



## REQUEST FOR EXPRESSIONS OF INTEREST (PROVISION OF COMPANY SECRETARY SERVICES)

**Kenya  
Kenya Climate Ventures  
Consulting Services  
Project ID No: TF0A0442**

The **Kenya Climate Innovation Center** has received financing from the World Bank toward the cost of the **Kenya Climate Ventures Facility Limited** and intends to apply part of the proceeds for consultant services. Below are the specified services for the provision of company secretary:

- Ensure that the company complies with its Memorandum and Articles of Association, the Companies Act and any other relevant legislation;
- Maintain the company's statutory books and records, including but not limited to the register of members, directors, secretaries and charges;
- Administrative duties relating to directors and members meetings, including the preparation and circulation of notices and minutes;
- Providing the directors and members with advice on corporate governance;
- Filing company information with Company registry such as the annual return, the accounts and appointment forms;
- Maintaining communication links between directors and members; and
- Taking care of official documents and ensuring the company's statutory registers are available for inspection.

The **Kenya Climate Ventures Facility Limited** now invites eligible consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services by showing:

- Certification of Certified Public Secretary
- Description of similar assignments
- Professional experience of 2 years
- Experience working with private equity and venture capital funds
- Exhibit good knowledge of the financial services industry relating to compliance, risk management and internal controls.; and
- Excellent command of the English language and computer literacy

Consultants may associate to enhance their qualifications.

A consultant will be selected in accordance with the procedures set out in the World Bank's [\*Guidelines: Selection and Employment of Consultants by World Bank Borrowers\*](#) (current edition). Interested consultants may obtain further information at the address below during office hours from 8:00am to 17:00pm.

Expression of interest must be address as below and submitted to [procurement@kcv.co.ke](mailto:procurement@kcv.co.ke) by the deadline date; of 11<sup>th</sup> April 2018 at 4pm East African time..

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