



## **KENYA FILM CLASSIFICATION BOARD**

### **REQUEST FOR EXPRESSION OF INTEREST (REOI) FOR UNDERTAKING INSTITUTIONAL SKILLS GAP ANALYSIS**

**TENDER NO: KFCB/EOI/04/2021-2022**

1. The Kenya Film Classification Board (KFCB) is a State Corporation established under the Films and Stage Plays Act Cap 222 Laws of Kenya to regulate the creation, broadcast, distribution and exhibition of film and broadcast content to conform to national aspirations, values, culture and morality. Further, the Kenya Information and Communications Act (KICA) empowers KFCB to impose age restrictions on programs to protect children and minors from exposure to harmful content.
2. The Kenya Film Classification Board would like to undertake an Institutional skills Gap analysis with an aim of improving the Board's general performance through interventions like training, recruitment, mentoring and coaching among others. The purpose of the consultancy is to conduct institutional skills gap analysis and identify the barriers that affect efficient delivery of strategic objectives by the institution's human capital.
3. The services are expected to be carried out tentatively over the duration of Ten (10) weeks.
4. The Kenya Film Classification Board now invites eligible consulting firms to indicate their interest in providing the above services. The Board intends to shortlist consultants to provide the consulting services as described above in full consistency with the Terms of Reference (TOR) that can be found at the following website: [www.kfcb.go.ke](http://www.kfcb.go.ke).
5. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria on required qualifications and experience of the firm are:
  - i) Experience in the assignment, including technical and managerial capability of the firm. Include Detailed company profile, physical address etc, relevant and demonstrated professional experience in undertaking Human Resource Management consultancy.
  - ii) Number of years in business working on the area of the assignment - Minimum of five (5) years' experience in Human Resource Management consultancy - Provide evidence.
  - iii) Reference to at least three assignments of similar nature and size carried out in the last 5 years, preferably in government institutions. Provide evidence, including persons or institutions and contact addresses (phone, email) who can be contacted on the same.
  - iv) Certificate of Registration or Incorporation.
  - v) Copy of valid Tax Compliance Certificate.

- vi) Relevant Business Permit from the region the business operates from.
  - vii) Registered with the Institute of Human Resource Management and in good standing
6. A Consultant will be selected to submit a detailed technical and financial proposal in accordance with the Quality & Cost-Based Selection (QCBS) method set out in the Act and Regulations.
  7. Interested Consultants may obtain further information at the address below during office hours from 0800 to 1700 hours or through email [kfcbprocurement@kfcb.go.ke](mailto:kfcbprocurement@kfcb.go.ke). The REOI can also be downloaded from the Board's website [www.kfcb.go.ke](http://www.kfcb.go.ke).
  8. Expressions of interest (**1 Original and 1 copy- serialized/paginated**) in a plain sealed envelope clearly indicating “**Tender No. KFCB/EOI/04/2021-2022– Expression of Interest for Undertaking Institutional Skills Gap Analysis**” should be deposited in the tender box located at 15th Floor Uchumi House, Aga Khan Walk, Nairobi.
  9. The EOIs should be addressed to:

**Ag. Chief Executive Officer,  
Kenya Film Classification Board,  
15<sup>th</sup> Floor, Uchumi House, Aga Khan Walk  
P O Box 44226 -00100,  
Tel: 2250600 NAIROBI**

So as to reach not later than **15<sup>th</sup> December 2021 at 11.00 am.**

10. Large documents that cannot fit in the tender box shall be registered at the Supply Chain Management office located on 15th Floor Uchumi House, Aga Khan Walk, Nairobi.
11. The opening of the bids will take place thereafter at the 14th Floor Boardroom, Uchumi House, on the same day in the presence of the bidders who will be interested to attend.

**Ag. CHIEF EXECUTIVE OFFICER**  
**KENYA FILM CLASSIFICATION BOARD**