

SELECTION OF CONSULTANTS

REQUEST FOR PROPOSALS

RFP No: KCIC/2023/138

Provision for Consultancy Services for Mentorship Programme

Client: Kenya Climate Innovation Center

Country: Kenya

Issued on: 24th April 2023

Terms of Reference

Call for Mentors: Provision of Mentorship under the Kenya Climate Innovation Center (KCIC) GreenBiz Programme

1. Background

The KCIC is a social impact organization dedicated to supporting micro and small enterprises driven by innovation in the climate space. KCIC is implementing the GreenBiz program, which is supported by the Ministry of Foreign Affairs of Denmark (Danida). The GreenBiz program focuses on climate technologies and innovative business models in five sectors: Water, Renewable Energy and Energy Efficiency (RE & EE), Agriculture, Commercial Forestry, and Waste Management. The program aims to support 300 businesses, creating over 3,000 job opportunities, directly and indirectly contributing to the achievement of SDGs. The program seeks to increase the commercialization and scale-up of climate smart innovations, creating decent jobs, increasing access to low carbon energy sources, and enhancing community and household resilience to climate change. The GreenBiz program offers a range of services including business advisory, mentorship, access to finance and technical assistance.

The GreenBiz program aims to recruit mentors (individuals) who will be a valuable source of guidance, support and knowledge for the GreenBiz clients. It is expected that the mentors will offer insights and technical advice based on their own experiences, which can help the GreenBiz clients to avoid common pitfalls and make more informed decisions.

2. Objectives and Scope of the Program

Technical advice is essential for SMEs (small and medium-sized enterprises) as it provides them with specialized knowledge and expertise in a particular technical area; it helps them to identify and address technical challenges or opportunities including but not limited to product development, process optimization and adoption of new technologies. This will enable the GreenBiz clients to increase efficiency, reduce costs and improve product quality, ultimately leading to increased competitiveness and profitability. Additionally, mentors will provide networking opportunities and introductions to potential partners or customers.

The mentorship program, which will run for 10 months and support 50 clients, will complement the business advisory and technical assistance support being offered by KCIC staff to the clients, accelerating the growth of the enterprises under support. The mentorship program will be highly interactive, allowing entrepreneurs to discover and apply practical proven tools and methodologies that will help them transform their businesses. Mentors with entrepreneurial backgrounds in KCIC thematic areas will work directly with KCIC staff and GreenBiz clients in executing all aspects of the mentorship program. The mentorship program aims to empower business owners/managers, improve companies' ability to deal with challenges, contribute to business growth and improvement, improve market linkages, and enhance the mentees' technical skills, financial performance, and economic outcomes.

3. **Methodology and Structure**

The mentorship programme will use either one-on-one mentoring, group mentoring, peer mentoring, virtual mentoring, reverse mentoring and hybrid mentoring depending on the level and needs of the entrepreneur or a combination of these models.

To kick off the program, a two-day mentorship bootcamp will be conducted. The bootcamp will focus on addressing the common needs of clients in KCIC's five thematic areas, namely Water, Renewable Energy and Energy Efficiency (RE & EE), Agriculture, Commercial Forestry, and Waste Management. The enterprises will then be grouped according to their respective thematic areas, and mentors will conduct individual entrepreneur needs assessments and develop action plans to address those needs. Mentorship sessions will be provided to address specific individual needs identified during the bootcamp.

The structure of the mentorship programme is as follows:

- Two 2-day Mentorship Bootcamp Sessions: Covering the cross-cutting needs across the enterprises.
- Ten On-site Individual Mentorship Sessions: The mentor/coach will conduct at least 2 hours of one-on-one physical mentorship sessions to the entrepreneurs under their portfolio.

4. Scope of work

A. The Mentor

Phase 1- Inception Meeting and Gap Validation:

During this phase, the mentor will participate in an inception meeting with KCIC to be briefed on the programme design. The mentor will be part of a gap validation session together with KCIC staff to prepare gap analysis briefs and a baseline report for every client. The reports will consist of both quantitative and qualitative data to be used when evaluating the programme. The mentor will use the information from the gap analysis briefs to prepare an implementation plan and deliverables, which will be used as a road map to action the gaps noted.

Phase 2- Execution:

The mentor will execute the following activities:

- 10 physical mentorship sessions
- Participate in two 2-day mentorship bootcamp

Phase 3- Monitoring and Evaluation:

KCIC will be responsible for monitoring and evaluating the mentorship programme. The mentor will ensure regular physical meetings are held with KCIC to review the progress of the programme and take corrective action where necessary. The mentor will sign journals at the end of every mentoring session. The mentor will submit an inception report, monthly progress reports, and a comprehensive final report at the end of the ten months. The mentor will develop relevant case studies for each enterprise on board in the programme.

B. KCIC

KCIC will select clients to undergo the mentorship programme, work closely with clients to enlist their active participation in the programme and provide backstopping for the programme.

5. Reporting Arrangements

The engagement will be carried out under the broad leadership and guidance of the GreenBiz Programme Manager or anyone else that may be assigned that role.

6. Duration and Timelines

The programme is expected to run for a duration of 10 months upon contracting.

7. Qualifications and Experience

Proposals for the business Mentorship program will be considered from qualified individuals that demonstrate and fit the following eligibility criteria per thematic area:

Cross-cutting skills

- A minimum of 5 years' experience offering MSMEs support specifically targeted at investor readiness, business coaching/mentorship.
- Ability to frequently handle sensitive and private information and continue to uphold their clients' faith in them and conduct themselves with the utmost honesty.
- Ability to modify their coaching approach to adapt each client's particular needs and learning preferences.
- Demonstrate ability to possess a thorough knowledge of both the business world such as finance, marketing, strategy and operations.
- Demonstrate ability to understand the Kenyan MSMEs and the entrepreneurial ecosystem.
- Individuals should have the ability to inspire and motivate clients to realize their full potential
- High level of written and oral communication skills in both English and Kiswahili.
- Ability to be open minded and respectful
- Ability to facilitate positive change and build sustainable working relationships

- Ability to manage time effectively and prioritize tasks, in order to help mentees balance competing demands and achieve their goals.
- Flexibility to travel

Qualification Requirements for Agribusiness Mentors

- Individuals must possess a Bachelor's degree in Agribusiness, Agricultural Economics, Agricultural Science, Business Management or a related field. Possession of Master's degree or professional certification in agriculture or a related field will be an added advantage.
- Thorough understanding of the agribusiness sector and agribusiness value chains.
- Have previous experience overseeing agribusiness projects.
- Understanding of the regulatory landscape surrounding Agribusiness sector.

Qualification requirements for Renewable Energy & Energy Efficiency Mentors

- Individuals must possess a bachelor's degree in Renewable Energy, Renewable Energy, Energy Policy and Climate, Business Management or a related field. Possession of Master's degree or professional certification in renewable energy or a related field will be an added advantage.
- Thorough understanding of the renewable energy sector and subsectors.
- Have previous experience overseeing Renewable Energy and Energy Efficiency projects.
- Understanding of the regulatory landscape in Renewable Energy.

Qualification requirements for Waste Management Mentors

- Individuals must possess a bachelor's degree in Environmental Science, Environmental Management, Sustainable Waste Management, Business Management or a related field. Possession of Master's degree or professional certification in waste management or a related field will be an added advantage.
- Thorough understanding of the circular economy space.
- Have previous experience overseeing circular economy projects.
- Understanding of the regulatory landscape in the circular economy.

Qualification requirements for Water Management Mentors

- Individuals must possess a bachelor's degree in Environmental Science, Civil or Environment Engineering, Water Resources Management, Business Management or a related field. Possession of Master's degree or professional certification in water management or a related field will be an added advantage.
- Thorough understanding of the water sector.
- Have previous experience overseeing water projects.
- Understanding of the regulatory landscape in the water sector.

Qualification requirements for Commercial Forestry Mentors

- Individuals must possess a bachelor's degree in Forestry, Environmental Science, Natural Resource Management, Environmental Science, Business Management or a related field. Possession of Master's degree or professional certification in water management or a related field will be an added advantage.
- Thorough understanding of the Forestry sector.
- Have previous experience overseeing commercial projects.
- Understanding of the regulatory landscape in the forestry sector.

8. Expected deliverables and outputs

By the end of the mentorship, 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.
- Participation in two, 2-day mentorship boot camps including individual mentorship clinics.
- 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.
- Monthly progress reports for each client assigned in the mentorship programme.

- End line report for each client detailing the type of mentorship provided to each client, benefits derived, challenges faced, and to include clear recommendations and action plan for each recommendation.
- All other deliverables and reports specified in the monitoring and evaluation Scope of works.

Priority will be given to mentors from the host counties where the GreenBiz clients are located (See Annex 2 for the regional mapping).

9. Application deadline and Submission details

The deadline for submission of proposal is on **Monday 15th May 2023 at 5:00pm**. The submission should be in two separate zip folders clearly marked technical and financial. **The financial proposal should be based on a per-mentee basis for submission.** 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 in contrary to the instructions given above will not be accepted by the KCIC.

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

Annex 1: Scope covered per Thematic area

Thematic area	Narration and Scope
Agribusiness	<p>Businesses focusing in any of the following areas will be considered but are not limited to;</p> <ul style="list-style-type: none"> ● Promoting heat and drought resistant crops ● Sustainable climate-resilient farming method. ● Energy efficient agricultural machinery and carbon neutral system ● Efficient irrigation (water saving) mechanisms/Technologies. ● Climate friendly inputs/alternatives for example pesticides, fertilizers, and other field operations. ● Post-harvest management technologies to prevent post-harvest losses in handling, storing and transportation ● Set up/use of early warning communications system for agricultural purposes (e.g., communications/IT solutions for monitoring crops, precipitation, temperature etc. to avoid crop loss through climate-related stress or disaster)
Water Management	<p>Focusing on businesses that are developing sustainable and innovative water management interventions associated with, but are not limited to:</p> <ul style="list-style-type: none"> ● Solar filtration ● Desalination ● Promoting water conservation in areas subject to increased water stress due to climate change ● Innovative technologies in rainwater harvesting and storage ● Efficient irrigation technologies ● Biotechnology for water treatment. ● Smart Water Metering

	<ul style="list-style-type: none"> • Climate resilient supply and distribution of clean water and storage to ensure access where water resource is limited due to climate change • Treatment of water resources with the introduction of recycled water • Wastewater management systems, or systems designed to protect the quality and quantity of existing water resources in the face of climate change
Waste Management	<p>Innovative businesses falling within any of the following areas, but are not limited to:</p> <ul style="list-style-type: none"> • Efficient waste aggregation and recycling • Reduction of waste toxicity • Upcycling waste materials • Recycling waste materials • Conversion of waste to energy • Economic ways of composting waste • Reduction of waste generation
Renewable Energy & Energy Efficiency	<p>Support innovative businesses that innovatively offers climate change mitigation or adaptation solutions through any or all of the following, but are not limited to:</p> <ul style="list-style-type: none"> • Off-grid technologies – solar PV, biogas, biomass and wind • Micro-hydro – domestic and rural mini-grid use • Bio-energy – bio-gasification, bio-diesel, biomass power and heating • Energy Efficient Technologies; Cook stoves, Solar Lanterns, Energy metering and Energy Storage technologies. • E-mobility services running on renewable energy
Commercial Forestry	<p>Innovative businesses across all commercial forestry value chains demonstrating sustainable practices to build resilient forests leading to increased forest cover. This will focus on but not limited to:</p> <ul style="list-style-type: none"> • Planting Trees for commercial purposes on at least 3 acres of land

	<ul style="list-style-type: none">• Use of technologies to grow and monitor forest coverage that reduce deforestation and degradation• Innovative best practices in agroforestry that enhance agricultural landscape resiliency, facilitate species movement to more favorable conditions, sequestering carbon and reducing greenhouse gas emissions.• Commercial tree nurseries and seeds production facilities• Efficient production, processing and use of wood raw materials.
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Annex 2: Regional Mapping

Regional Economic Bloc	Target Counties		
Jumuiya ya Kaunti za Pwani	<ul style="list-style-type: none"> ● Kilifi ● Mombasa ● Taita Taveta ● Kwale ● Lamu ● Tana River 		
South Eastern Kenya Economic Block (SEKEB)	<ul style="list-style-type: none"> ● Makueni ● Kajiado ● Machakos ● Kitui 		
Mt. Kenya and Aberdare Bloc	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Kiambu ● Nyandarua ● Nairobi ● Nyeri ● Kirinyaga ● Laikipia </td> <td style="vertical-align: top; padding-left: 20px;"> Tharaka Nithi Embu Murang'a Nakuru </td> </tr> </table>	<ul style="list-style-type: none"> ● Kiambu ● Nyandarua ● Nairobi ● Nyeri ● Kirinyaga ● Laikipia 	Tharaka Nithi Embu Murang'a Nakuru
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North Rift Economic Bloc	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ● Nandi ● Marakwet ● Baringo ● Turkana ● West Pokot ● Trans Nzoia </td> <td style="vertical-align: top; padding-left: 20px;"> Elgeyo Samburu Uasin Gishu </td> </tr> </table>	<ul style="list-style-type: none"> ● Nandi ● Marakwet ● Baringo ● Turkana ● West Pokot ● Trans Nzoia 	Elgeyo Samburu Uasin Gishu
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Lake Region Economic Bloc (LREB)	<ul style="list-style-type: none"> ● Siaya ● Kisii ● Kisumu ● HomaBay ● Migori 		

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