

## **TERMS OF REFERENCE**

### **PROVISION OF GENERAL 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 28 employees ..

FTA is seeking the service of a company to provide Insurance services for general including WIBA Insurance services

#### **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.
5. Would you envisage that any portion of this contract would be sub-contracted? What portion and why? Kindly let us know.

#### **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 insurance

- 1) All Risks Insurance
- 2) Fidelity Guarantee
- 3) Fire & Special Perils
- 4) Burglary

- 5) Money Insurance
- 6) Travel Insurance
- 7) Directors' Liability

- 8) Group Personal Accident Cover
- 9) Travel Insurance

**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, Licenses 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.