



## EXPRESSION OF INTEREST FOR THE PROVISION OF NSSF TIER II CONTRACTING OUT SERVICE

REF: HIHEA/014-2024/HR

### About Hand in Hand Eastern Africa

Hand in Hand Eastern Africa (HiH EA) is a Public Benefit Organization (PBO) registered in Kenya and is part of the Hand in Hand global network with the shared goal of poverty alleviation. HiH EA's mission is to facilitate communities out of poverty through training and enterprise development. The organization works with the vulnerable women, youth and men using a self-help model enabling them to uplift themselves out of poverty through entrepreneurship.

HiH EA started operations in Kenya in October 2010 and is currently operating with 24 Field offices serving 34 Counties in Kenya.

**Vision:** An empowered and resilient society with sustainable enterprises and jobs.

**Mission:** To facilitate communities out of poverty through training and enterprise development.

### Purpose

HiH EA wishes to contract out NSSF TIER II contributions to a Private Pension Scheme. As such, this is a call for interested pension's service intermediaries to submit an expression of interest to guide the organization in identifying a provider and thereafter manage the relationship with the provider for the benefit of HiH EA employees.

In response to the EoI please submit the below documents;

1. Organization / Company profile.
2. Statement of Capability to deal with Pension Schemes as an intermediary including an experience of not less than 5 years.
3. A valid registration certificate issued by IRA.

Please understand that submission of an expression of interest is to enable HiH EA prepare for further engagement with one or more providers at the discretion of HiH EA. We however we commit to inform you of the decision whether or not you will have been successful for consideration beyond this stage of the process.

### Anti-Corruption and Safeguarding

Hand in Hand Eastern Africa does not condone corrupt practices and the same condition is expected of its vendors, contractors and service providers.

HiH EA staff are therefore prohibited from accepting any gift/s, consideration or benefit/s of any kind that may constitute illegal or corrupt practices, either directly or indirectly, as an inducement or reward for the award of a contract.

HiH EA and all its employees undertake to create a safe environment for our members and to prevent any form of exploitation or abuse.



HiH EA is committed to act in the best interest of its members and any willing vendor, contractor or service provider is required to commit and comply with our position on safeguarding.

### **Submission of proposals**

Deadline for submission of proposals is end of day 16<sup>th</sup> October 2024 via email to [procurement@handinhandea.org](mailto:procurement@handinhandea.org) indicating the Reference number: HIHEA/014-2024/HR as the subject of the email.

For more information about Hand in Hand Eastern Africa, please visit: <https://handinhand-ea.org/>  
*HiH EA does NOT condone any form of corrupt practices. Please report complaints via toll free number 0800721347.*