



REQUEST FOR PROPOSAL

CORPORATE GOVERNANCE TRAINING CONSULTANT

Title:	Corporate Governance Training services
RFP NO	IEK/RFP/004/2026
Type of Contract	Consultancy
Language of Notice	English
Deadline	2 nd September 2026

1. INTRODUCTION

IEK is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity. IEK has over 14,000 members drawn from engineers working in various government institutions (both national and county), consultancies, contractors, educators, designers, manufacturers and other persons interested in engineering.

As a member-based professional institution the IEK is governed by its Constitution and By-laws and is registered under the Societies Act (Cap. 108). The Council is accountable to the general membership through the Annual General Meeting. The Institution also relates with the framework of the Engineers Act, 2011 and the Engineers Board of Kenya (EBK).

To enhance Council effectiveness anchored on corporate governance best practices, IEK intends to carry out corporate governance training, which is the subject of these Terms of Reference.

The Institution of Engineers of Kenya (IEK) is run by a council whose tenure of office is two years. The Council consists of the following;

- I. President
- II. 1st Vice President
- III. 2nd Vice President
- IV. Immediate Past President
- V. Hon. Secretary
- VI. Hon. Treasurer
- VII. Six Ordinary Members,
- VIII. 8 Chairpersons of the Branches
- IX. 2 Coopted members
- X. The Chief Executive Officer (CEO)

The IEK Management (domiciled at the IEK Secretariat) Consists of;

- I. Chief Executive Officer
- II. Training and Membership Manager
- III. Finance and Administration Manager
- IV. Policy, Research and Partnerships Manager

The IEK has just finalized the 2026/2028 council elections and has a new council in place. The Institution is therefore organizing a Corporate Governance training.

The IEK seeks to solicit proposals from reputable firms with adequate experience in corporate governance advisory, Board evaluation and conducting Board induction training services. IEK intends to engage the services of management consultant to carry out a two-day physical induction of the incoming council members on **10th to 11th September, 2026**.

The overall objective is to enhance council effectiveness anchored on corporate governance best practices which shall include but not limited to the following:

- a) Concept of corporate governance and global development
- b) Confidentiality
- c) Corporate responsibility
- d) Corporate strategy
- e) Communication
- f) Roles and responsibilities
- g) Good governance
- h) Strategic planning
- i) Policy making process

The induction program will be jointly prepared by IEK and the Consultant.

2. PROPOSED SCOPE OF WORK

The service provider will build the capacity of the council in the following areas;

1. Overview of Corporate Governance and the identification of an adequate institutional framework for good governance in line with emerging global best practice trends.
2. The role of corporate governance practices under IEK's Constitution and By-laws, the Societies Act (Cap. 108), the Engineers Act, 2011, relevant statutes and best practices, Mwongozo Code of Governance (as reference only noting it was developed for State Corporations and does not bind IEK). This shall include:
 - a) independence and collective responsibility;
 - b) Transparency and Disclosure;
 - c) fiduciary duty of care, skill and diligence
 - d) Compliance with relevant Laws and Regulations;
 - e) Stakeholder management;
 - f) Consistent membership and stakeholders' value enhancement;
3. The Council's accountability to the general membership and the Annual General Meeting, and the Council's role as custodian of members' funds.
4. Training on the role, responsibilities and liabilities of the Council, Individual council members, the Management and the various committees of the council. Cover the functions of the President, Hon. Secretary and Hon Treasurer well.
5. Conflict of interest, declaration of interest and a Council Code of Conduct.
6. Overview of the relationship between corporate governance and the current structure of IEK Council Members, Committee Members and the Chief Executive Officer;
7. Help the council have an understanding of internal controls, the roles and responsibilities of management, and critical monitoring activities such as internal auditing.

8. Financial oversight and stewardship of members' funds – budgeting, the role of the audit/finance committee, and financial reporting to the membership.
9. Committee charters, terms of reference and delegated authority.
10. Training on the council induction process for new members and council evaluation processes.
11. Training on the statutory duties of council members including but not limited to oversight and the fiduciary duty of care, skill and diligence
12. Risk mitigation and the legal environment
13. Managing effective meetings
14. Monitoring implementation of the IEK 2024-2029 strategic plan
15. Performance evaluation of council members.
16. Succession planning and continuity – preserving institutional memory across the two-year Council cycle and at handover.
17. Any other content in line with corporate governance that the training consultant may deem fit for the Council.

3. DELIVERABLES

The Consultant will prepare the following reports as listed below:

No.	Report	Submission Requirement
1.	Governance Training Workplan	This shall be prepared 7 days after receipt of notification of award and shall accompany the consultant's acceptance letter.
2.	Training materials	To be submitted 3 days before commencement of training
3.	Training	Conduct two days physical training
4.	Training report (including Proposed implementation matrix)	5 days after the training
5.	Certificate of Training	5 days after the training

4. REPORT FORMAT

The final report shall include:

- Executive summary
- Introduction;
- Assess the objective and scope of the training as carried out according to the governance plan and as approved by the Council;
- Summary of key issues noted arising from the training;
- Recommendations and way forward (including implementation dates);
- Conclusion.

5. VENUE

The Venue costs and charges shall be met by the Institution of Engineers of Kenya. The proposed venue shall be in Narok.

6. KEY EXPERTS

For effective delivery of this assignment, IEK will engage consultant with relevant experience as follows:

6.1 Governance expert/ Lead trainer

University degree in Business Management, Human Resources with at least 12 years work experience. At least 5 years relevant professional experience in corporate governance training.

Other requirements: -

- Understanding and interpretation of the task directives; Methodology, Planning of Corporate Governance training.
- Good understanding of Kenyan Government operations, and linkages with relevant ministries for engineering and their governance procedures.
- Good computer skills for carrying out the assignment.

Proof of membership in Institute of Directors or equivalent professional body is required.

Expert to provide three (3) client references for similar work done in the last five years. References to have details of the contact person/client.

6.2 Training assistant

University degree with at least 3 years' experience. Will be responsible for logistical arrangements to ensure successful delivery of the training.

a) Technical Proposal containing:

- (i) A brief description of the firm's organization, confirmation of the firm's understanding of the Terms of Reference, methodology and its capacity and capability to deliver.
- (ii) An outline of the firm's references to demonstrate experience in corporate governance advisory indicating inter alia, the duration of the assignment, contract amount and firm's involvement.
- (iii) Provide (3) client references for similar work done in the last five years
- (iv) Attach CVs of the key experts using the format (15 Marks)

7. EVALUATION CRITERIA

7.1 Preliminary responsiveness

Tenderers are required to comply with the following requirements, failure to which the firm shall not proceed to the next stage of evaluation:

NO	REQUIREMENTS	PASS/ FAIL
1.	Certificate of business incorporation/ registration of the firm in Kenya.	
2.	CR12 Certificate	
3.	Valid and current Tax Compliance Certificate	
4.	Business License	

7.2 Technical evaluation

CRITERIA		
Item	Description	Marks% (Maximum)
a	<u>Firm's capability (from Company Profile)</u>	
1.1	Age of Firm (at least 8 years) and demonstrated experience in corporate governance training of at least 5 years.	10
1.2	Firm understanding of the TOR, Methodology and how to undertake the assignment with clear timelines.	25
1.3	Firms references (Atleast 3 similar assignments) Attach documentary evidence such as LSO, Award letters, Contracts and completion certificate if any.	15
b	Key Experts	
	<i>Corporate Governance Expert/Lead Trainer</i>	
2	<i>General and academic experience</i>	

CRITERIA		
Item	Description	Marks% (Maximum)
	2.1 University Degree in Business Management, Human Resources or other relevant field and atleast 12 years' work experience and demonstrated experience in corporate governance training of at least 5 years.. Attach Proof.	10
	<i>Specific experience</i>	
	2.4 Member of Institute of Directors or other relevant professional association	10
3	Training Assistant	
	3.1 University degree with at least 3 years' experience. Attach Certificates	10
4	Financial Evaluation	20
	TOTAL	100%

NB:

1. Any CV which does not meet the general qualifications (relevant degree or years of experience) will not be evaluated.
2. Consultants that do not score 70% and above in the technical evaluation will be disqualified and shall not proceed to the next evaluation stage of financial evaluation.

7.3 Financial evaluation

Consultants will submit lump sum cost inclusive of taxes covering associated staff costs, office running costs, disbursements (communication, printing, transport etc) using the format given in below.

Specification	Quantity	Unit Price	Total amount
SUB TOTAL			
VAT 16%			
TOTAL AMOUNT			

7.4 Tender award

The tender shall be awarded to the consultant who scores at least 70% in the technical evaluation and has the lowest evaluated tender price.

8. CLARIFICATIONS

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all service providers.

Contact Information:

The Institution of Engineers of Kenya

Location: Top Plaza, Kindaruma Road, 1st floor room 11. P O Box 41346 – 00100 Nairobi Tel:
(+254) 2729326, (+254)2716922 Mobile: (+254) 721729363 Fax 2716922.

Email: ceo@iekenya.org Website: www.iekenya.org

SUBMISSION OF PROPOSAL

IEK welcomes your firm to submit your proposal to ceo@iekenya.org in soft copy and copy to procurement@iekenya.org on 2nd September, 2026 by 5.00 pm. Hard copies will be accepted.

The quotation submission address is:

Chief Executive Officer,

The Institution of Engineers of Kenya,

P O Box 41346 – 00100

NAIROBI

SUBMISSION FORMS

FORM 1A: SUBMISSION FORM

[_____ *Date*]

Our Ref:

Chief Executive Officer,

The Institution of Engineers of Kenya,

P O Box 41346 – 00100,

Nairobi

Dear Madam,

RE: RFP NO. IEK/RFP/004/2026

Corporate Governance Training Consultant Services.

I, the undersigned, offer to provide Corporate Governance Training for The Institution of Engineers of Kenya Council Members in accordance with your Request for proposal dated _____ *[Date]*. I hereby submit my Proposal.

My Proposal shall remain valid for 120 days after the submission date.

I understand you are not bound to accept any quotation that you receive.

We remain,

Yours sincerely,

_____*[Authorized Signature]:*

_____*[Name and Title of Signatory]*

_____*[Address:]*

FORM 1C: FINANCIAL SUBMISSION FORM

_____ [Date]

To: _____

[Name and address of Client]

Ladies/Gentlemen:

I, the undersigned, offer to provide corporate governance consultancy services for (_____) [Title of consulting services] in accordance with your RFP dated (_____) [Date]. My Financial Proposal is for the sum of (_____) [Amount in words and figures] inclusive of the taxes.

My Proposal shall remain valid for 120 days after the submission date.

I remain,

Yours sincerely,

_____ [Authorized Signature]

_____ [Name and Title of Signatory]:

_____ [Name of Firm]

_____ [Address]