

REQUEST FOR PROPOSALS

RFP No: KCIC/2024/176

Provision of Trainers for enterprises in the Waste Management Sector under the SWIFT Programme

Client: Kenya Climate Innovation Center

Country: Kenya

Issued on: 21st June 2024

Terms of Reference

Capacity Building Bootcamp for 57 Clients in Cohort 1

1. Background

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space and is committed to supporting micro and small enterprises. KCIC is driven by innovation and provides entrepreneurs with a wide range of support services that include: access to finance, business advisory, access to information, creating an enabling environment, and access to facilities.

The SWIFT programme is supporting 57 enterprises from across the country under cohort 1 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 is collaborating 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 is seeking to conduct a 3- day physical training and knowledge workshop for Cohort 1 enterprises. The training will take place centrally in Nairobi in July. The consultancy is open to individual consultants and not consulting companies.

2. Objective

The objectives of the bootcamp are as outlined below;

- a) **Provide Essential Knowledge on the Regulatory Framework Governing Waste Management:** The primary objective is to create awareness around the regulatory framework in Kenya and emphasize compliance.

- b) **Expound of market expansion strategies:** The program seeks to enhance entrepreneurs' ability to prepare for, penetrate and dominate new markets with great business potential.

- c) **Enhance occupational health and safety:** The training program provides concise knowledge on best practices in waste management which enhances the health & safety of employees.

- d) **Role of Innovation in enhancing business growth:** Innovation is a necessity to create solutions for problems affecting humanity. The training will explore new technologies that have been invented to support the waste management sector.

- e) **Carbon markets and waste management:** The training will focus on the operation model of the carbon markets (carbon/plastic credits), requirements for an enterprise to benefit, carbon credits conversion and the regulatory framework.

- f) **ESG Impact Measurement and reporting:** The training will focus on the importance of ESG principles, measurement and reporting.

- g) **Understanding the Taxation Policies and enhancing compliance:** The program will ensure that participants are well-versed in taxation policies, tax calculation and remittance. This knowledge is essential for compliance and financial management.

- h) **Allow for inter-business experience sharing, partnership and marketing:** The different enterprises under the program operate in interdependent waste sectors which creates room for knowledge and experience sharing, partnerships and market for each other. The match-making will be done during the training.

3. Scope of work

The training will have a cross cutting topics session in the morning hours where all clients will be together. In the afternoon session, clients will break into accelerator and incubator rooms for specialized training.

A. Incubation Clients' Profile

These are early-stage enterprises within the waste management sector. They are post - ideation stage, have achieved proof of concept and are working towards optimization of operations, new product diversification and financial growth for 32 clients/enterprises.

B. Acceleration clients' profile

These are growth stage enterprises in the waste management sector, the enterprises have commercialized and are seeking to enter new markets (Both local and international), achieve fundraising goals for company expansion and sustainability for 25 clients/enterprises.

Cross-cutting topics:	Program	No of clients
The legal framework around waste management: The Sustainable Waste Management Act, Regulations, NEMA, County Government role	Acceleration and incubation	57
Circular Economy Principles and application to waste management enterprises		
Unpacking the waste management sector in Kenya, opportunities, trends, technologies. Comparison with international markets and best practices to borrow from		

Carbon trading and how waste management enterprises can benefit from carbon markets. Tapping into plastic/carbon credits		
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Program-specific topics: Accelerator

Accelerator topics	No of clients
Market expansion strategies: Necessary certifications, Market acquisition, penetration international markets	25
Environmental, Social & Governance reporting and impact measurement.	

Program-specific topics: Incubator

Incubator topics	No of clients
Occupational health and safety training	32
Generating profitable business models, understanding different business models and incorporation into the business.	
Effective handling of hazardous waste.	

4. Proposed Methodology

The following methodologies are recommended for use in the training delivery:

Lectures	Make use of lectures to provide the clients with comprehensive overview and foundational knowledge on industry specific topics through expert presentations
Group/Peer discussions	Facilitate Group and peer learning to encourage the clients to share knowledge, experiences and foster collaborative problem-solving tailored to their enterprises.
Case Studies	Use case studies to analyze real-world scenarios in waste management, helping clients to learn from past experiences and develop problem-solving skills specific to the industry.
Videos	Utilize videos to present visual demonstrations of waste management processes, best practices and innovations.
Assignments	Give assignments to reinforce learning by having participants apply theoretical knowledge to practical problems ensuring they can implement what they have learnt
Simulations	Incorporate simulations to create controlled environment training, allowing the clients to practice response protocols and decision making in waste management scenarios.

5. Deliverables and output

The consultants for this assignment are expected to:

- Develop a comprehensive training program agenda with detailed topics, tools and activities for each day.
- Develop a training outline and training curriculum I for the select topics
- Develop an implementation matrix with support from KCIC team

- Develop a comprehensive training report after the training

6. Qualifications

A. Educational Qualifications

- **Minimum:** Bachelor's degree in business administration, Education, Economics, Environmental Science, Organizational Development, or a related field.
- **Added advantage:** Master's degree in any of the above disciplines.
- **Relevant Certifications:** PMP, ToT, or other industry-specific credentials.

B. Professional Experience

- Minimum of 5 years of professional experience in conducting training and capacity-building programs for enterprises.
- Demonstrated experience in the waste management sector with examples.

C. Training Experience

- Description of at least three previous training engagements, including client names, scope, methods used, and outcomes.
- Proficiency in in-person and experiential training methods.

D. Technical Expertise

- **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.
- **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. Skills and Competencies

- Strong instructional, communication, and facilitation skills.
- Examples of innovative instructional techniques and successful facilitation.

D. References and Testimonials

- Contact information for at least three previous clients.
- At least two testimonials or case studies demonstrating training success.

7. Duration and timelines

The training is proposed to run for **a period of 3 days**. The training schedule is as **outlined** below;

Duration	Topics
DAY 1	
2 hours	The legal framework around waste management: The Sustainable Waste Management Act, Regulations, NEMA, County Government role
2 hours	Circular Economy Principles and application to waste management enterprises
2 hours	Unpacking the waste management sector in Kenya, opportunities, trends, technologies. Comparison with international markets and best practices to borrow from
2 hours	Carbon trading and how waste management enterprises can benefit from carbon markets. Tapping into plastic/carbon credits
DAY2	
2 hours	Market expansion strategies: Necessary certifications, Market acquisition, penetration international markets
2 hours	Environmental, Social & Governance reporting and impact measurement.
DAY 3	
2 hours	Occupational health and safety training

2 hours	Generating profitable business models, understanding different business models and incorporation into the business.
2 hours	Effective handling of hazardous waste.

8. Reporting and Arrangements

The consultancy will be carried out under the broad guidance and direction of the KCIC SWIFT team.

9. Evaluation Criteria

- The proposal will be evaluated based on the completeness, clarity, and cost-effectiveness of the proposed program.
- The experience and qualifications of the trainers and experts will also be considered.

10. Application details and Submission Deadline

The submission should be in two separate zip folders clearly marked **Technical** and **Financial**. The technical proposal should specify the **training topic(s)** of interest for the applicant. The financial proposal should be based on a **per-hour** basis for submission.

Attach your CV with at least **three professional references** for **former clients**.

The deadline for proposal submission is on **Tuesday 2nd July 2024 at 5:00 pm**. They should be submitted to the official email: 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.

