

WANAMATAIFA INVESTMENT COMPANY LIMITED
P.O BOX 30552-00100, NAIROBI, KENYA

UN Sacco Building
UN SACCO Centre
UN Crescent Road, Gigiri



Tel: +254-769482399
Email: wanamataifa@unsacco.org
www.unsacco.org

REF: WICL/FEB/HR/004

14th February 2024

TO WHOM IT MAY CONCERN

RE; REQUEST FOR QUOTATION FOR HUMAN RESOURCE CONSULTANCY SERVICE;

Wanamataifa Investment Company Ltd (WICL) is a wholly owned subsidiary of UN DT SACCO having been registered in the year 2011 as a Special Purpose Vehicle for the Sacco. The company currently specializes in real estate – buying and selling of land majorly to UNSACCO members. Lately Wanamataifa ventured into the insurance line of business by registering an Insurance Agency - Shirika Insurance Agency (SIA) as another line of income generation.

The company is seeking services of a seasoned HR consultant to undertake a wide array of organizational HR needs and offer recommendations in line with the established Strategic Plan (2023 – 2027), organizational objectives and industry best practices and standards.

Specifically, the consultants will;

1. Undertake an organizational review, design and development of Human Resource structure.
2. Review the current organization HR set-up, identify gaps and make recommendations to the board for review.
3. Undertake Job analysis hence develop staff job description and job specification.
4. Assess the current HR capacity and recommend any training needs which may be identified.
5. Skills gap analysis/ skills assessment and recommend staff capacity building program.
6. Undertake Salary surveys and job grading by comparing similar organizations.
7. Design training and skill development programs for company employees based on the established future company needs.

The quotation should include

1. Proof of certification from the Institute of HRM (please attach license)
2. **Three** references from past clients or completion certificates (please attach).
3. If a firm, attach a copy of company certificate of Incorporation, KRA PIN, TAX compliance certificate
4. Estimated timeline for completion

Sealed quotation should be dropped at the Tender Box in **Wanamataifa Office** within **UN SACCO Centre** along **UN Crescent road in Gigiri** on OR before **COB Friday February 23rd, 2024**.

We encourage you to seek any clarification or additional information you may require regarding the project. Please direct all your enquiries to wanamataifa@unsacco.org or call +254769482399.

We urge qualified consultants to quote. We look forward to receiving your quotation before the set date.

Yours faithfully,



Dr. Nebart Avutswa