KENYA INVESTMENT AUTHORITY (INVEST KENYA)

REQUEST FOR EXPRESSION OF INTEREST (EOI)

Reference No.: InvestKenya/EOI/008/2026–2027

EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF HUMAN RESOURCE AND RECRUITMENT CONSULTANCY SERVICES FOR THE PANEL OF SERVICE PROVIDERS TO INVESTORS

Closing Date & Time: 21st August 2026 at 11:00 a.m. (East Africa Time)

1.0 INTRODUCTION

Kenya Investment Authority (Invest Kenya) is a State Corporation established under the Investment Promotion Act, 2004, Cap 485, mandated to promote and facilitate investments in Kenya. As the country's focal investment promotion agency, Invest Kenya facilitates both domestic and foreign investments by providing investors with comprehensive investment information, investor facilitation services, aftercare support and policy advocacy, thereby contributing to sustainable economic growth, industrialization and job creation.

In delivering its mandate, Invest Kenya collaborates with Government, the private sector, development partners, diplomatic missions and international organizations to strengthen Kenya's investment ecosystem, improve the investor experience and position Kenya as a preferred investment destination in Africa.

To support investors in establishing, managing and growing their operations in Kenya, Invest Kenya is establishing a Panel of Prequalified Human Resource and Recruitment Consultancy Firms that may be referred to investors requiring professional human resource advisory and support services. The panel will facilitate investor access to qualified and reputable human resource consultants.

2.0 OBJECTIVE OF THE PANEL

The objective of this EOI is to prequalify and maintain a panel of competent and reputable firms able to provide the human resource and recruitment consultancy services set out in Section 3, for referral to prospective and established investors. The specific terms of reference and scope of each engagement will be agreed directly between the investor and the firm and will vary according to individual investor requirements.

3.0 SCOPE OF SERVICES

The scope of services under this panel may include, but is not limited to, the following:

- Talent acquisition, executive search and recruitment;
- Human resource advisory and outsourced HR services;
- Development of HR policies, procedures and manuals;
- Organizational design, review and restructuring;
- Job evaluation, grading and salary structure design;
- Payroll administration and HR information systems;

- Performance management and reward systems;
- Compensation, benefits and remuneration surveys;
- HR data analytics and workforce planning;
- Training, learning and development;
- Employee engagement and change management;
- Labour law and employment compliance advisory;
- HR audits and due diligence; and
- Occupational Safety and Health (OSH) advisory and compliance support;

The detailed Terms of Reference for any specific engagement will be provided by the investor concerned at the point of engagement.

4.0 BENEFITS OF PANEL MEMBERSHIP

Invest Kenya is the first port of call for foreign investors entering or expanding in Kenya. Panel membership offers your firm:

- Direct referrals to a growing pipeline of domestic and foreign investors actively seeking HR and recruitment consultancy support, through Invest Kenya's investor facilitation services and the One Stop Centre for Investors;
- National and global visibility, with your firm profiled in Invest Kenya's published Panel of Investor Service Providers and promoted across the Authority's platforms, including the Invest Kenya website, investor publications and digital channels;
- Global marketing exposure through Invest Kenya's investment promotion activities, including the flagship “Why Kenya” investor presentations delivered at international conferences, global roadshows, trade and investment missions and diaspora engagements;
- Priority invitations to investor conferences, sector forums, business matchmaking events and networking platforms convened by Invest Kenya in Kenya and abroad;
- Early insight into investor demand, priority sectors and emerging opportunities, drawn from Invest Kenya's engagement with investors across the investment lifecycle; and
- A gateway to long-term client relationships, as investors referred at market entry grow into established operations requiring ongoing professional support.

5.0 ELIGIBILITY AND MANDATORY DOCUMENTS

To be eligible, applicants must submit the following mandatory documents. These are assessed on a pass/fail basis, and failure to submit any may lead to disqualification. Foreign firms shall submit the equivalent documentation from their jurisdiction.

- Certificate of Incorporation or Business Registration;
- Valid Business/Trade License at the time of submission;
- CR12 issued within the last six (6) months (for companies);
- Valid Tax Compliance Certificate and KRA PIN certificate;
- Audited financial statements for the last three (3) years;
- Valid registration and practicing certificate with the Institute of Human Resource Management (IHRM), Kenya; and
- At least five (5) reference letters from clients within the last three (3) years.

6.0 QUALIFICATION AND EXPERIENCE

i. Firm profile: a brief profile demonstrating registration in Kenya (or lawful establishment), a strong understanding of Kenyan labour laws and the local human-resource environment, and the capacity to deliver end-to-end human resource consultancy solutions.

ii. Relevant experience: evidence of at least ten (10) similar assignments undertaken in the last five (5) years, including client names, contact details and references.

iii. Key experts: availability of appropriately qualified personnel, supported by CVs and testimonials, meeting at least the following minima:

Role	Minimum qualification	Minimum experience
Lead Expert	Master's Degree in Human Resource Management, Management or a related field, plus a professional HR qualification and IHRM membership, Management or a related field, plus a professional HR qualification and IHRM membership	15 years in human-resource consultancy
Project Staff (3)	Bachelor's Degree in Human Resource Management or a related field, plus IHRM membership or a related field, plus IHRM membership	10 years in HR practice

7.0 EVALUATION CRITERIA AND METHODOLOGY

Stage 1: Preliminary (Mandatory) Evaluation. Applications are checked for completeness and for the mandatory documents in Section 5 on a pass/fail basis. Only applications that pass proceed to Stage 2.

Stage 2: Technical Evaluation. Compliant applications are scored against the criteria below. A firm must attain the minimum qualifying score of 70% to be admitted to the panel.

Evaluation criterion	Weight (%)
Firm experience and track record (similar human resource assignments)	30
Key experts: qualifications and relevant human resource experience	30
Relevant sector and local/regional human resource experience	20
Approach, methodology and delivery capacity	15
Completeness and quality of submission	5
TOTAL	**100**

Invest Kenya may verify any information submitted and undertake additional due diligence where necessary.

8.0 PANEL TERMS AND CONDITIONS

- The panel shall be valid for two (2) years, subject to periodic review, after which it may be renewed or re-advertised.
- Admission to the panel provides firms with the opportunity to be profiled to local and international investors seeking professional advisory services through Invest Kenya.
- Referrals shall be made on a transparent, fair and non-exclusive basis, with investors selecting their preferred firm from the panel.
- All contractual and commercial arrangements shall be solely between the investor and the selected firm. Invest Kenya shall bear no liability for such engagements.
- Successful firms will be required to sign a Panel/Service Level Agreement, comply with the Invest Kenya Code of Conduct, and maintain all applicable professional registrations and insurance.
- Invest Kenya reserves the right to review, suspend or remove firms that fail to meet the panel requirements or professional standards.

9.0 Governance, Safeguards and Disclaimers

i. Panel membership is open to all qualifying applicants on published criteria. No applicant is granted preferred status;

ii. Invest Kenya acts as facilitator and convenor, not as a broker or agent. Panel membership is not accreditation, endorsement, investment advice, credit approval, a guarantee of work or referrals, a Government guarantee or a commitment of public funds;

iii. On admission, successful firms will receive a service level agreement setting out contract conditions, service standards and any applicable registration or administrative fees;

iv. Applicants must disclose any conflicts of interest that may arise;

v. Invest Kenya reserves the right to accept or reject any application, to verify any information submitted including through site visits, and to amend, suspend or cancel this process at any stage without incurring any liability. Applicants bear their own costs of preparing and submitting applications;

vi. Information is provided for preliminary screening only. Anyone supplying information must correct a material inaccuracy promptly. So far as the law allows, Invest Kenya gives no warranty as to completeness, accuracy, bankability or outcome; and

vii. Nothing in this document excludes any public-law duty, or any liability that cannot lawfully be excluded, including liability for fraud, willful misconduct, gross negligence, breach of confidence or breach of data-protection law.

10.0 CONFIDENTIALITY AND DATA PROTECTION

Information submitted will be treated in accordance with the Data Protection Act, 2019. By applying, firms consent to Invest Kenya publishing their name and service category in the panel of service providers made available to investors. Personal data collected will be used only for the purposes of this prequalification and the operation of the panel.

11.0 REQUESTS FOR CLARIFICATION

Interested applicants may obtain further information in writing from the address below during official working hours. All requests for clarification shall be received at least seven (7) days before the closing date.

Managing Director/CEO
Kenya Investment Authority (Invest Kenya)
Old Mutual Tower, 14th & 15th Floors, Upper Hill Road
P.O. Box 55704–00200, Nairobi, Kenya
Email: procurement@investkenya.go.ke | Copy to: ceo@investkenya.go.ke
Tel: +254 730 104 200 / +254 730 104 210

12.0 SUBMISSION OF APPLICATIONS

The EOI documents may be downloaded from the Invest Kenya website (https://www.investkenya.go.ke/resources/) or the Public Procurement Information Portal (www.tenders.go.ke). Firms that download the documents are encouraged to register their details by emailing procurement@investkenya.go.ke to receive any clarifications or addenda.

Completed applications may be delivered either:

- In hard copy, in a plain sealed envelope clearly marked “InvestKenya/EOI/008/2026–2027: EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF HR AND RECRUITMENT CONSULTANCY SERVICES”, and deposited in the EOI Submission Box (Tender Box) on the 15th Floor, Old Mutual Tower, Upper Hill Road, Nairobi, or addressed to:

  Managing Director/CEO
  Kenya Investment Authority (Invest Kenya)
  15th Floor, Old Mutual Tower, Upper Hill Road

P.O. Box 55704–00200, City Square
Nairobi, Kenya

- By email to procurement@investkenya.go.ke, quoting the EOI Reference Number and Description in the subject line.

Submissions must be received on or before the closing date and time indicated on the cover. Applications received after the deadline shall not be considered.

Applications will be opened immediately thereafter in the 15th Floor Boardroom in the presence of applicants or their representatives who choose to attend.

MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER

KENYA INVESTMENT AUTHORITY (INVEST KENYA)

Annex A: EOI SUBMISSION FORM

Applicants should complete this form and submit it together with the documents in Sections 5 and 6.

Name of Firm / Applicant	
EOI Reference No.	
Service Category applied for	
Country of Incorporation / Registration No.	
Contact Person & Title	
Email / Telephone	
Number of similar assignments (last 5 years)	
Authorised Signatory & Date	