

## AGRICULTURAL DEVELOPMENT CORPORATION

P.O BOX 47101 -00100 DEVELOPMENT HOUSE, TEL : 250695/185 , FAX 254-20 243571 NAIROBI , email [info@adc.co.ke](mailto:info@adc.co.ke).



### EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES (EOI)

Agricultural Development Corporation is a Government parastatal whose mission is to promote sustainable Agricultural Development and reconstruction in Kenya. It has branches in Kitale, Nakuru and Coast Region. In view of this mandate and in line with ADC's Strategic objectives, the corporation invites Expression of interest (EOI) for Consultancy Services as below:-

#### **1. ADC/14/2012/13 JOB EVALUATION**

The scope of the assignment will involve:-

- a. To assess existing job and organizational structure and make appropriate recommendations
- b. Review the job descriptions and specifications and match skills with job requirements
- c. Review of job grading and classification and make appropriate recommendations
- d. Recommend optimal staffing levels and skills required for various job categories within the corporation
- e. Review the existing salary scale and recommend an appropriate remuneration scheme with defined salary scales.
- f. Recommend suitable schemes of service.

#### **2. ADC/15/2012/13 EMPLOYEE SATISFACTION SURVEY**

- The survey intends to evaluate the employee satisfaction level after implementing recommendations from an earlier survey. The Survey findings of each Unit/Farm shall be presented individually as well as overall employee satisfaction level of the Corporation.

ADC invites eligible Consultancy Firms to express their interest to provide the above mentioned services.

Interested consultants must provide information indicating that they are qualified to perform the task.

Bids from interested and reputable firms should meet the following minimum requirements:-

- Cover letter submitting the expression of interest
- Copy of registration certificate
- Copy of valid tax compliance certificate
- VAT number ( copy)

Profile of the firm detailing the following:-

- Firms background.
- Product portfolio, technical and managerial competencies available to provide the mentioned consultancy services.
- Demonstrated experience in provision of similar services and partners you are working with.
- Copies of audited accounts for the last three years.

The Corporation will evaluate and prepare a shortlist of Firms to whom requests for proposal will be sent. All participants will be provided with feedback after the evaluation.

Expression of interest (EOI) should be delivered in a plain sealed envelop clearly indicating the EOI reference number and addressed to:-

**The Managing Director,  
Agricultural Development Corporation,  
P.O. Box 47101 -00100 NAIROBI,  
Tel: 020 -2250695/185  
Fax: 2243571  
Email: [info@adc.co.ke](mailto:info@adc.co.ke)**

Or be deposited in the tender Box at our Headquarters, Development House, 10<sup>th</sup> Floor, Moi Avenue, Nairobi so as to reach us not later than **10.00 a.m. on 18th December 2012.**

The Expression of interest (EOI) will be opened thereafter in the presence of applicants or their representatives who choose to attend at the 10<sup>th</sup> floor Board room, Development House at 10.00 a.m. on 18<sup>th</sup> December 2012.

The list of shortlisted firms will be maintained in the Agricultural Development Corporation's Database but will not constitute contractual obligation with any party.

The Corporation reserves the right to accept or reject any application in part or in whole and is bound to assign any reason thereto.

W.K.KIRWA,MBS  
**MANAGING DIRECTOR**