Dear Sir/ Madam,

RE: REQUEST FOR PROPOSALS TO UNDERTAKE PRIVATE SECTOR TRAINING ON SUSTAINABILITY MAINSTREAMING

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with ten universally accepted principles in the areas of human rights, labour, environment and anti-corruption and taking actions that advance societal goals. The Global Compact Network Kenya is the local focal point working to help companies understand what responsible business means within the local context by facilitating outreach, learning, policy dialogue, collective action and partnerships.

Global Compact Kenya is requesting for submission of technical and financial proposals for consultancy services in respect to training its Private Sector signatories on mainstreaming sustainability in business strategy and operations within the framework of the UN Global Compact 10 Principles.

To facilitate submission of the proposals, Global Compact Kenya has enclosed the following:
  a) Annex I: Terms of Reference (TOR) for the consultancy service

Proposals are to be submitted in soft copy to info@globalcompactkenya.org with the subject title ‘Sustainability Training’ by 8th September 2017 at 12:00 p.m. Late submissions will not be accepted.

Yours Sincerely,

Judy Njino
Network Coordinator
Global Compact Network Kenya
SUSTAINABILITY MAINSTREAMING TRAINING

Terms of Reference

1. Background

The Global Compact Network Kenya works to advance the UN Global Compact and its Ten Principles by helping companies understand what responsible business means within the Kenyan context through outreach, learning, policy dialogue, collective action and partnerships. The Kenya network has over 600 companies signed up to the UN Global Compact and the Code of Ethics for Business in Kenya who commit to integrate corporate sustainability into their business strategies and operations, take action in support of the Sustainable Development Goals (SDGs) and report annually to their stakeholders on progress made. Embracing sustainability offers numerous benefits to companies such as improving organizational performance, managing opportunities and risks, improved access to capital, managing stakeholder expectations and increased long-term value creation.

2. Purpose

Global Compact Kenya recognizes that its 10 Principles represent the “bedrock of aspiration” for participating companies and each company is at a different stage of its sustainability evolution. Corporate sustainability is therefore fundamentally about continuous improvement oriented around maximizing sustainability performance. To this end, Global Compact Kenya seeks to engage a consultant to undertake one-day training on mainstreaming its 10 Principles into corporates strategies and operations modeled around its existing six step management framework of commit, assess, define, implement, measure and communicate.

3. Objectives of the training workshop

The overall objective of the training workshop will be to guide companies through the process of mainstreaming sustainability through their business strategies and operations.

The one-day training workshop will cover among others:

- The business case for sustainability
- Common terms and definitions fundamental for understanding sustainability
- Origin, evolution and trends in corporate sustainability
- Stakeholder identification and management
• Core UN Global Compact principles, related actions and expectations
• Putting sustainability into practice
• Reporting progress on sustainability

Please note, Global Compact Kenya will be responsible for mobilizing participants and overall workshop logistics.

*The Specific Task to be undertaken by the consultant will be:*

I. Development of the training content in line with the UN Global Compact management model
II. Conduct a telephone needs assessment with the registered participants aimed at adapting the training to the local context
III. Develop the training course outline to be used by the Global Compact for marketing purposes
IV. Deliver a one-day training for Global Compact/ Code of Ethics signatories
V. Participate in a preparatory meeting with the Global Compact Network team
VI. Document the feedback and learning’s from the training
VII. Preparation of a workshop training report including clear recommendations to Global Compact Kenya for further improving the training

4. Qualification of consultant

I. An advanced degree in Social Sciences, Development, Sustainability, Strategic Management, Development Planning, Corporate Governance or related field;
II. 6-10 years progressive and proven experience related to business strategy development with a strong bias on Corporate Sustainability/ Responsibility mainstreaming
III. Experience in environmental, social and governance policy development in the Private Sector
IV. Demonstrated experience in corporate sustainability and or integrated reporting in line with Global frameworks such as Global Reporting Initiative
V. Knowledge on the role of different stakeholders and their influence on Corporate Sustainability/ Responsibility
VI. Demonstrated experience in facilitating interactive workshops
VII. Excellent presentation and written communication skills
VIII. Proven working experience in consultancy, management or audit experience
IX. Knowledge of the UN Global Compact’s approach to engaging business on the 10 Principles is an added advantage
X. Practical knowledge and experience in the application of environmental and social management standards such as ISO 26000, ISO 14001 is an added advantage

5. Duration of the assignment

The Consultancy will take a maximum of 7 working days to deliver.

6. Application Guidelines

Interested applicants are required in response to this consultancy to submit:

I. Technical proposal detailing the consultant’s/ consultancy firm’s relevant experience in undertaking the assignment (maximum 10 pages); the proposal should cover:

   A. Description of the firm and the firm’s qualifications including description of similar assignments undertaken;
   B. Understanding of the requirements for services, including assumptions;
   C. Proposed approach and methodology (work plan);
   D. Timing of activities and reports (Being a critical component as time is of the essence);

II. Financial proposal inclusive of all applicable fees (maximum 1 page)

III. Please attach a copy of your PIN and VAT certificate, Tax Compliance certificate, Certificate of Incorporation and CVs of key professional staff who will be involved in this assignment.

Applications should be sent via email to info@globalcompactkenya.org Subject title “Sustainability Training” by Friday, 8th September 2017 at 12:00pm.

Kindly note only shortlisted candidates will be contacted.