

TOR FOR THE PROVISION OF INSURANCE BROKERAGE

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 staff members.

FTA is seeking the service of a company to provide Insurance brokerage services as per the details provided below:-

a) SCOPE AND EXTENT OF WORK

1. Soliciting and negotiates for insurance Covers

The Insurance Broker shall solicit and negotiate with reputable Insurance companies to provide annual Insurance cover to FTA and ensure and its client gets a good deal.

2. Arranging and Contracting with Insurance Companies

The Insurance Broker shall be arranging and contracting with the identified Insurance companies and paying them on behalf of FTA and ensure all is done well as required.

3. Presenting and Following up on Insurance claims to obtain Compensation

The Insurance Broker shall be following up to obtain compensation for all claims presented by FTA in the event of a risk occurrence.

4. Advisory Services to FTA regarding Insurance matters

The Insurance Broker shall be giving advice to FTA whenever requested to on all matters to do with insurance.

b) Categories of Insurance

The following are the categories of insurance and related issues which FTA is looking for:-

- 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) WIBA Plus
- 10) Medical (Health Insurance)