



## **Terms of reference for a Gender & Policy Expert (ii)**

**Project: Enhancing Inclusivity and Participation of Women in Manufacturing**

**Contract Term: 22 Days (Start April 2024)**

**Location: Nairobi**

### **I. Introduction**

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 East Africa (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 and promotion of feministic development and opening of space for women in manufacturing.

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. The Project**

The Programme is implementing 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 seeks to:

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

### **III. The Assignment**

In line with the above, KAM seeks to engage a consultant/expert who will conduct the following activities:

- Develop sexual harassment policy framework.
- Offer Advisory/Training on gender sensitive topics including:
  - Prevention/elimination of gender violence.
  - Prevention of sexual harassment
  - Unbiased recruitment practices
- Support companies to develop sexual harassment policies.

### **IV. Methodology**

The project will require the consultants to develop content for the trainings relying on existing policies in Kenya. The consultant will host virtual engagements with WSMES on developing and implementing SGBV policies, where they do not exist. The consultant shall develop a draft framework of sexual harassment policy.

### **V. Key Deliverables**

Deliverables for this project include:

- Sexual harassment policy framework.
- Training guides/tools and manual covering prevention/elimination of gender violence, prevention of sexual harassment and unbiased recruitment practices.

### **VI. Skills and Competencies**

- At least 7 years of experience in research, management or implementation of gender programs, sexual and reproductive health or policy and advocacy.
- Have a background in law with at least a Bachelor of Laws (LLB) with 5 years of experience.
- Must be a registered advocate of the High Court of Kenya and in good standing.
- Must have a valid Practicing License.
- At least 5 years of direct experience in leading research projects with a bias in gender.
- Must be a certified trainer of trainers.
- Strong understanding of the Kenyan GBV policies.
- Strong understanding of the socio-cultural context in Kenya.
- Proven research, analytical and scientific writing skills, as evidenced by an extensive track record of peer-reviewed scientific publication in sexual and reproductive health and rights (within the past 5 years).
- Excellent skills and ability to manage and work in diverse teams.
- Support in writing project deliverables, including reports, and publications.

## **VII. Submission**

Applicants should submit Technical and Financial proposals electronically in PDF format to [procurement@kam.co.ke](mailto:procurement@kam.co.ke) with the subject line: **Gender & Policy Expert (ii)** TOR by 15<sup>th</sup> 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)