

# **REQUEST FOR PROPOSALS**

**RFP No: KCIC/2024/175**

**Provision of Technical Mentorship and Coaching Services for enterprises in the Waste Management Sector under the SWIFT Programme**

**Client:** Kenya Climate Innovation Center

**Country:** Kenya

**Issued on: 21<sup>st</sup> June 2024**

## Terms of Reference

### Provision of Technical Mentorship and Coaching Services for enterprises in the Waste Management Sector under the SWIFT Programme

#### 1. Introduction

Kenya Climate Innovation Center is inviting qualified and experienced technical mentors in the waste management sector to submit proposals to provide technical mentorship services to enterprises onboarded into the SWIFT Incubation & Acceleration programmes.

The enterprises are involved in the following solid waste management segments;

- Efficient waste aggregation and separation
- Reusing waste materials
- Repurposing of waste materials
- Reduction of waste generation
- Economic ways of composting waste
- Reduction of waste toxicity
- Conversion of waste to energy
- Recycling waste materials
- Upcycling waste materials
- Waste to Energy projects

#### 2. Background

KCIC is implementing 'Sustainable Waste Innovation for a Future in Transition (SWIFT)', a three-year programme targeting Small and Medium Enterprises (SMEs) in the waste management sector in Kenya. Funded by the IKEA Foundation, the programme's primary objective is to transform the waste management sector through innovative business models that embrace the principles of circular economy.

The SWIFT programme will support 110 enterprises from across the country through business advisory services, technical assistance, mentorship, and access to finance, and by fostering an enabling environment through

advocacy and policy support. In an endeavor to strengthen waste management policies and frameworks, the programme will strategically collaborate with the national government and five counties namely Nairobi, Mombasa, Nakuru, Kisumu, and Uasin Gishu. The collaborative effort will support the development of policies and regulations incentivizing private sector engagement in waste management and circular economy practices.

KCIC recognizes the importance of mentorship and coaching in the growth and success of entrepreneurs and businesses operating in the climate change sectors. To further enhance its mentorship program, KCIC intends to contract experienced mentors in the waste management sector who will provide consultancy services in business mentorship and coaching.

### **3. Project Description**

This engagement aims to assist KCIC roll out the mentorship & coaching program for the KCIC SWIFT program Cohort 1 clients. The program will run for **10 months** and support **57 clients** with an overall goal of equipping the target clients with technical waste management skills that will contribute to their growth. It is expected that as a result of this mentorship and coaching programme, the targeted firms will experience;

- Increased efficiency in waste management
- Streamlined business modeling
- Strong market share and penetration into new markets
- Job creation and as a result increase their revenues.
- Improved brand visibility and recognition
- Efficiency in material recovery facility management
- Enhanced product development, testing and quality of output

The mentorship and coaching will serve to complement the business support being offered by KCIC staff to the clients, and will be critical in accelerating the growth of the enterprises under support.

#### **4. Objectives of the mentorship programme**

The mentorship programme will serve the objectives outlined below;

- Enhance technical proficiency in waste management practices.
- Promote the adoption of best practices in waste collection, sorting, and disposal.
- Facilitate the implementation of effective recycling techniques specific to the waste management sector.
- Improve operational efficiency in waste handling and management.
- Increase knowledge and awareness of sustainable waste management solutions.
- Support the development and implementation of waste reduction strategies.
- Foster innovation in waste recycling and reuse methods.
- Strengthen the capacity of the enterprises to comply with environmental regulations and standards.
- Encourage the use of environmentally friendly technologies and processes.
- Guide effective waste segregation and material recovery.
- Enhance skills in resource management and optimization.
- Support the establishment of partnerships and collaborations within the waste management sector.

The objective of the SWIFT Mentorship Program is to provide targeted mentorship and coaching to Small and Medium Enterprises (SMEs) in Kenya's waste management sector. The mentorship program aims to foster the growth and sustainability of these enterprises by enhancing their technical skills, strategic business planning, and market access, thereby promoting innovative business models that support a circular economy and climate-smart practices.

## 5. Scope of the Programme

The key mentorship support areas for the enterprises are but not limited to:

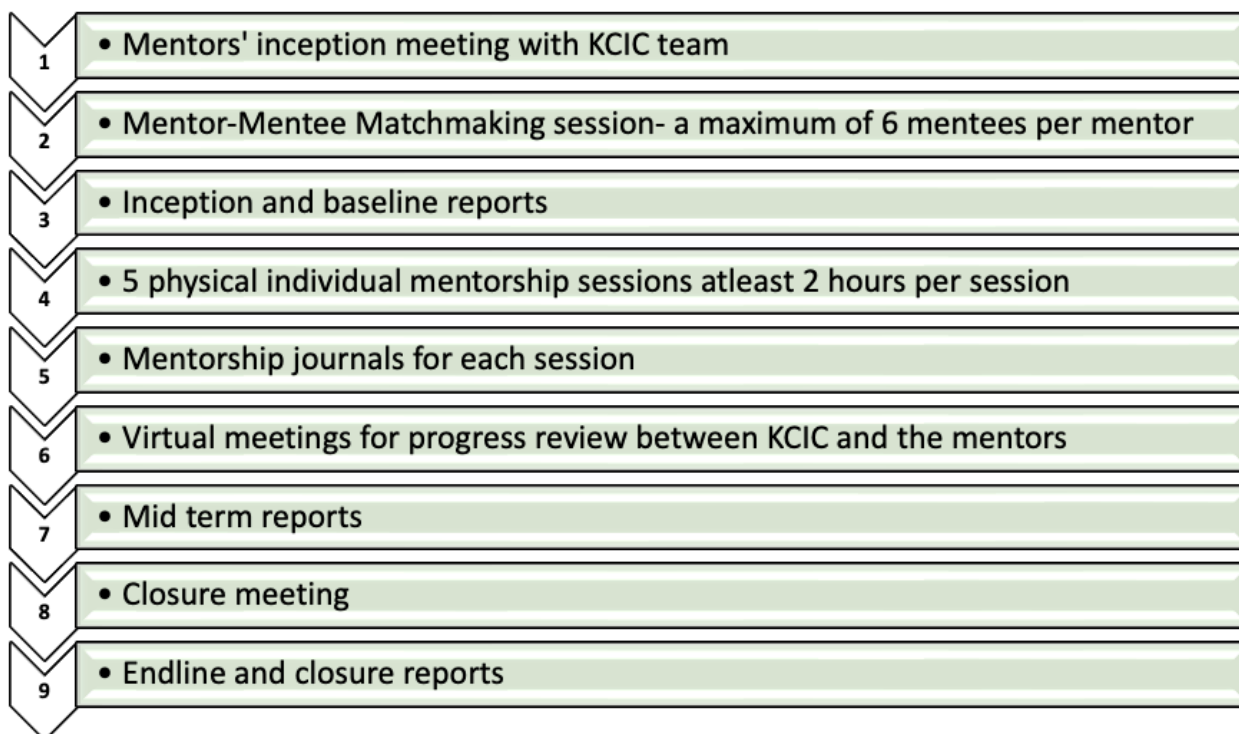
- a) Plastic waste recycling with minimal environmental pollution
- b) Enhanced organic fertilizer adoption and penetration in the Kenyan market and beyond
- c) Mass production and marketing of animal protein from BSF
- d) Enhanced efficiency in plastic waste recycling to oil and cooking gas
- e) Local and external market penetration for biomass briquettes
- f) Production diversification in plastic recycling
- g) Enhanced efficiency in leather production, fashion and design
- h) Fundraising techniques and strategies
- i) International markets penetration and entry strategies
- j) Waste management industry compliance and regulations

Mentorship category	Specific needs	No of clients
Effective plastic waste recycling	<ul style="list-style-type: none"> <li>● Product diversification in plastic sector and emission reduction during recycling</li> <li>● Enhancing waste to energy recovery mechanism</li> </ul>	15 3
Sales and marketing	<ul style="list-style-type: none"> <li>● Enhancing market access for organic fertilizer, BSF larvae, briquettes</li> <li>● Effective market penetration for local &amp; international markets</li> </ul>	11 7
Effective value addition to waste materials	<ul style="list-style-type: none"> <li>● Effective material recovery, processing and marketing. Quality process flow in a material recovery facility</li> </ul>	20
Enhanced product development and design	<ul style="list-style-type: none"> <li>● Enhanced leather products design</li> <li>● Production of quality biofertilizer</li> </ul>	1 1
Organic waste value addition	<ul style="list-style-type: none"> <li>● Optimal Black Soldier Fly production as an animal protein. Maximizing revenues from both protein and frass</li> </ul>	4

Fundraising techniques	<ul style="list-style-type: none"> <li>• Effective resource mobilization techniques from impact investors</li> </ul>	57
New Product Entry techniques	Market research & Analysis, product development, Business case development, launch planning, sales and distribution, post launch activities.	7
Waste Paper handling and value addition	Introduction to Waste Paper Management, collection & Sorting, processing & recycling, value addition process, technology interpretation and application.	12

## 6. Methodology

The mentorship program will entail 5 physical sessions for the cohort 1 clients. The structure of the mentorship program is as follows:



## 7. Reporting arrangements

The Mentorship & Coaching program will continue being implemented under the broad guidance and leadership of the SWIFT Program Manager. Day to day engagement will be through the KCIC Mentorship Coordinator and the clients' business leads.

## 8. Duration and Timelines

The SWIFT mentorship programme is expected to run for a duration of 10 months beginning October 2024.

## 9. Qualifications and Experience

To effectively deliver the mentorship and coaching services under the SWIFT programme, mentors must meet the following qualifications and experience requirements:

### A. Qualifications

- **Educational Background:** A minimum of a Technical Diploma in Environmental Science, Waste Management, Environmental Engineering, Sustainable Development, Business Administration, or a related field. A Master's degree or higher in these fields will be an added advantage.
- **Professional Certifications:** Relevant professional certifications in waste management, environmental management, business mentorship, or coaching.
- **Enterprise Support Experience:** Candidates must demonstrate at least 5 years' experience in providing enterprise support, with a particular emphasis on waste management or related sectors. This includes a proven track record of delivering advisory services, mentorship, coaching, or consulting for small and medium enterprises.

## B. Technical Expertise and Experience

- **Industry Experience:** At least 5 years of experience in the waste management sector, with a strong track record of implementing waste management projects, particularly in areas such as recycling, waste-to-energy, composting, and waste reduction. **Being a practicing entrepreneur is an added advantage.**
- **Mentorship and Coaching:** Proven experience in mentoring and coaching SMEs, with at least 5 years of experience in providing business mentorship and coaching services. Experience working with enterprises in the waste management or environmental sectors is highly desirable.
- **Regulatory Knowledge:** In-depth knowledge of environmental laws, regulations, and standards relevant to waste management, with experience in guiding businesses to comply with these regulations.
- **Market Analysis and Development:** Expertise in market analysis, identifying market trends, and developing strategies for market penetration and business growth within the waste management industry.
- **Waste Management Systems and Technologies:** Proficiency in modern waste management systems and technologies, including waste collection, aggregation and transportation.
- **Recycling and Waste Processing Techniques:** Expertise in advanced recycling methods, waste processing, and material recovery techniques.
- **Environmental Regulations and Compliance:** In-depth knowledge of environmental laws, regulations, and standards pertinent to waste management.



- **Hazardous Waste Management:** Specialized knowledge in handling and disposing of hazardous and industrial waste safely.
- **Resource Optimization:** Skills in optimizing resources, including waste-to-energy technologies and efficient resource recovery.
- **Waste Segregation and Sorting:** Expertise in effective waste segregation and sorting techniques to maximize recycling and minimize landfill use.
- **Innovative Waste Solutions:** Experience with innovative waste management solutions and emerging technologies in the sector.
- **Market Analysis:** Expertise in analyzing market trends and opportunities within the waste management industry.

### C. Additional Attributes

- **Problem-Solving Skills:** Strong analytical and problem-solving abilities, with a focus on practical and innovative solutions for waste management challenges.
- **Networking:** Well-established networks within the waste management sector, including connections with industry experts, potential clients, investors, and strategic partners.
- **Commitment to Sustainability:** A demonstrated commitment to environmental sustainability and the principles of the circular economy.
- **Cultural Sensitivity:** Experience working in diverse cultural settings, with an understanding of the local context and challenges faced by SMEs in Kenya.
- **Flexibility and Adaptability:** Ability to adapt mentorship and coaching approaches to meet the unique needs and contexts of different enterprises.

- **Communication Skills:** Excellent communication, presentation, and interpersonal skills, with the ability to convey complex technical concepts in a clear and understandable manner.

## **10. Expected deliverables and outputs**

By the end of the mentorship program, the following outputs should be delivered to the satisfaction of KCIC:

- Baseline report for each client detailing the validated gaps and the type of mentorship support that shall be provided to address the gaps.
- An Inception report detailing the methodology and overall work plan and milestones over the 10 months programme period.
- A work plan for each client for the 10 months implementation period including time estimates required for all the stages of the work.
- A meeting journal for every mentorship session.
- Midterm report detailing each mentees' progress
- Submission and approval of end line survey data for the mentees
- End of mentorship report for each client detailing the type of mentorship provided, benefits derived, challenges faced and clear recommendations and action plan.

## **11. Application Deadline and Submission Details**

Interested and qualified individuals who meet the eligibility criteria are invited to submit their applications. The application should clearly indicate the following;

- A detailed curriculum vitae highlighting relevant experience and qualifications

- A detailed proposal highlighting the methodology to be employed (Not more than 10 pages)
- Expected remuneration in Kenya shillings

The deadline for proposal submission is on **Thursday 11<sup>th</sup> July 2024 at 5:00 pm**. The submission should be in two separate zip folders clearly marked technical and financial. They should be submitted to the official email: [procurement@kenyacic.org](mailto:procurement@kenyacic.org)

Any proposal received after the deadline will not be opened and no amendments to the technical or financial proposals will be accepted after the deadline. Proposals submitted contrary to the instructions given above will not be accepted by KCIC.

All inquiries relating to the TOR shall be communicated in written form to the email mentioned above address.

## Annex 1: Mapping

County	No. of Clients
Garissa	1
Kajiado	1
Kiambu	9
Kilifi	1
Kirinyaga	2
Kisii	1
Kisumu	4
Makueni	1
Mombasa	4
Muranga	1
Nairobi	19
Nakuru	8
Turkana	1
Uasin Gishu	3
West Pokot	1
<b>Total</b>	<b>57</b>