



MINISTRY OF PUBLIC SERVICE, GENDER, SENIOR CITIZENS AFFAIRS AND SPECIAL PROGRAMMES

STATE DEPARTMENT FOR PUBLIC SERVICE

EXPRESSION OF INTEREST (EOI) FOR ACTUARIAL STUDY ON POST RETIREMENT MEDICAL INSURANCE SCHEME FOR CIVIL SERVANTS, TEACHERS AND THE DISCIPLINED SERVICES PERSONNEL

TENDER NO.

MPSGSCA&SP/SDPS/EOI/01/2020/2021

1. INTRODUCTION

The **State Department for Public Service (SDPS) in the Ministry of Public Service, Gender, Senior Citizens Affairs and Special Programmes** derives its mandate from Executive Order No. 1 of 2020 and is responsible for management of Government Human Resource Information Systems and Services, Government Payroll Policy and Standards, among other functions.

2. AIMS AND OBJECTIVES

This Expression of Interest (EOI) is intended to lead to the identification of the most suitable consultant who will conduct an actuarial study. The object of this study is to ascertain actual financial requirements that may include start-up capital to establish the Post-Retirement Medical Insurance Scheme (PRMIS). The study must also determine membership and contributions for principal members during their working life and/or one off-payment at retirement.

3. SCOPE OF SERVICE

The scope of work will entail:

- Undertaking an Actuarial study to guide the criteria for eligibility of membership and specify joining instructions to the Post-Retirement Medical Insurance Scheme;
- Identification and categorization of staff based on Civil Service Grades (CSG) "17" – "1" or job groups (JG) "C" – "V" or any other grades as may be determined in the Public Service from time to time, terms of service, age brackets and determine the amount to be contributed in each category and the assigned benefits that includes inpatient, outpatient, dental, optical, emergency evacuation (road & air) and overseas care;
- Analyze and recommend required start-up capital for the PRMIS that promotes members' affordability for the establishment of the Scheme and identify various sources of funding to ensure sustainability;
- The actuary should develop an actuarial model that projects the expected healthcare expenditure of members from the time they reach retirement age up to death of the member;
- The actuary should develop a contribution plan for the members that will enable the asset share (portion of members' contribution) built by the member to be sufficient enough to fund the projected actuarial liability for each member of the scheme when they reach retirement age;
- Recommend modalities of how members who have already reached age fifty-five (55) and above (with a limited working age) and those who have already exited the service can be assisted to register into the Scheme. These options should include (a) leveraging the current civil servant scheme, (b) employer contribution or (c) increasing contributions of the younger members to cushion the older members who are about to retire;
- Develop an Investment Policy Statement and review existing legislative framework to be used by the Fund Manager/ Insurer when managing the assets of the post-retirement medical fund;
- Determine and propose different flexible options for benefit packages for Post-Retirement Medical Insurance Scheme (PRMIS) in line with the current salary structures for the Civil Servants, Teachers and the Disciplined Personnel that will ensure affordable and quality healthcare upon retirement and present an interim report; and
- Prepare and submit the final report of the study that includes a framework to guide and inform the State Department for Public Service and undertake any incidentals on the PRMIS within one month from the commencement date of the assignment.

4. ELIGIBILITY AND EVALUATION REQUIREMENTS

Copies of the following documents must accompany the EOI:

- Copy of Certificate of Incorporation/Business Registration
- A valid KRA Tax Compliance Certificate or equivalent.
- Company profile (Company history, organization structure, contacts, services, affiliation, etc).
- CV's of key technical personnel who will handle the actuarial study
- Description of at least three (3) similar studies conducted in the last five years.
- Copy of certificate of the composition of directors of shareholding (CR12) issued within the last 6 months from the date of tender closure.
- Evidence (Certificate) of membership of Association of Kenya Insurers for the year 2021 (Shall be verified from the AKI website).
- Copy of registration certificate from Insurance Regulatory Authority for the year 2021.
- Demonstration of financial capability in carrying out the project by attaching audited financial statements for the last three (3) years.

Only the bidders who meet our minimum requirements shall be considered for further discussions.

5. SUBMISSION OF RESPONSES

Expression of Interest (EOI) document should be submitted in two (2) separate envelopes, one marked ORIGINAL and one marked COPY in plain sealed envelopes, clearly marked **TENDER NO.MPSGSCA&SP/SDPS/EOI/01/2020/2021 -"Expression of Interest (EOI) for actuarial study on post-retirement medical insurance scheme for civil servants, teachers and the disciplined services personnel.**

The EOI documents should be addressed to: **Principal Secretary, State Department for Public Service, P.O. Box 30050-00100, Nairobi** and deposited in the Tender box situated on the **2nd Floor Teleposta Towers** on or before **Wednesday 17th November, 2021 at 11:00 am.**

The EOI document can be collected from **Procurement office, Teleposta Towers 2nd floor Nairobi** or downloaded from the State Department's website: www.psyg.go.ke

The Principal Secretary
State Department for Public Service
P.O. Box 30050-00100
NAIROBI, KENYA