



# **KUSCCO LTD.**

*Kenya Union of Savings & Credit Co-operatives Ltd.*

**-The SACCO Family Union-**

## **Expression of Interest (EOI) for Associate Consultancy and Training Services**

**Reference No: KUSCCO/EOI/R&C-ETD/2025**

**Date of Issue: 13th August 2025**

## Table of Contents

1. Introduction.....	1
2. Objectives of the EOI.....	1
3. Scope of Engagement.....	2
3.1. Consultancy Services (Research & Consultancy Department).....	2
3.2. Training Services (Education & Training Department).....	2
4. Eligibility Criteria.....	2
5. EOI Submission Requirements.....	3
6. Evaluation and Shortlisting Criteria.....	4
7. Submission Process and Timeline.....	5
8. General Conditions.....	5

## 1. Introduction

Since 1973, Kenya Union of Savings and Credit Cooperatives (KUSCCO) Ltd has served as the national umbrella body for the Kenyan SACCO sector. To strengthen our strategic pillars and enhance our service offerings, KUSCCO is seeking to establish a pre-qualified pool of highly competent associate consultants and trainers. These professionals will be engaged on an as-needed basis to support our Research & Consultancy and Education & Training departments.

This EOI is a public notice, issued in accordance with the principles of the Public Procurement and Asset Disposal Act (PPADA), 2015, and its associated Regulations, 2020. The objective is to identify a pool of qualified individuals and firms from which KUSCCO can draw to meet specific, project-based needs.

## 2. Objectives of the EOI

The core objectives of this Expression of Interest are to:

- **Identify and Prequalify:** Create a robust and skilled pool of associate consultants and trainers.
- **Enhance Capacity:** Augment KUSCCO's internal capabilities to deliver high-quality, market-driven services to member SACCOs.
- **Ensure Compliance:** Uphold and adhere to all relevant Kenyan laws, including the PPADA 2015 and the Data Protection Act (DPA) 2019, in all external engagements.
- **Promote Transparency:** Cultivate fairness and accountability in our procurement process, rebuilding trust with all stakeholders.

### 3. Scope of Engagement

KUSCCO is seeking expertise in the following areas to support our 2025-2027 strategic plan:

#### 3.1. Consultancy Services (Research & Consultancy Department)

- **Research & Data Analysis:** Expertise in quantitative, qualitative, and mixed-methods research, advanced statistical modeling, and use of modern data analysis software.
- **Project Lifecycle Management:** Skills in project design, monitoring, evaluation, and learning (MEL), including impact assessments.
- **Policy & Strategic Support:** Ability to assist in organizational policy development (e.g., Credit, HR, ICT), strategic planning, and business development for SACCOs.
- **Specialized HR & Branding:** Experience in HR consultancy services and branding/rebranding strategies.

#### 3.2. Training Services (Education & Training Department)

- **Curriculum Development:** Expertise in developing and updating training curricula and modules tailored for adult learners in the cooperative sector.
- **Training Delivery & Facilitation:** Proven ability to deliver engaging training sessions, both in-person and virtually, on topics relevant to SACCO operations and professional development.
- **Needs Assessment & Evaluation:** Proficiency in conducting Training Needs Assessments (TNAs) and evaluating the impact of training programs.
- **Specialized Topics:** Knowledge of topics such as digital banking, Fin-tech, corporate governance, risk management, and tax compliance.

### 4. Eligibility Criteria

To be eligible for pre-qualification, applicants must satisfy the following minimum

requirements:

- **Legal Registration:**

**Firms:** Valid Certificate of Incorporation/Registration in Kenya.

**Individuals:** National ID and proof of professional standing.

- **Tax Compliance:** Valid KRA Tax Compliance Certificate.
- **Data Protection Compliance:** Proof of registration with the Office of the Data Protection Commissioner (ODPC) as a Data Processor/Controller or evidence of application.
- **Relevant Experience:** A minimum of five (5) years of verifiable experience in providing similar services, preferably within the Kenyan financial or cooperative sectors.
- **Key Personnel Qualifications:** A minimum of seven (7) years of verifiable experience for key personnel in providing similar services, along with relevant academic and professional qualifications and a demonstrable track record.
- **No Conflict of Interest:** A signed declaration of any potential conflicts of interest. Public servants are generally ineligible.

## 5. EOI Submission Requirements

Applicants must submit a comprehensive EOI package that includes:

1. **Cover Letter:** A formal letter expressing interest in the engagement.
2. **Firm's/Individual's Profile:**
  - **Firms:** A concise company profile (maximum 10 pages) with legal status, organizational structure, and key personnel profiles.
  - **Individuals:** A detailed Curriculum Vitae (CV) (maximum 5 pages).
3. **Legal & Statutory Documents:** Scanned copies of the Certificate of Incorporation/Registration, KRA Tax Compliance Certificate, and ODPC Registration Certificate.

4. **Statement of Relevant Experience:** A summary of at least three (3) similar assignments successfully undertaken in the last five years, including client details and a brief description of the services provided.
5. **Client References:** Contact details for at least three (3) reputable clients.
6. **Declaration:** A signed declaration affirming the accuracy of the provided information.

## 6. Evaluation and Shortlisting Criteria

EOIs will be evaluated based on the following weighted criteria, consistent with the PPADA 2015 guidelines for pre-qualification:

Criteria	Weighting (%)
Legal and Statutory Compliance (including ODPC registration)	20%
Relevant Experience of the Firm/Individual	30%
Qualifications and Experience of Proposed Key Personnel	30%
Technical and Operational Capacity (resources, infrastructure, quality assurance)	20%
<b>Total</b>	<b>100%</b>

Only applicants achieving a satisfactory score will be shortlisted. Shortlisted candidates may be invited for further engagement, such as interviews or the submission of detailed technical and financial proposals for specific assignments.

## 7. Submission Process and Timeline

**Submission Deadline:** 4th September 2025, at 5:00 PM.

**Inquiries/Clarifications:** All inquiries must be submitted in writing to [customercare@kuscco.com](mailto:customercare@kuscco.com) by 28th August 2025.

**Submission Address:**

The Group Managing Director,  
KUSCCO LTD,  
KUSCCO Centre, Kilimanjaro Avenue, Upper Hill,  
P.O Box 28403-00200,  
Nairobi, Kenya.

(Soft copy to be sent to [customercare@kuscco.com](mailto:customercare@kuscco.com) )

## 8. General Conditions

- This EOI is not an offer or a commitment to contract.
- KUSCCO Ltd reserves the right to accept or reject any EOI or to cancel the process at any time without liability.
- All costs incurred in the preparation of the EOI are the sole responsibility of the applicant.
- All information submitted will be treated with strict confidentiality.
- Any potential for fraud, corruption, or unethical practices will lead to immediate disqualification and legal action.
- This process is governed by the laws of Kenya, particularly the PPADA 2015.