



29th August 2024

Dear Sir/ Madam,

Request for Proposals for the 2025 Energy Management Awards (EMA) Lead Technical Consultant for Awareness Forums

We are pleased to invite you to submit a proposal for the position of Lead Technical Consultant for the 2025 Energy Management Awards (EMA) Awareness Forums organized by the Kenya Association of Manufacturers (KAM) through the Centre for Energy Efficiency and Conservation (CEEC). The EMA is open to participation from all small, medium, and large facilities, including those in the services sector.

To assist you in preparing your proposal, we have enclosed the following documents:

Annex I: Terms of Reference (TOR)

Annex II: Requirements for the Submission of Proposals

Please submit your proposal to the KAM offices located on the **5th Floor, Mwanzi Road, Westlands**, by **5:00 PM** on **13th September 2024**. Kindly note that late submissions will not be considered.

We look forward to receiving your proposal.

Sincerely,

Tobias Alando
Ag. Chief Executive Officer

Annex I

Consultancy for EMA 2025 Awareness Forums

Terms of Reference

A. Background

The Energy Management Award (EMA) is open to participation from small, medium, and large manufacturing facilities, as well as buildings, counties, students, public facilities, and the services sector (e.g., banks, hospitals, hotels). Participating companies must demonstrate a commitment to improving energy utilization through policy, training, planning, implementation of activities, measurement, verification, and documentation of achievements. Initially focused on energy efficiency and cost savings, EMA now also recognizes initiatives in water efficiency and renewable energy, which are essential 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 Practice & 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*
- ❖ *Young Innovators Award*
- ❖ *Water Conservation Award*
- ❖ *Renewable Energy Award*
- ❖ *Banking and Finance Award*

I. About KAM

The Kenya Association of Manufacturers (KAM), established in 1959, represents Kenyan industrialists. As a non-partisan, non-profit membership organization, KAM has over 1,200 members from manufacturing, processing, and associated sectors such as financial institutions, insurance companies, and consulting firms. KAM advocates for its members' interests with the

government, regulatory agencies, and local authorities, while encouraging standards, fair competition, and industrial development.

Through its Centre for Energy Efficiency and Conservation (CEEC) and Center for Green Growth and Climate Change (CGGCC), KAM has been at the forefront of supporting local industries in implementing energy efficiency and conservation strategies. The EMA, launched in 2004 by the GEF-KAM Energy Efficiency Project (the predecessor to the CEEC), has been organized and coordinated by the Centre since 2006.

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

The Consultant is expected to:

- a) Develop a guideline for EMA Assessment Tool Awareness Forum under an established protocol.
- b) Facilitate at least 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 assignment

- a) 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.
- b) Educate potential and existing participants on the requirements of the EMA and how to correctly and adequately complete and submit the EMA assessment tool.
- c) A step-by-step run through each chapter while engaging the participants and enlightening them on expected approach when filling in each section.
- d) 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

- a) Must be a licensed Energy Auditor

- b) 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
- c) Technical expertise, knowledge, and practical experience in the field of energy auditing and management
- d) 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: -

- a) State and explain the approach of the tasks set out above.
- b) Clearly outline how they will deliver the outputs/ expectations.

6. Expected Outcomes

- a) One (1) hard copy and a soft copy of the training manual
- b) 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:
 - ❖ Technical component (methodology, understanding of assignment, timetable/schedule of activities) and
 - ❖ 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, CR 12 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.