



Terms of reference for Monitoring and Evaluation Expert

Project: Enhancing Inclusivity and Participation of Women in Manufacturing

Contract Term: 10 Days within 4 months (Start April 2024)

Location: Nairobi

I. About KAM

Kenya Association of Manufacturers (KAM) is a Business Membership Organization established in 1959 to unite industrialists and serve as a common voice for manufacturing and other value add sectors in Kenya. KAM has over 1,300 members grouped into 14 industrial sectors and spread across the country.

The Association provides an essential link for cooperation, dialogue, understanding with the government, promoting trade and investment, upholding standards, and representing the views and concerns of its members to the relevant authorities at country, national and EAC region.

KAM launched the Women in Manufacturing (WIM) Program in 2017 to ensure competitiveness, inclusivity, and participation of women in Kenya's manufacturing ecosystem.

The WIM Programme aims to grow, challenge, and mentor women-owned industries to scale up and to enhance the abilities of women to take up leadership positions and significant roles in the sector. The Programme targets women entrepreneurs to provide them with networks, skills, and knowledge to access markets, expand their current businesses, and venture into diverse sectors. It further looks at bridging the gaps that make it difficult for our country to realize its industrialization vision and economic goals.

II. Project Objectives

The WIM Programme is running a one-year project to enhance the competitiveness of Kenyan Women in manufacturing through interventions towards inclusivity and participation at the counties, regional and national levels. The project objectives are:

1. To provide county level, regional, national platforms (conferences) to canvas and elevate feminist issues.
2. To develop and provide learning materials and other services to advance women issues.
3. To celebrate women achievements including enablers and champions for feminist development agenda.
4. To strengthen the Women in manufacturing platform to highlight WIM issues in KAM and the industry.

III. Assignment Scope

KAM seeks a consultant who will conduct the following activities:

- Work closely with the project team and stakeholders to clarify monitoring and evaluation needs and objectives.
- Develop a detailed monitoring and evaluation plan, including clear indicators, data sources, and methodologies.
- Implement baseline assessments and periodic evaluations to measure the impact of e-learning programs on women's empowerment.
- Establish a robust data management system to collect, analyze, and report on project data.
- Provide technical assistance and capacity building to project staff and partners on monitoring and evaluation methodologies.
- Prepare and present timely and accurate reports to project stakeholders, highlighting key findings, trends, and recommendations.

IV. Methodology

Engage with project team members and stakeholders to understand their monitoring and evaluation needs, ensuring alignment with project objectives. Develop a monitoring and evaluation plan. Conduct baseline assessment and periodic evaluations and endline evaluation of the whole project. Set up a robust data management system to collect, store, analyze, and report project data efficiently. Prepare timely and accurate reports summarizing key findings, trends, and recommendations based on the collected data.

V. Key Deliverables

Deliverables for this project include:

- Baseline assessment and endline assessment evaluation reports.
- A monitoring plan for the project.
- Tools to monitor the project.
- Progress reports, including qualitative and quantitative data analysis.
- Recommendations for adjustments to project strategies based on monitoring and evaluation findings.

VI. Skills and Competencies

- Five years of experience in monitoring, evaluation and learning of projects.
- Advanced degree in monitoring and evaluation, statistics, or a related field.
- Proven experience in designing and implementing monitoring and evaluation systems for gender-focused projects.
- Familiarity with e-learning programs and their impact on women's empowerment.
- Strong analytical and reporting skills.

VII. Submission

Applicants should submit Technical and Financial proposals electronically in PDF format to procurement@kam.co.ke with the subject line: **Monitoring and Evaluation Expert** by 15th April 2024 at 5:00 pm.

All applications should include the following:

1. Proposed methodology (Concept Note) outlining how the consultant meets the selection criteria and their understanding of the ToR and methodology.
2. A detailed technical proposal clearly outlining the proposed methods and timelines for the project delivery.
3. A financial proposal with consultancy rates.
4. Evidence demonstrating successful development and deployment of similar projects.
5. Copy of company/business registration certificates for companies bidding
6. Copy of PIN
7. Copy of TCC
8. CR12 (applicable for limited companies)

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