



# THE KENYA INSTITUTE OF MANAGEMENT

## HEAD OFFICE

Management University of Africa  
Popo Rd, South C

P.O. BOX 43706 - 00100 Nairobi, Kenya

Tel: +254 799 308 869

Email: kim@kim.ac.ke . Website: www.kim.ac.ke

September 12, 2025

Eng. Arthur Mathew,  
C/o The Kenya Institute of Management,  
P O Box 43706-00100,  
NAIROBI.

Dear *Eng. Mathew,*

### RE: CONTRACT TO PROVIDE SERVICES ON BEHALF OF THE KENYA INSTITUTE OF MANAGEMENT.

This is to confirm that the Institute has agreed to work with you as a Trainer for the Quality Management Certification Course under the following terms and conditions:

- (i) Job Title: **Trainer – Certified Quality Management Course**
- (ii) Duty Station: **Nairobi Branch.**
- (iii) Report to the Branch Manager- **Online Branch.**

#### 1. COMMENCEMENT

This contract commenced on **1<sup>st</sup> September 2025**. It is expected to be completed on **31<sup>st</sup> August 2026** unless the contract is terminated or extended in accordance with its terms and conditions.

#### 2. DUTIES AND RESPONSIBILITIES

During the contract period, you shall be expected to:

Facilitate the Certified Quality Management Program in line with the agreed sessions.

This will specifically include;

- Preparing training materials for the assigned sessions in the Certified Quality Management Program.
- Facilitating the assigned sessions and evaluating the learners' progress.
- Marking the evaluations and preparing a short report and recommendations for future training within one (1) month after the end of the training.

### 3. REMUNERATION

The professional fees for the Certified Quality Management Program job will be **Ksh. 1,500/= (Kenya Shillings : One thousand five hundred only) per hour for facilitation**. The payment will be in arrears at the end of every month and shall be subject to normal statutory deductions from source. The deductions/rates applicable will be as per the prevailing Kenya Revenue Authority tax regulations.

### 4. SUB-CONTRACTING

You shall not sub-contract any of its obligations under this Contract without the prior written consent of your supervisor.

### 5. TERMINATION AND SUSPENSION

The Institute may at its sole discretion suspend or terminate this Contract at any time by so notifying you and giving the reason(s) for such suspension or termination.

The contract can also be terminated in cases where the services or any part of them are not provided to the satisfaction, giving the reasons for such dissatisfaction. Where this Contract is terminated, you shall take steps necessary to terminate the provision of the Services in a timely and orderly manner but shall not be entitled to any further payment in relation to this Contract.

However, If you terminate this Contract the Institute may require you to pay such amount as Institute shall determine being loss resulting from such termination.

Where your performance under this Contract is delayed, hindered or prevented by an event or events beyond your reasonable control you shall promptly notify your supervisor in writing, specifying the nature of hindrance and stating the anticipated delay in completing the job.

### 6. CONFLICT OF INTEREST

You shall not engage in any personal, business or professional activity which conflicts or could conflict with any of your obligations in relation to this Contract.

You shall notify the Institute immediately of any actual or potential conflict together with recommendations as to how the conflict can be avoided.



## 7. CONFIDENTIALITY

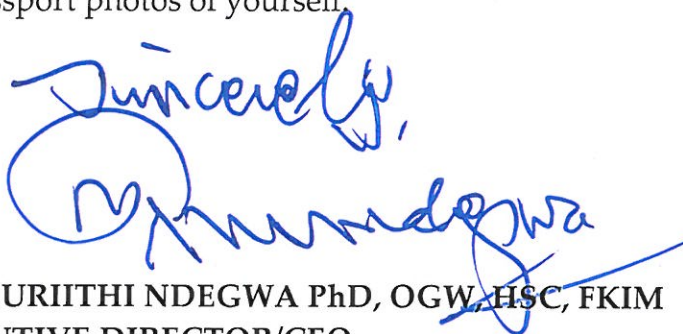
All Institute/Client information is confidential, and you shall at no time during your services at the Institute or after leaving the services of the Institute disclose such information. The Management reserves the right to seek legal action should it, in its opinion, feel that such information is disclosed. Professional secrecy must be maintained at all times.

You are further informed that the Institute attaches great importance to this position and is confident that you will perform the job with dedication and diligence. You are assured of continued support from my office and the entire management team. A detailed code of conduct is hereby attached.

## 8. ACCEPTANCE

If you accept this contract offer in accordance with the stipulated terms and conditions of this letter, please sign this contract and then return a signed copy to the undersigned together with a certified copy of your National Identity Card and two passport photos of yourself.

Yours

*Sincerely,*  


**DR. MURIITHI NDEGWA PhD, OGW, HSC, FKIM**  
**EXECUTIVE DIRECTOR/CEO**

I accept to perform this assignment as outlined above and as per the terms contained herein:

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ NATIONAL I.D. NO \_\_\_\_\_ PIN NO: \_\_\_\_\_

- Copy to:
1. Head, Branches & KIMSOM
  2. Head, Finance
  3. Head, Shared Services
  4. Branch Manager, Online

Handwritten text, possibly a signature or name, located in the lower right quadrant of the page.





# THE KENYA INSTITUTE OF MANAGEMENT

## HEAD OFFICE

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P.O. BOX 43706 - 00100 Nairobi, Kenya

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September 12, 2025

Mr. Evans Nyangweso,  
C/o The Kenya Institute of Management,  
P O Box 43706-00100,  
NAIROBI.

Dear

*Mr Nyangweso,*

## RE: CONTRACT TO PROVIDE SERVICES ON BEHALF OF THE KENYA INSTITUTE OF MANAGEMENT.

This is to confirm that the Institute has agreed to work with you as a Consultant for the Certified Supervisory Skills Development Course under the following terms and conditions:

- (i) Job Title: **Consultant – Supervisory Skills Development Course**
- (ii) Duty Station: **Kisumu Branch.**
- (iii) Report to the Branch Manager - **Online Branch.**

### 1. COMMENCEMENT

This contract commenced on **1<sup>st</sup> September 2025**. It is expected to be completed on **31<sup>st</sup> August 2026** unless the contract is terminated or extended in accordance with its terms and conditions.

### 2. DUTIES AND RESPONSIBILITIES

During the contract period, you shall be expected to:

Facilitate the Certified Supervisory Skills Development Program in line with the agreed sessions. This will specifically include;

- Preparing training materials for the assigned sessions in the Certified Supervisory Skills Development Program.
- Facilitating the assigned sessions and evaluating the learners' progress.
- Marking the evaluations and preparing a short report and recommendations for future training within one (1) month after the end of the training.

*[Signature]*

### **3. REMUNERATION**

The professional fees for the Certified Supervisory Skills Development Program job will be **Ksh. 500/= (Kenya Shillings : Five hundred only) per hour for facilitation.** Payable at the end of every successful month.

### **4. SUB-CONTRACTING**

You shall not sub-contract any of its obligations under this Contract without the prior written consent of your supervisor.

### **5. TERMINATION AND SUSPENSION**

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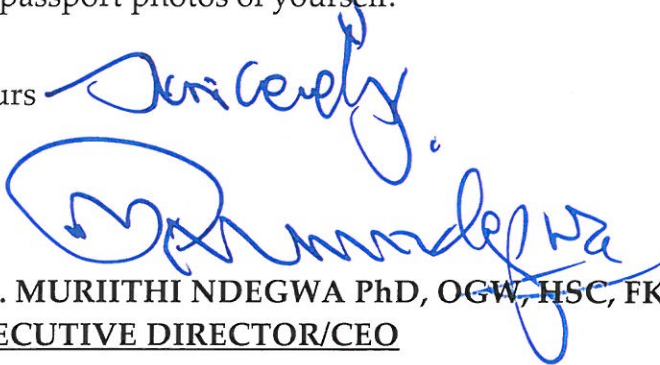
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Yours



**DR. MURIITHI NDEGWA PhD, OGW, HSC, FKIM**  
**EXECUTIVE DIRECTOR/CEO**

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NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_ NATIONAL I.D. NO \_\_\_\_\_ PIN No: \_\_\_\_\_

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1. Head, Branches & KIMSOM
  2. Head, Finance
  3. Head, Shared Services
  4. Branch Manager, Online

