



**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF
CONSULTANCY SERVICES TO CARRY OUT A SALARY SURVEY FOR KENYA
DEPOSIT INSURANCE CORPORATION (KDIC)**

TENDER NO. KDIC/EOI/02/2023-2024

CLOSING DATE: 8TH APRIL 2024 AT 10:00AM

NAME OF THE PROCURING ENTITY: KENYA DEPOSIT INSURANCE CORPORATION

ASSIGNMENT OR CONTRACT TITLE: CONSULTANCY SERVICE TO CARRY OUT A SALARY SURVEY FOR KENYA DEPOSIT INSURANCE CORPORATION (KDIC)

Reference No: KDIC/EOI/02/2023-2024

1. The Kenya Deposit Insurance Corporation (*KDIC*) intends to shortlist consultants to provide consulting services (the Services) for **consultancy services to carry out a salary survey for Kenya Deposit Insurance Corporation (KDIC)**. KDIC has a staff establishment of 158 employees within its offices situated in Nairobi. As part of its strategy to attract, retain and motivate competent staff for enhanced productivity and quality service delivery, and in view of the dynamic job market, the Corporation would like to review its compensation package with a view to determine competitive remuneration to its staff. The Corporation thus seeks to contract a consultant to conduct a salary survey to guide its remuneration review.

Survey Objectives.

The objective of the salary survey is to provide an overall compensation structure to ensure that KDIC is able to attract, retain and motivate staff within a competitive labor market while ensuring cost efficiency.

Specifically, the survey is intended to achieve the following outcomes:

1. Develop salary structure options for management consideration.
2. To develop a compensation package structure that is capable of attracting and retaining high-performing staff for high-demand job categories.
3. To develop a structure that will recognize and reward exceptional performance and to sustain a high-performance culture.
4. To align the existing compensation structure with the market forces and be up to date with labor demands.
5. To provide salaries commensurate with assigned duties.
6. To develop a salary and compensation structure that responds to internal and external labor market environments from comparators so the Authority can proactively address these challenges considering:
 - i. staff turnover,
 - ii. category of staff that exit
 - iii. reasons for staff exit
 - iv. what organizations staff move to

The Consultant/ firm will carry out a comprehensive salary and benefits compensation review of other similar organizations and entities that KDIC competes with for talent/employees. This will be compared to the existing

KDIC salary structure, including recommendations for KDIC enhancement of current compensation arrangements. The review will ultimately be used by the Corporation to consider appropriate and competitive remuneration in accordance with jobs and performance. Management will further use the survey report to address concerns about attracting and recruiting the right people, retention, and consideration of staff salaries and benefits processes, in light of the available resources.

The selected service provider will:

- (a) Provide detailed disaggregated deposit products in the banking industry
- (b) Assess the adequacy of the current coverage limit, and;
- (c) Determine the optimal coverage level and;

This assignment is expected to be completed within four (4) months for survey and reporting.

2. The KDIC now invites eligible consulting firms (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria required for qualifications and experience of the firm are:
 - (i) Experience in the assignment, including technical and managerial capability of the firm.
 - (ii) Number of years in business working on the area of the assignment.
 - (iii) Reference to at least three assignments of similar nature and size carried out in the last five (5) years that include persons or institutions and contact addresses (phone, email) who can be contacted on the same.

In addition, EOI from qualified and eligible bidders must be accompanied by the following documents:

- i. Company profile.
 - ii. Certificate of business incorporation/ registration.
 - iii. An up-to-date KRA tax compliance certificate
3. The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.
 - (i) The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
 - (ii) The consultant has no personal or business relationship with the

Procuring Entity's senior management or professional staff.

- (iii) A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
 - (iv) Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions may not eligible.
4. Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy. In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.
5. A Consultant will be selected in accordance with the Quality Cost Based Selection (QCBS) method set out in the Act and Regulations.
6. Further information can be obtained at the address below during office hours from **8:00am to 5:00pm**
Name of Procuring Entity: Kenya Deposit Insurance Corporation (KDIC)
Contact Person/Official: Chief Executive Officer.
Telephone number: +254 709 043 000 or +254 020 667 7000
- Email Address:** *procurement@kdic.go.ke or customercare@kdic.go.ke*
- Postal Address:** P.O. Box 45983-00100, Nairobi, Kenya.
- Physical Address:** 16th Floor Old Mutual Tower, Upper hill.
7. Expressions of interest must be delivered in a written form to the address below in person and dropped in the tender box on or before **8th April 2024 at 10:00am**

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Contact Person/Official: Chief Executive Officer.

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