



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

### **IRA/145/2020-2021 - EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES TO CONDUCT GOVERNANCE AUDIT**

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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. IRA is obliged to adhere to various compliance requirements including the requirement to conduct an annual governance audit.

#### **2. Objective**

The objective of the Governance Audit is to evaluate IRA's compliance with various requirements and standards on good corporate governance of state corporations and make appropriate recommendations.

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

- a) To evaluate compliance with governance requirements under the State Corporations Act and the Insurance Act.
- b) To evaluate compliance with Mwongozo Code of Governance for State Corporations.
- c) To evaluate compliance with various Government Circulars of governance of state corporations.
- d) To develop a compliance checklist on (1), (2) and (3) indicating timelines.
- e) To submit recommendations on areas of improvement.
- f) To review the Board Charter and make recommendations for improvement.
- g) To develop Board Committee Charters.
- h) To review Board Committees' terms of reference and make recommendations for improvement.
- i) To develop a Board Competency Framework to guide in Board Members' training needs analysis.
- j) To develop a Policy on conduct of virtual board meetings.

#### **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 and Requirements**

- i) Accredited as a Governance Auditor.
- ii) Member of Institute of Certified Secretaries in good standing.
- iii) Experience having conducted a governance audit exercise.
- iv) Adequate resources and staff with expertise in corporate governance and company secretarial to complete assignment within sixty (60) days.

**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) Submit a copy of the Certificate of Accreditation as a Governance Auditor.
- iv) Curriculum Vitae of the Lead Governance Auditor.
- v) Submit evidence of experience in undertaking similar assignments.
- vi) Provide Company profile of the firm indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder.
- vii) Complete confidential business questionnaire
- viii) Copy of CR 12 for Limited companies.
- ix) Self-declaration letter that the consultant is not debarred in the matters of Public Procurement and Asset Disposal Act, 2015.
- x) Self-declaration that the person or tenderer will not engage in any corrupt or fraudulent practice.
- xi) 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, Upperhill,  
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/145/2020-2021 - EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES TO CONDUCT GOVERNANCE AUDIT"**

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

**Tender Box at Insurance Regulatory Authority Offices on Ground Floor, Zep - Re 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: **10<sup>th</sup> March 2021 at 2.00 p.m.** The EOI shall be opened immediately on **10<sup>th</sup> March 2021 at 2.00 p.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