



## **EXPRESSION OF INTEREST (EOI)**

### **IRA/153/2020-2021 EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR STAFF RECRUITMENT**

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#### **1. Background**

The Insurance Regulatory Authority (IRA) is a State Corporation established under the Insurance Act, Cap 487 of the Laws of Kenya with the mandate to regulate, supervise and promote development of the insurance industry in Kenya.

#### **2. Objectives**

The main objective of this Consultancy is to assist the Authority (IRA) in identifying suitable and qualified candidates to fill various vacant positions as they arise competitively and professionally in the most transparent manner.

#### **3. Scope of services**

The scope of the services will entail the following: -

- a) Prepare vacant position advertisement to be placed in appropriate media channels;
- b) Review the job requirements for identified vacant positions, understand the key accountabilities and personal specifications so as to ensure that the Authority attracts the best-suited candidates;
- c) Liaise with the IRA Management as appropriate to get a clear understanding of the requirements for each position in terms of job description, the job purpose, complexities and responsibilities, knowledge, qualifications, experience and skills required;
- d) Coordinate the advertisement process for the positions in different channels of communication including social media, and popular job hunting websites;
- e) Receive all applications on behalf the Authority for all the advertised positions and provide a record of all applicants (long list);
- f) Develop a shortlisting criteria against a defined selection criterion for each role;
- g) Prepare a list of all possible candidates identified and who meet the set criteria of ideal candidate for vacant positions, including a summary of their profiles and make a presentation to the Authority for approval;

- h) Upon approval by Authority, conduct preliminary interviews and assessment of shortlisted candidates per position who meet the criteria as set out in the advertisement for each position;
- i) Conduct psychometric tests designed to assess the candidates' personality traits/core strengths that will deliver success to the Authority;
- j) Conduct background checks and verification of qualifications of the recommended candidate(s) for each position including compliance with Leadership and Integrity provisions in Chapter Six of the Constitution of Kenya;
- k) Present a report on all interviewed candidates and the marks scored'.

#### **4. Eligibility criteria**

The Expression of Interest must be accompanied by the consultants' qualifications, professional capabilities and documentary evidence of having successfully completed assignment/ project of similar nature. Interested firms should provide specific information which will be the basis for shortlisting and further invite to respond to comprehensive terms of reference as indicated below: -

##### **a) Technical/Functional Skills & Requirements**

**Team Leader:** The team leader must have appropriate academic and professional skills to sufficiently attract potential candidates. The minimum academic qualification shall be a bachelor's degree in Human Resource or equivalent with 8 years' relevant experience. The team leader should be a membership of relevant professional bodies.

**Other consultants:** At least a bachelor's degree plus at least 3 years of experience in undertaking staff recruitment and HR consultancies. The staff should be a membership of relevant professional bodies.

##### **b) Mandatory requirements**

- i) Submit a copy of certificate of incorporation/business registration.
- ii) Submit a valid tax compliance/ Exemption certificate from Kenya Revenue Authority.
- iii) Provide Company profile of the firm indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder.
- iv) Confidential business questionnaire.
- v) Copy of CR 12 for Limited companies.
- vi) Copy of certificate of registration with relevant regulatory bodies.
- vii) Self-declaration letter that the consultant is not debarred in the matters of

Public Procurement and Asset Disposal Act, 2015.

- viii) Self-declaration that the person or tenderer will not engage in any corrupt or fraudulent practice.
- ix) Access to Government Procurement Opportunities (AGPO) Certificate from National Treasury where applicable

## **5. Clarifications**

IRA shall promptly respond to all request for any clarification relating to expression of interest where such request is received before the deadline for submission. Any request for clarification must be sent in writing by electronic mail to: -

**Manager Procurement,  
Insurance Regulatory Authority,  
Zep-Re Place, Longonot Road, Upper hill,  
P.O. Box 43505-00100  
Nairobi, Kenya  
Email: [procurement@ira.go.ke](mailto:procurement@ira.go.ke)**

## **6. Submission**

Completed EOI proposal shall be submitted in ONE (1) "ORIGINAL hard copy and in CD/Flash Disk saved in PDF format clearly labelled your company name and placed in separate sealed envelopes. The two envelopes shall be placed in an outer envelope and sealed bear IRA address, EOI name and number and clearly marked "DO NOT OPEN before day, date and time of EOI closing/Opening date.

### **"IRA/153/2020-2021 EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR STAFF RECRUITMENT"**

The pre-qualification application must be delivered (by hand or registered mail) to:

**Tender Box at Insurance Regulatory Authority Offices on Ground Floor, ZepRe Place, Longonot Road, Upperhill, Nairobi** or be addressed to:

**Chief Executive Officer,  
Insurance Regulatory Authority,  
10<sup>th</sup> Floor Zep Re Place, Longonot Road, Upperhill,  
P.O. Box 43505 – 00100 Nairobi, Kenya  
Telephone: +254-20-4996000; 254-719-047000  
Email: [procurement@ira.go.ke](mailto:procurement@ira.go.ke); Website: <http://www.ira.go.ke>**

On or before: **12<sup>th</sup> March, 2021 at 11:00 a.m.** The EOI shall be opened immediately on **12<sup>th</sup> March, 2021 at 11:00 a.m.** and in the presence of tenderers' representatives who choose to attend. in the presence of tenderers' representatives who choose to attend strictly observing MOH protocols on Covid -19 Pandemic.

Only firms shortlisted under this procedure will be invited to submit their Technical and Financial proposals under the Request for Proposals (RFP).

**CHIEF EXECUTIVE OFFICER/COMMISSIONER OF INSURANCE**

## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

**NB. Attach Company Registration Business Registration Certificate or Certificate of Incorporation, Valid Tax Compliance certificate from Kenya Revenue Authority (KRA), Access to Government Procurement Opportunities (AGPO) from the National Treasury (for firms owned by Youth, Women & persons with Disability)**

### **Part 1 - General:**

Business Name .....  
(Attach Copy of Registration Certificate/ Certificate Incorporation)  
Location of Business Premises .....  
Plot No. .... Street/Road .....  
Postal Address.....Tel. No. (Landline).....  
Mobile Phone(s):.....  
Website:..... E-mail:.....

Nature of Business .....  
Single Business Permit (from a County Government)

No. .... Expiring Date .....  
(Attach Copy of Permit/ Payment Receipt)

PIN Certificate No.....  
(Attach Copy of PIN Certificate)

Tax Compliance Certificate No..... Expiring Date.....  
(Attach Copy of Valid Tax Compliance from Kenya Revenue Authority)

Maximum value of business which you can handle at any one time:  
K£.....

Name of your bankers ..... Branch .....

### **Part 2 (a) Sole Proprietor:**

Your name in full ..... Age .....  
Nationality ..... Country of origin .....  
Citizenship details .....

### **Part 2 (b) Partnership**

Give details of partners as follows:

	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1.				
2.				

**Part 2 (c) Registered Company:**

Private or Public .....

State the nominal and issued capital of the company: -

Nominal K£ .....

Issued K£ .....

Give details of all Directors as follows: -

	<b>Name</b>	<b>Nationality</b>	<b>Citizenship Details</b>	<b>Shares</b>
1.				
2.				
3.				
4.				
5.				

**Part 3 – Declaration**

I / We, the undersigned state and declare that the above information is correct and that I / We give IRA authority to seek any other references concerning my / our company and application from whatever sources deemed relevant.

Full name.....

Signature.....

For and on behalf of M/s.....

In the capacity of.....

Dated this .....day of .....2021.

Suppliers' / Company's Official Rubber Stamp

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## **FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].*

### **Education:**

*[Summarize college/ Company and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]*

### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]*

### **Certification:**

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member]*

\_\_\_\_\_ Date; \_\_\_\_\_  
*[Signature of authorized representative of the firm]*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_



**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE**

I, .....of P. O. Box ..... being a resident of ..... in the Republic of ..... do hereby make a statement as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for .....(*insert tender title/description*) for .....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*insert name of the Procuring entity*) which is the procuring entity.
3. **THAT** the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....(*name of the procuring entity*)
4. **THAT** the aforesaid Bidder will not engage /has not engaged in any corruptive practice with other bidders participating in the subject tender
5. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

Full name.....  
Signature.....  
Dated this .....day of .....2021.

Suppliers' / Company's Official Rubber Stamp