



**INTERGOVERNMENTAL STANDING COMMITTEE ON SHIPPING (ISCOS)**  
**TERMS OF REFERENCE FOR THE PROVISION OF TEAM BUILDING/STAFF**  
**RETREAT CONSULTANCY**

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**1. THE ORGANISATION**

The Intergovernmental Standing Committee on Shipping(ISCOS), whose Membership is Kenya, Tanzania, Uganda and Zambia is Mandated with the Promotion and Protection of the Shipping and Maritime Interests of its Member States and the Region at large.

ISCOS' main objective is to serve the region and the international community as a one-stop centre of excellence for regional maritime matters and total logistics.

**2. BROAD STATEMENT**

ISCOS Secretariat is seeking the services of a Consultancy firm/consultant to assist Members of staff to have an educational, entertaining, teambuilding retreat in any of the following places within Kenya: Malindi/ Watamu/ Taita/ Taveta/ Diani.

**3. SCOPE OF THE CONSULTANCY**

- Accommodation of the Team- 8 staff- three nights- in at least a three star hotel-full board.
- Conduct of Staff retreat programmes which:
  - Are Entertaining, Educative, and Motivational,
  - Enhance Team work/Team building
  - Enhance knowledge sharing
  - Promote harmony and relationships amongst staff.
  - Enhance communication skills

It will be desirable that the lead consultant possess the following knowledge and skills:

- a) Post Graduate qualifications in Social Sciences, Human Resources Management, Programmes Management, or a closely related field.
- b) At least 10 years of relevant professional experience;
- c) Proven track record of facilitating team building/Staff retreats.
- d) Demonstrated knowledge of NGO/IGO programmes Management;

#### **4. PROPOSALS**

##### **a) Technical proposal**

- The proposal should demonstrate a clear understanding of the assignment/interpretation of TORs.
- Provide a customized training and team building plan clearly articulating the methodology and tools to be used to deliver the consultancy.

##### **b) Financial proposal**

- Clear breakdown of the financial proposal.
- Terms of payment
- Total quote for the assignment

##### **c) Documents**

These will include:

- a) The organization's detailed profile
- b) A listing of organizations where similar service is being/has been offered
- c) Valid Certificate of Registration
- d) Tax compliance certificate
- e) CV's of key personnel in the firm.

#### **5. TIMING**

It is expected that the staff retreat/team building will be carried out in July/ August 2020 depending on the Corona situation in the country.

## 6. PROPOSAL SUBMISSION

Capable and interested firms should e-mail their proposals with full details of how they hope to conduct the consultancy to [opportunities@iscosaficashipping.org](mailto:opportunities@iscosaficashipping.org) on or before **Monday the 8<sup>th</sup> June 2020 at 1800hrs.** The Proposals should be addressed to:

The Secretary General  
ISCOS Secretariat  
Nyali, off links Road  
Next to Nyali Health Care Ltd  
P O Box 89112 – 80100  
**MOMBASA, KENYA**