



THE KISUMU NATIONAL POLYTECHNIC

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TERMS OF REFERENCE
FOR
PROVISION OF PENSION SCHEME
FOR THE KISUMU NATIONAL POLYTECHNIC
NON-TEACHING STAFF
TKNP/RFP/2021/13

(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 21st 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 Terms Of Refence is developed with the aim of taking care of the Kisumu national polytechnic non-teaching staff well-being in line with the Pension act 2012 (CAP 189), the **policy directive issued by the government through National Treasury Circular NO. 18 of 2010 directed the conversion of all defined benefit schemes in the public sector to defined contributory schemes**, The Kisumu National Polytechnic strategic plan 2020-2024 and Human Resource Policy that emphasizes on the employee satisfaction and retention.

2.0 OBJECTIVE OF THE ASSIGNMENT.

The main objective of the pension scheme is to ensure that while our employees are working they shall be building up entitlement to a pension when they retire.

3.0 SCOPE OF THE SCHEME

The pension scheme will be applicable to TKNP non-teaching staff employed on permanent terms of service.

4.0 REQUIREMENTS FROM THE PROVIDING COMPANY.

- i. The company must be duly registered and compliant with all relevant statutory regulatory bodies in Kenya.
- ii. At least 5Years in operations in providing similar service.
- iii. Technical and managerial organization of the company.
- iv. Similar assignment with other organization
- v. Experience in the region
- vi. Financial capacity.
- vii. Wide networks for national and international coverage

viii. Real time administrative support systems

5.0 TIME SCHEDULE FOR DELIVERANCE.

The service is required for immediate implementation.

6.0 ROLES OF THE CLIENT.

- i. Remittance of contributions in time.
- ii. Provide updated bio data and proper identification as need a rise.
- iii. Any other relevant information as required by the company.

7.0 STAFF STATISTICS

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

NB/ Any other suggestion on improvement on this document is encouraged.

Prepared by; Human Resource/Workers Representative