



29th August 2024

Dear Sir/ Madam,

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

We are pleased to invite you to submit a proposal for the position of Lead Technical Consultant for the 2025 Energy Management Awards (EMA) 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 Lead Technical Consultant

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.

Award Criteria

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

- ❖ **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

- ❖ **Water Efficiency Assessment Tool**
 1. General Information
 2. Water Accountability
 3. Monitoring and Performance Measurement
 4. Water Savings Project

- ❖ **Renewable Energy Assessment Tool**

- ❖ **Young Innovators Award Assessment Tool**
 1. Lead Applicant Details
 2. Project Technical Details
 3. Commercial Viability Details

***The County Awards and Green Buildings Awards 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 primary objective is to engage a Lead Technical Consultant to oversee the technical process for EMA 2025.
- b) Additionally, the consultant will provide feedback to participants, both during the gala dinner and afterward through detailed feedback reports.

3. Scope of Work

The Consultant will be responsible for:

- a) Coordinating a 3-day Technical Assessment Workshop to review assessment tools and award scores based on a predetermined marking scheme.
- b) Reviewing the technical documentation submitted for EMA 2025, summarizing strengths and weaknesses, and providing suggestions for improvement.
- c) Developing and preparing evaluation criteria (protocols) and templates for the technical team to award scores to EMA participants.
- d) Preparing a technical report on the assessment process for submission to the Panel of Judges.
- e) Preparing PowerPoint presentations highlighting the notable achievements of each winner.
- f) Presenting the technical report to the Panel of Judges and providing technical support during the judging process. The report should include:
 - ❖ Detailed information for each award category in individual spreadsheets.

- ❖ Summarized marks for each section of the tool, well-presented for quick and fair assessment.
 - ❖ An appendix detailing all formulas used for calculating energy savings, intensities, etc.
- g) Preparing a general performance feedback report for EMA 2025 participants, covering:
- ❖ Notable improvements
 - ❖ Lessons learned
 - ❖ Gap analysis (tool, data quality, inception meeting with consultants)
 - ❖ Participation trends (sectors, categories, new entrants, numbers)

4. Requirements

Candidates must meet the following requirements:

- ❖ Licensed Energy Auditor
- ❖ Evidence of at least 20 projects in energy, water, or carbon footprint assessments within the last 5 years, demonstrating experience across industries
- ❖ Thorough understanding of the assessment tool, scoring grid, and interpretation for fair review
- ❖ Expertise in Measurement and Evaluation Protocols, EMA assessment, award processes, and categories
- ❖ Technical expertise, knowledge, and practical experience in energy auditing and management
- ❖ Deep understanding of the energy sector dynamics in Kenya.
- ❖ Previous experience in a manufacturing facility is an added advantage

5. Methodology

The consultant should detail the following:

1. The approach to be taken for the tasks outlined above.
2. A clear outline of how the outputs and expectations will be delivered.

6. Expected Outputs

The expected outputs from the consultant are:

- ❖ EMA 2025 technical committee report
- ❖ Judges' presentation and delivery
- ❖ Gala dinner presentation preparation
- ❖ EMA 2025 feedback reports for participants

- ❖ Reviewed assessment tool, scoring grid, and verification report format for EMA 2025

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 companies to verify information submitted by the industry	By 28 th February 2025
2.	Conduct 3-day Technical Assessment workshop for technical team to prepare technical report	By 14 th March 2025
3.	Preparation of technical report on the assessment process to be submitted to the panel of Judges	By 4 th April 2025
4	Present the report to the panel of Judges	On 4 th April 2025
5.	Present the report to the Advisory Council	On 25 th April 2025
6	Prepare technical presentation material for the gala night	By 9 th May 2025
7.	Prepare Feedback for EMA 2025 Participants	By 30 th May 2025
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 th July 2025

ANNEX II

Requirements for submission of proposal

- Your proposal shall be prepared in the English Language.
- Your proposal shall comprise the following documents:
 - ❖ Technical component (methodology, understanding of assignment, timetable/schedule of activities)
 - ❖ Financial component.
- 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.
- 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.