



INSTITUTION OF ENGINEERS OF KENYA (IEK)

POLICY AND LEGISLATIVE COMMITTEE TERMS OF REFERENCE 2024 – 2026

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1. Introduction

The Constitution and Bylaws of IEK provide that the Council may establish Committees to undertake specific functions on behalf of the Council.

In line with IEK's Constitution and Bylaws, the Council shall establish a Committee to be known as Policy and legislative Committee.

The Committee may establish sub-Committees to assist it in the conduct of its business provided the Council approves such action.

The committee shall work within these terms of reference and as directed by the Council to meet the expectations of members. The committee term is two years.

2. Purpose

The Policy and legislative Committee will serve as a vital platform for the formulation, review, and recommendation of policies and legislative frameworks pertinent to the engineering profession. The committee's primary purpose is to ensure that IEK remains at the forefront of advocating for policies and legislation that promote the advancement, integrity, and sustainability of the engineering profession within the country.

3. Relevant Strategic Goals and Objectives.

The IEK Policy and Legislative Committee will contribute towards the achievement of **Strategic goal 2, Relevance** with which the main **objective** is to position the IEK as the go to primary authority for responsive, responsible, progressive, sustainable and public benefit engineering solutions.

4. Responsibilities and Functions

The committee will provide quarterly updates/report containing details on objectives, tasks, Key Performance Indicators (KPIs), targets, and timelines accomplished, aligned with the implementation's matrix as seen in **Appendix 1**.

The responsibilities and primary functions of this committee are: -

a) Strategic refocusing

- i. Refocus IEK as a competent society of practitioners and advisor in the engineering profession.
- ii. To lobby for inclusion of members in key cross-sectoral national development agenda as consultants, advisors, policymakers, executives, board directors.
- iii. Participate in political discourse affecting members and the engineering profession including through strengthened collaboration with National and County Governments.
- iv. Review existing policies and legislation affecting the engineering profession in Kenya and identify areas for improvement.
- v. Develop and propose new policies, guidelines, and legislative frameworks aimed at fostering professional standards, ethics, and innovation.

b) Public-benefit Initiatives

- i. Support public-benefit initiatives and advocacy.
- ii. Enhance collaboration with other industry and external stakeholders.
- iii. Create and enhance strategic partnerships and collaboration with relevant related communities and associations.
- iv. Participate in industry-related policy formulation, amendment, legislation and application.
- v. Establish panel of experts for emergency rapid response

c) Membership and enterprise development.

- i. Enhance membership, relevance and product offerings of Mhandisi Sacco.
- ii. Engage relevant state and other agencies to promote local content in infrastructure and engineering programs.
- iii. Support enterprise development for emerging engineering firms.

d) Sustainable engineering practice

- i. Promote research and development of sustainable design and engineering.
- ii. Accelerate uptake of Sustainable Solution.

e) Incubation hub

- i. Encourage creation of clubs in schools.
- ii. Partner with tertiary institutions and universities to promote IEK activities.
- iii. Launch innovations under IEK such as the NASA, KASA space launch.

f) Research & Development

- i. Enhance visibility of IEK publications.
- ii. Promote regular publications.
- iii. Promote Research & Development.
- iv. Establish IEK think tank & advisory group.

g) Value engineering

- i. Enter into collaborations and sign MOUs that create value to the engineering practice from knowledge enhancement, welfare and exchange programmes.
- ii. Pursue opportunities for students and graduates to enhance their professional development such as internships, attachments & employment opportunities.
- iii. Position IEK as an authority in engineering matters.

h) Administration

- i. To present quarterly reports to the council regarding the work in progress and communicate any concern or need deemed relevant.
- ii. To create and dissolve sub-committees for undertaking specific tasks in apredetermined time frame as need arises, and to monitor their progress.
- iii. To recommend appointment of members to represent the Institution in the affairs of other bodies related to these Terms of Reference;
- iv. To develop Annual Work plans and budget for the Committee, aligned to IEK's strategic

Plan, for approval by council.

- v. Provide expert advice and recommendations to the IEK Council on matters related to policy legislative reforms, and regulatory compliance affecting engineers.

5. Membership and Composition

The Committee shall comprise up to 11 members. The committee membership will include IEK Fellows and Corporate Members with relevant track record and experience to contribute optimally to the committee's functions. Graduate Engineers, Engineering Technologists and Engineering Technicians shall be co-opted into the committee. All committee members should be in good standing with IEK. Good standing means a person who has not resigned or has been suspended from membership or registration. They shall be fully paid up in terms of subscriptions.

Further, the composition of the Committee will reflect as much as possible diversity objectives of IEK in discipline, gender, disability, culture or geography. The committee shall appoint one of the members as the secretary.

6. Committee Leadership

The Chair and the vice chair of the Committee shall be appointed by the council from amongst the current council members.

Should both the Chair and Vice-Chair be absent from a meeting, the Committee may select one of the other members of the Committee to chair the meeting.

7. Meetings and Operations

The Committee shall meet as frequently as agreed not less than once a month. The quorum for the committee shall be at least half of the members.

Meetings may be conducted virtually or held in- person.

The committee decisions shall be arrived at through consensus. Where a vote is deemed necessary to make a decision it may be made by a simple majority vote of meeting attendees with the chair having the casting vote.

Any Member who has not attended three or more consecutive Committee meetings (Physical or Virtual) spanning a period of more than six months, and has not contributed to the work of the committee outside meetings during the same period, may be considered as being eligible for removal from the Committee.

The Secretary will maintain accurate records of committee proceedings, decisions, and recommendations, and submit reports to the IEK Council as required through the honorary Secretary.

8. Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decision related to the committee activities. A conflict of interest may be real, potential or perceived in nature.

Members of the Committee must comply with their legal, statutory and fiduciary duties and policy

obligations, when discharging their responsibilities as members of the Committee. The Secretariat shall provide information to assist Committee members as appropriate to their functions.

Members of the Committee shall act in good faith and in the best interests of IEK as a whole, act with care and diligence and for proper purpose as per IEK policies.

Members of the Committee must disclose to the Chair and/or the Committee any actual, perceived or potential conflicts of interest, which may exist as soon as the Committee Member becomes aware of any issue and shall recuse themselves from discussion and/or decisions which may involve that conflict.

9. Independent Advice

Subject to approval of the council, the Committee may request the CEO to engage independent advisers or other professional expertise as may be necessary to undertake their function. The CEO will be responsible for managing any such engagement.

10. Task Groups/ Sub-committees

The Committee may appoint Task Groups/ sub-committees from within its membership to support it to address specific areas of the Committee's work and to undertake detailed tasks to meet the Committee goals. They can be standing or ad hoc.

Each Sub-committee shall comprise of at least three members and utmost five members. The Chairperson shall be appointed by the Policy and legislative Committee chairperson. The Secretary shall be elected from among the Sub-committee members. A Graduate member will be co-opted to each Sub-committee for mentorship. Other rules of operation of Sub-committees will be similar to those of the main Committee.

11. Authority

The Committee has no authority to:

- i. Incur expenditure without prior council approval.
- ii. Speak on behalf of the CEO, President or Institution of Engineers of Kenya.
- iii. Change policies or official position statements, without approval of the Council.

12. Review of the Terms of Reference

These Terms of Reference (ToR) shall be subject to periodic review in not more than two years and may be revised by the IEK Council to ensure alignment with the evolving needs and priorities of the institution and the engineering profession.

13. Appendix 1: Implementations Matrix

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
Strategic Goal II: Relevance											
Strategic Objective: Position the IEK as the go to primary authority for responsive, responsible, progressive, sustainable and public benefit engineering solutions											
Advise society and industry on matters relating to the engineering profession	Quick Wins (short term)										
	Establish IEK think tank/advisory group to pursue matters on engineering discourse	Topical Reports/Articles in engineering	0	1	PRAC	Advisory group Annual Report	Advisory group Annual Report	Advisory group Annual Report	Advisory group Annual Report	Advisory group Annual Report	600
	High Priority (short -medium term)										
	Contribute to curriculum development through collaboration with learning institutions	No. of involvement in curriculum development	0	on need basis	PRAC	Curriculum review meetings	Curriculum review meetings	Curriculum review meetings	Curriculum review meetings	Curriculum review meetings	1,000
	Lobby for participation of IEK in the designing of engineering programs	Accreditation Joint panel	0	1	PRAC	Position Paper	Roundtable meetings	IEK participation in accreditation	IEK participation in accreditation	IEK participation in accreditation	500
	Refocus IEK as a competent society of practitioners and advisor in the engineering profession	Public fora with society and industry on engineering matters	0	5	PRAC	1	1	1	1	1	5,000
	Lobby for inclusion of members in key cross-sectoral national development agenda including as consultants, advisors, policymakers,	No. of IEK members appointed	5	10	PRAC	2	2	2	2	2	1,000

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	executives, board directors										
	Ensure engineers are seconded for advisory roles in high-level decision-making organs such as office of the president, UNESCO, EAC, ACP (Africa Caribbean Pacific)	No. of IEK members appointed	2	5	PRAC	1	1	1	1	1	1,000
	Participate in political discourse affecting members and the engineering profession including through strengthened collaboration with National and County Governments	Hold round table meetings with policy makers and professional associations	20	32	Events & Functions	2	5	10	10	5	3,200
	Support public-benefit initiatives and advocacy including creating public awareness on the role of engineers	No. of advocacy events	0	15	PRAC	3	3	3	3	3	1,500
	Create and enhance strategic partnerships and collaboration with relevant related communities and associations	No. of MoUs with other Professional Engineering Institutions globally	3	16	PRAC	2	4	4	4	2	1,600
	Participate in industry-related policy formulation, amendments,	Position papers/recommendations	10	21	PRAC	3	5	5	5	3	1,200

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	legislation and application										
	Participate in harmonization of and streamlining of the engineering service regulatory framework	Harmonized framework for regulation of engineering services	0	1	PRAC	Matrix of areas to harmonize	Harmonization framework	Public Participation			1,200
	Establish panel of experts for emergency rapid response	Emergency response panel created	0	1	PRAC	Dev. of ToR	Recruitment of members to the panel	Fully constituted panel	Panel meetings	Panel meetings	300
		No. of round table meetings on emergency response	0	On case basis	PRAC	Round table meetings	Round table meetings	Round table meetings	Round table meetings	Round table meetings	2,000
	Create specialist database for Engineering	Specialist Database	0	1	PRAC	Updated Database	Updated Database	Updated Database	Updated Database	Updated Database	850
Long Term											
	Participate in the review and/ or development of standards for engineering products, goods and services	Participation in standardization processes	0	On case basis	PRAC	Round table meetings with relevant stakeholders	Round table meetings with relevant stakeholders	Round table meetings with relevant stakeholders	Round table meetings with relevant stakeholders	Round table meetings with relevant stakeholders	1,200
	Participate in disaster and emergency response	Position papers/recommendations	0	On case basis	PRAC	Position paper	Position paper	Position paper	Position paper	Position paper	500
	Establish desks at international forums/organizations such as FAEO, EAFO, WFEO,	No. of IEK desks in international forums with	0	3	PRAC			1	1	1	1,500

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	WCEE to drive IEK agenda										
High Priority (short -medium term)											
Support uptake and utility of sustainable solutions in engineering such as net zero carbon and resources depletion initiatives including through low emission zones, circular economy and alternative energy	Accelerate uptake of Sustainable Solutions in engineering	No. of policy/legal/regulatory proposals/instruments	0	10	PRAC	2	2	2	2	2	500
	Research and Development in sustainable engineering solutions	No. of studies conducted on sustainable engineering	0	2	PRAC			1		1	1,000
	Recognition and awards for sustainable initiatives or solutions	No. of Awards	0	5	Events & Functions	1	1	1	1	1	1,000
Establish Incubation Hubs	Partner and encourage schools to create innovation clubs	No. of schools with innovation clubs established	0	200	Events & Functions	40	40	40	40	40	2,000
	Launch innovations under IEK	Annual IEK Innovation week	0	5	Events & Functions	1	1	1	1	1	5,000
Support innovations in engineering	Establish an office to support patent registration for engineering innovations	IEK registered as a patent agent	0	1	Excom	Registration with KIPI and an agent	Sensitization to members on service availability	Call for applications from members	Call for applications from members	Call for applications from members	100

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	Patent innovation/inventions	Number of patent applications	0	10	Excom	2	2	2	2	2	500
Enhance visibility of IEK publications	Establish collaboration between AJERI and other internationally recognised publications	No. of MoUs with international publication agencies	0	5	PRAC	1	1	1	1	1	500
	Provide subsidies for student publishers in AJERI	No. of international publications		50	PRAC	10	10	10	10	10	500
Membership and enterprise development	Long Term										
	Undertake activation days to grow Mhandisi Sacco	Bi-annual activation events	0	10	Events & Functions	2	2	2	2	2	10,000
	Enhance relevance and product offerings of Mhandisi welfare benefits	Bid bond/bid security services launched	0	Regulated by PPRA as a provider of Bid security	Welfare	Application to PPRA	Bid security services launched	Bid security service	Bid security service	Bid security service	100
		Launch investment portfolio in Land and housing	0	Registered Real Estate service provider	Welfare	Application to relevant agencies	Portfolio launched	Member investments	Member investments	Member investments	1,000
		Affordable Credit facilities to member enterprises	0	KES100M loaned	Welfare	Member sensitization	Loan products	Loan products	Loan products	Loan products	1,000
	Lobby for local content requirement on infrastructure programs including on major projects	% of government projects with 40% local content	0	c=xxx	PRAC	Draft amendment Proposal	Lobby for Amendment	Lobby for Amendment	Public participation	Legislation on 40% local content	1,000

Objective	Task/s	KPI	Baseline	Target	Responsibility	Timeline					Budget Kshs ('000)
						Year 1	Year 2	Year 3	Year 4	Year 5	
	implemented by foreign entities										
	Lobby for inclusion of training as a component in the implementation of infrastructure projects	Procurement Act Amendment	0	1	PRAC	Position paper	Presentation to Parliament	Draft bill	Discussions in Parliament	Amended PPADA Act	1,200
	Support enterprise development for emerging engineering firms through training	No. of trainings for Engineering firms (SMES, consultants, contractors)	0	10	Learning & Capacity Building	0	2	3	2	3	1,500
Advance Research and Development	Lobby for establishment of a Research & Development Fund by parliament	Policy proposal for establishment of an R&D fund	0	1	PRAC	Position Paper	Meetings with Ministry	Bill at Parliament	Fund established	Engineering R&D funded	1,000
	Collaborate with industry to sponsor training and capacity building	No. of partnerships for training	0	5	PRAC	1	1	1	1	1	600

14. Appendix 2 : COMMITTEE NOMINATION PROFORMA CURRICULUM VITAE

a) GENERAL INFORMATION

Name:

Date of Birth:

ID number:

County:

Gender:

Disability:

Professional Registration:

IEK membership number:

Other Professional affiliations:

Engineering Discipline:

Years of experience post-qualification:

b) PROFESSIONAL EXPERIENCE

Specialization:

Keys Experience: (Brief summary of most important work during stages of your career)

c) INVOLVEMENT IN THE PROFESSION

Contribution to IEK council, IEK Committees, Professional Associations, and societies (local and international).

d) KEY RELEVANT ATTRIBUTES AND CONTRIBUTION TO OFFER TO THE NEW COUNCIL/COMMITTEE

(why you should be appointed?)

Note: CV should be maximum 4 pages.