

Expression of Interest (EOI)

EXPRESSION OF INTEREST (EOI) FOR THE SELECTION AND RECRUITMENT OF THE CHIEF EXECUTIVE OFFICER

Kimisitu DT Sacco Ltd invites Expressions of Interest (EOI) from interested and eligible firms for the Selection and Recruitment of the Chief Executive Officer (CEO).

Tender documents may be obtained in hard copy from the Sacco's offices upon payment of a non-refundable fee of Kshs. 1,500 (One Thousand Five Hundred) as detailed below, or downloaded free of charge from the Sacco website: www.kimisitusacco.or.ke

1. Overview of Kimisitu DT Sacco

Kimisitu DT Sacco Ltd is a leading Deposit-Taking Sacco in Kenya, regulated by SASRA, with a membership of over 14,000 drawn from reputable organizations, corporates, and institutions. The Sacco is committed to providing innovative financial solutions to its members and seeks to engage a reputable recruitment firm with proven experience in the financial services sector to support the selection and recruitment of its Chief Executive Officer (CEO).

To strengthen our leadership and drive our strategic growth, we intend to recruit a highly qualified and visionary Chief Executive Officer (CEO). We invite reputable recruitment firms in Kenya with proven experience in executive search and recruitment to express their interest in undertaking this assignment.

2. Objectives of the Assignment

The main objective of the assignment is to engage a reputable recruitment firm with extensive experience in executive search and headhunting for Chief Executive Officers within financial institutions and DT Saccos in Kenya. Specifically, the firm will:

1. Identify, attract, and recommend a suitable candidate for the CEO position.
2. Ensure the recruitment process is transparent, competitive, and in line with best practices and regulatory requirements.
3. Provide strategic advisory support to the board in selecting the most competent candidate.
4. Strengthening confidence among members and stakeholders in the integrity of the recruitment process.

3. Scope of Work for the Recruitment Firm

1. Conduct a needs assessment in line with the Sacco's strategic objectives.
2. Develop a comprehensive job description, person specifications, and advertisement for the CEO position.
3. Advertise the position widely across relevant and reputable platforms.
4. Receive, acknowledge, and manage applications.
5. Conduct longlisting and shortlisting of candidates against agreed criteria.
6. Carry out competency-based assessments, psychometric testing, and preliminary interviews.
7. Conduct background checks, reference checks, and integrity verification (including CRB, HELB, EACC, DCI, and KRA compliance).
8. Present a final shortlist of the most qualified candidates to the board for interviews.
9. Provide technical support to the board during interviews, including interview tools and evaluation templates.
10. Advise on the final selection and contract negotiation process.

4. Key Deliverables

1. A comprehensive CEO job description and person specification.
2. A shortlist of at least five (5) most qualified candidates.
3. Assessment reports for shortlisted candidates.
4. Background and reference check reports.
5. Final recommendation report with ranked candidates.
6. Interview tools, scoring templates, and support to the board during the selection process.

5. Key Performance Indicators (KPIs)

1. Timeliness – Completion of the recruitment process within the agreed timeframe.
2. Quality of Shortlisted Candidates – Candidates meeting the job requirements and industry benchmarks.
3. Transparency & Compliance – Adherence to fair, transparent, and regulatory-compliant processes.
4. Stakeholder Satisfaction – Positive feedback from the board and recruitment committee.
5. Retention & Suitability – The successful placement's ability to meet performance expectations within the first year.

6. Technical Evaluation Matrix

	Criteria	Description	Weight (%)
1	Firm's Experience	Proven track record in executive search and recruitment of CEOs/senior executives in financial institutions and DT Saccos. At least 5 similar assignments.	25
2	Technical Approach & Methodology	Proposed methodology for CEO recruitment, including sourcing strategy, assessment tools, timelines, and integrity checks.	20
3	Key Personnel	Qualifications and experience of the lead consultant and team in executive search. Lead consultant must have at least 10 years' experience in selection, recruitment of high performing CEOs in Kenya	20
4	Corporate Capacity	Firm's legal status, certifications, affiliations with professional bodies (IHRM, ICPAK, SHRM, etc.), and resources.	15
5	Client References	At least 5 references from past CEO or executive recruitment assignments in Kenya , 3 in leading DT Sacco and the other 2 in the best performing corporate firms in Kenya	10
6	Delivery Timelines	Ability to complete the assignment within 8–12 weeks.	10

Minimum Score for Prequalification: 80%

7. Submission Guidelines

Interested firms are invited to submit their EOI clearly marked:

“Expression of Interest for the Prequalification of Recruitment Firm for CEO Hiring – Kimisitu DT Sacco”

Submissions should include:

1. Company profile with evidence of similar assignments.
2. CVs of key personnel proposed for this assignment.
3. Description of methodology and work plan.
4. At least 3 client references (with contacts).
5. Copies of legal registration, IHRM certification, and tax compliance.

Interested bidders may obtain further information and inspect the tender documents from the Sacco website www.kimisitusacco.or.ke starting **Thursday August 28, 2025**.

Duly completed tender documents, enclosed in plain sealed envelopes and clearly marked **“Expression of Interest (EOI) – Recruitment of Chief Executive Officer”** should be addressed to:

The Chairman
Kimisitu DT Sacco Ltd
AEA Plaza, 1st Floor, Valley Road
P.O. Box 10454 – 00100, Nairobi

and deposited in the Tender Box at the Sacco offices so as to be received on or before **Friday, September 12, 2025, at 2:30 p.m.**

The tenders will be opened immediately thereafter at **3:00 p.m.** in the Sacco Boardroom, AEA Plaza, in the presence of bidders’ representatives who choose to attend.

Kimisitu DT Sacco Ltd reserves the right to accept or reject any application in whole or in part without assigning reasons and does not bind itself to accept the lowest or any tender.