



**14<sup>th</sup> December 2023**

Dear Sir/ Madam,

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

Kenya Association of Manufacturers (KAM) is requesting for the submission of proposals for the Technical Lead Expert in respect to EMA 2024. 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) Annex I: Terms of Reference (TOR)
- b) Annex II: Requirements for the submission of proposals for consultancy.

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

**Anthony Mwangi**  
**CHIEF EXECUTIVE**

## **ANNEX I**

### **Consultancy for EMA 2024 Lead Technical Consultant**

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#### **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.

Awards will be won in the following categories:

- ▶ *Overall Energy Management Award*
- ▶ *Best Energy Management Team Award*
- ▶ *Fuel Savings Award (Small, Medium & Large)*
- ▶ *Electricity Savings Award (Small, Medium & Large)*
- ▶ *Service Sector Award*
- ▶ *Best Practise & Process Improvement Award*
- ▶ *Best Public Institution Award*
- ▶ *Sustained High Performance Award*
- ▶ *Best New Entrant (Small, Medium & Large)*
- ▶ *Best In Tea Sector Award*
- ▶ *Green Building Award*
- ▶ *Student's Award*

##### **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 1200 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.

### ***Award Criteria***

The award criteria follow the sections in the assessment tools and are divided as below:

#### **A. General Assessment Tool**

1. General Information on Operations
2. Energy policy
3. Planning and implementation
4. Aggregate Energy performance
5. Achievements
6. Best Practice and Process Improvement

#### **B. Water Efficiency Assessment Tool**

1. General Information
2. Water Accountability
3. Monitoring and Performance Measurement
4. Water Savings Project

#### **C. Renewable Energy Assessment Tool**

#### **D. Student Award Assessment Tool**

1. Lead Applicant Details
2. Project Technical Details
3. Commercial Viability Details

\*\*The County Energy and Green Buildings Assessment Tools will have an initial review done by the respective partners.

### ***Structure of the Award***

The following have been established to guide the award process:

- ▶ **An Advisory Council** comprised of senior representatives of key stakeholders including industry, Energy and Petroleum Regulatory Authority (EPRA), Ministry of Energy and Petroleum (MOEP) and other stakeholders. The purpose of the Advisory Council is to champion the award, provide fair and objective guidance and to appoint a Panel of Judges.
- ▶ **A Technical Team** comprised of eminent technical specialists on energy management drawn from key stakeholders. The purpose of the Technical Team is to provide technical

and peer review of the award process and to carry out technical evaluations and make recommendations to the panel of judges for the winners and runners-up based upon set criteria.

- ▶ **A Panel of Judges** comprised of appointees by the Advisory Council. The purpose of the Panel of Judges is to act as the independent examiner in the award process.

## 2. OBJECTIVES

- a) The main objective of getting a lead technical consultant is to lead the technical process for EMA 2024.
- b) The other objective is to provide satisfactory feedback to participants during the gala dinner; in the form of a presentation and thereafter; in the form of feedback reports to each participant.

### 3.2 SCOPE OF WORK

The Consultant is expected to:

- a) Coordinate the 3-day Technical Assessment Workshop which will review the assessment tools submitted and award scores based on the predetermined marking scheme.
- b) Review the technical tools documentation submitted for EMA 2024 and compile a summary on strengths and weaknesses for each submitted tool and provide suggestions for areas of improvement.
- c) Develop and prepare evaluation criteria (protocol) and templates to be used by the technical team to award scores for the EMA participants.
- d) Prepare a technical report on the assessment process to be submitted to a panel of judges.
- e) Prepare power point slide shows with specific highlights on each winner(s) notable achievements.
- f) Present a technical report to the panel of Judges and provision of technical support in the judging process. The report should include:
  - i. *Information for each award category on an individual spread sheet. Summaries should be prepared based on the award categories to enable the Judges to make a quick and fair assessment and should be in a separate spreadsheet.*
  - ii. *Marks on each section of the tool should be summarized and well presented.*
  - iii. *All formulas used for calculating intensities energy savings etc should be included as an Appendix.*
- g) Prepare a general performance feedback report for the EMA 2024 participants. The activities to be undertaken include:
  - *Notable improvements.*
  - *Lessons learnt.*
  - *Gap analysis; Tool, Quality of Data, Inception meeting with consultants*

- Trends participation (sectors, categories, new entrants, numbers)

#### 4. REQUIREMENTS

- Must be a licensed Energy Auditor
- Evidence of having carried out at least twenty (20) projects in energy, water, Carbon footprint Assessments in the last 5 years to show a spread of experience across industries
- 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
- Thorough understanding of Measurement and Evaluation Protocols, the EMA assessment and award processes and categories
- 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.
- Previous working experience in a manufacturing facility will be an added advantage.

#### 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 OUTPUTS

Based on the requirements outlined in the preceding sections, the following are the expected outputs:

- EMA 2024 technical committee report
- Judges’ presentation preparation and actual presentation
- Gala dinner presentation preparation
- EMA 2024 feedback reports – to participants
- EMA 2024 reviewed assessment tool, scoring grid and verification report format.

#### 7. PROJECT MILESTONES/ DELIVERABLES

*(Please note that the dates are tentative and subject to confirmation)*

Item No.	Description	Timeline
1.	Conduct at least 3 technical visits to some of the participating organization to verify information submitted by the industry	By 23 <sup>rd</sup> February 2024
2.	Conduct 3-day Technical Assessment workshop for technical team to prepare technical report	Wed,6th - Fri, 8th March 2024

3.	Preparation of technical report on the assessment process to be submitted to the panel of Judges	By 22 <sup>nd</sup> March 2024
4	Present the report to the panel of Judges	22 <sup>nd</sup> March 2024
5.	Present the report to the Advisory Council	By 12 <sup>th</sup> April 2024
6	Prepare technical presentation material for the gala night	By 22 <sup>nd</sup> May 2024
7.	Prepare Feedback for EMA 2024 Participants	By 31 <sup>st</sup> May 2024
8.	Moderate of EMA Assessment tool review workshop. Update the tool with suggested outcome of workshop. Consolidate and include verification visit report recommendation.	By 7 <sup>th</sup> June 2024

## **ANNEX II**

### **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.