



TERMS OF REFERENCE

PROVISION OF MEDICAL INSURANCE SERVICES

Introduction

Fairtrade Africa (FTA) is the umbrella organisation representing Fairtrade certified producers in Africa. FTA aims to effectively represent producers within the International Fairtrade system and to contribute to livelihood improvement of African producers by increasing access to markets. Established in 2005, FTA directs policy and strategic development of the organisation. FTA has four (4) regional networks - Eastern, Central, Southern, West Africa and the Middle East supporting producer activities.

FTA has over 60 employees stationed in various countries in the regional networks in Africa, who travel frequently in Africa and the rest of the world. However in the East and Central Africa Region which covers Kenya, Uganda, Tanzania, Ethiopia, Cameroon, FTA has 37 employees ..

FTA is seeking the service of a company for provision of Medical Insurance to its staff and dependants

Requirements:

A Statement confirming that the company meets the minimum criteria required for these TORs.

Management and organization

1. A listing of your top 3 clients in the last 3 years
2. A statement on your present capabilities as well as your plans in this regard.
3. A statement of relevant experiences to the type of contractual arrangement FTA is seeking.
4. Information on your association with any other organization in the same business line in Kenya.

Quotations for rating and awarding

For this assignment and for fair selection, the applicant companies should provide detailed quotations for the Insurance cover for the following categories of

- 1) In patient cover
- 2) Outpatient Cover
- 3) Dental and Optical cover



For a population of 100 (principle plus dependants)

General Information

- Main office location and address of all branch offices if any;
- List Account Managers that will be assigned to FTA
- Copy of registration certificate and any other professional body you belong to.
- Registration details - Copy of Certificate of Registration, Licences if any, PIN, VAT.
- Payment Terms.
- Specify the credit period/payment terms that you will offer to FTA if contracted.

Duration

If successful, the Company will enter into contract with FTA. The contract duration will be for a period of 1 (one) Year from April 2019