



## **NAIROBI CLUB**

### **EXPRESSION OF INTEREST PROVISION OF CONSULTANCY SERVICES FOR EXECUTIVE RECRUITMENTS TENDER REF NO: NC/EOI/1/2019**

#### **BACKGROUND**

Nairobi Club is situated in Upper Hill area and having been established in 1901 boasts of being one of the oldest Private Members Club in Kenya. It has a diverse membership of over 3000, and offers exceptional sporting, social and conference facilities.

The governance of the club comprises of a Main Committee which provides oversight and policy guidelines to management under the leadership of the Chief Executive Officer.

#### **OBJECTIVE OF THE ASSIGNMENT**

The objective of the assignment is to ensure that Club staff are competitively recruited and on a need basis as per the prevailing Club Human Resource Guidelines.

#### **SCOPE OF THE ASSIGNMENT**

The selected firm shall perform the following tasks:-

- a) Get a brief from the Club on the job profiles and guidelines for selection of a suitable candidates.
- b) Advertise for vacant positions in a National newspaper with wide circulation as well as on the firm's website.
- c) Receive all applications using a secure online system, screen them for those that meet the minimum criteria and prepare a list of candidates.
- d) Prepare a list of shortlisted candidates and present a detailed report to the Club.
- e) Conduct in-depth interviews of shortlisted candidates using processes and resources that are suitable for senior executive recruitment to develop a list of top candidates.
- f) Provide the Club with a detailed report on each candidate which includes the salary (past, present & expected), availability and other details as per the agreed criteria.
- g) Facilitate the final interviews by the Main Committee including providing an appropriate interview location as well as secretarial services.

- h) Perform due diligence on the final three candidates selected by the Main Committee as per their direction and prepare a final report.

## **QUALIFICATION REQUIREMENT**

Interested eligible Consultancy Firms must meet the following minimum criteria:-

- a) Firm should be a corporate body incorporated in Kenya with a clear organizational structure and adequate leadership structures to ensure effective corporate governance practices.
- b) Detailed company profile and physical address.
- c) Compliance with statutory requirements (Attach copies of VAT, PIN, Tax Compliance Certificates, Certification of Incorporation/ Registration CR12 and Current Business Permit).
- d) Demonstrated experience in undertaking executive level recruitment in the Hospitality Industry in the last 5 years.
- e) Evidence of financial capability in carrying out the assignment (please attach complete set of Audited Accounts for the last 3 years (2016, 2017 and 2018).
- f) Experience in multi-disciplinary consulting in Kenya in the fields of HR, Leadership, Organizational Structuring/Restructuring, Strategy, Governance and Risk Management (Must attach reference letters from at least five (5) reputable clients for recruitment and selection for at least 3 years).
- g) Possess secure, robust and efficient ICT systems for use in executive level recruitment and selection assignments.
- h) Demonstrated use of quality management systems and adherence to local and international standards in their operations.
- i) In-depth knowledge on the operations of Private Members Clubs including the laws, rules and regulations pertaining to Human Resources.
- j) Must have skilled and professional staff (attach copies of CVs).

Shortlisted firms will be issued with a Request for Proposal (RFP) document with terms of reference. Complete expression of interest documents (one (1) original, two (2) hard and one (1) soft copies) in plain sealed envelopes clearly marked on top with Title and Tender No. should be addressed to:-

**The Chief Executive Officer  
Nairobi Club  
Ngong Road/Haile Selassie Avenue  
P.O Box 30171-00100  
NAIROBI**

*E-mail: [procurement@nairobiclub.com](mailto:procurement@nairobiclub.com)  
[www.nairobiclub.com](http://www.nairobiclub.com)*

and deposited in the Tender Box situated at the Main Club Reception- Upperhill, Ngong' Road/Haile Selassie Avenue, Nairobi so as to reach the above address not later than **Friday, 5<sup>th</sup> July 2019 at 10:00 am**. Further information may be obtained from the Procurement Department, Nairobi Club, between 8.00am and 5.00pm during official working hours.