



THE KISUMU NATIONAL POLYTECHNIC

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## **TERMS OF REFERENCE**

### **FOR**

# **PROVISION OF MEDICAL INSURANCE COVER SERVICE FOR THE KISUMU NATIONAL POLYTECHNIC NON-TEACHING STAFF**

**TKNP/RFP/2021/12**

**(September 2021)**

## **1.0 BACKGROUND INFORMATION**

The Kisumu National Polytechnic (TKNP) is about 3 km east of the city center within Kisumu City. It is about 400 km from Nairobi, the capital city of Kenya and strategically positioned within the Great Lakes Region, a fast emerging regional center for the East Africa Economic Union.

The Kisumu National Polytechnic was started in 1967 as 'Kisumu Technical Secondary School'. The first batch of students was admitted at Sigalagala Technical and Trade School while they awaited the completion of the school at Kisumu. The then Minister for Education, the late Dr. Taita Towett, officially opened the school in 1971.

It was upgraded to a Technical Training Institute in 1988, with an aim of producing practical oriented human resource competent in application of technical skills in the job market. This was the time 8-4-4 curriculum of education and training in Kenya was being implemented. Institutions at such levels were therefore required to cater for the needed technical skills.

In 1996, the institution became a National Polytechnic and was inaugurated on 21<sup>st</sup> June 1997. It exercises powers conferred by section 26(2) of the TVET Act, 2013 and Legal Notice No.113 known as The Kisumu National Polytechnic Order of 2014. This gave rise to a new legal entity/ institution with the mandate to provide training, conduct research and offer consultancy as per the Legal Notice No. 113 of 2014. Currently the institution has a population of approximately 13000 students with a staff of approximately 300 teaching staffs and 105 non-teaching staff.

### **1.1 Vision**

To be a world class Polytechnic in the provision of technical, vocational, entrepreneurial training and research

### **1.2 Mission**

To provide high quality technical, vocational, entrepreneurship training, research and innovation in partnership with stakeholders to produce globally competitive graduates

### **1.3 Core Values**

- Teamwork
- Integrity
- Innovation

- Quality
- Environmental Stewardship

#### **1.4 JUSTIFICATION.**

This TOR is developed with the aim of taking care of the Kisumu National Polytechnic non-teaching staff well-being in line with the Employment Act 2012 [Section 34], "***An employer shall ensure the sufficient provision of proper medicine for his employees during illness and if possible medical attendance during serious illness***", the **BIG FOUR AGENDA** on the universal health care, and TKNP strategic plan 2020-2024 on the employee welfare and Human resource policy.

#### **2.0 OBJECTIVE OF THE ASSIGNMENT.**

To provide The Kisumu National Polytechnic non-teaching staff and their dependents with quality medical health care services.

#### **3.0 SCOPE OF THE ASSIGNMENT.**

The company which is selected to perform the work will have to carry out the following functions:

- i. Inpatient and outpatient for TKNP Non-teaching staff for the top management and the general staff and their dependents.
- ii. The cover shall run for 36 months {3 years} renewable annually based on service delivery and performance.

#### **4.0 REQUIREMENTS FROM THE PROVIDING COMPANY.**

- i. The company must be duly registered and compliant with all statutory bodies and relevant regulatory bodies in Kenya.
- ii. At least five (5) years in operations in providing similar service.
- iii. Demonstrated technical and managerial ability. .
- iv. Similar assignments with other organizations
- v. Experience in delivering similar services in the region
- vi. A comprehensive list of accredited hospitals and doctors served within the region.
- vii. Demonstrated financial capacity.
- viii. Wide networks of national and international coverage
- ix. Reliability in health coverage services
- x. Ability to provide 24-hours service
- xi. Real time administrative support systems
- xii. Ability to respond immediately to emergency situations, whilst maintaining high quality standards of service delivery

#### **5.0 TIME SHEDULE FOR DELIVERANCE.**

The service is required immediately.

#### **6.0 ROLES OF THE CLIENT.**

- i. Provide payment of premiums in time.
- ii. Provide updated bio data and proper identification as need a rise.
- iii. Any other relevant information as may be required by the firm.

## 7.0 STAFF STATISTICS

<b>AGE</b>	<b>NUMBER OF STAFF</b>
20-24	0
25-29	4
30-34	11
35-39	20
40-44	24
45-49	19
50-54	15
55-60	12
<b>TOTAL</b>	<b>105</b>

**NB/ Any other suggestions on improvement on this document is encouraged.**

**Prepared by; Human Resource/Workers Representatives**