1) hard copy and one (1) soft copy of the training manual and report giving summary of proceedings and outcome of the course evaluation by participants, issues raised and recommendations.

4. REQUIREMENTS

- Must be a licensed Energy Auditor
- A thorough understanding of the contents of the tool itself including the scoring grid and interpretation of the same for fair review of filled in of assessment tool by participants
- Technical expertise, knowledge, and practical experience in the field of energy auditing and management
- Good and long- term knowledge of the dynamics of the energy sector in Kenya.

5. METHODOLOGY

The consultant should state and explain the steps he will use to meet the assignment: -

1. State and explain the approach of the tasks set out above.
2. Clearly outline how they will deliver the outputs/ expectations.

6. EXPECTED OUTCOMES

- i. One (1) hard copy and a soft copy of the training manual
- ii. One (1) hard copy and soft copy of report giving summary of proceedings and outcome of the course evaluation by participants, issues raised and recommendations.

Requirements for submission of proposal

- a) Your proposal shall be prepared in the English Language.
- b) Your proposal shall comprise the following documents:
 - i. Technical component (methodology, understanding of assignment, timetable/schedule of activities) and
 - ii. Financial component.
- c) Each copy will be on a separate sealed envelope clearly marked and indicating the name of the firm and whether the proposal is technical or financial.
- d) 2 copies of the proposal shall be submitted and marked “Original” on one and the second one “Copy”. In the event of any discrepancy between them, the Original will govern.
- e) Please attach a copy of your PIN and VAT certificate, Latest Valid Tax Compliance certificate, Certificate of Incorporation and CVs of your key professional staff who will be involved in this assignment in the technical proposal.
- f) All the proposals will be enclosed in one sealed main envelope titled

‘TENDER FOR’

Do not indicate the name of the firm in the outer envelope.