

1. FIRM'S PROFILE & EXPERIENCE

1.1 Who we are:

Koditex Consultants is a full-service business development and general management consulting firm with specializations in Financial Management, Business Advisory, Business Research, Technical and Management Training. We have sector-focused teams for tailor made solutions for the NGOs, Government & Public Corporations, Small and Medium-size Private Enterprises.

The company is designed to raise standards of professional practice in support of better business performance. Koditex Consulting has assisted many small and big business enterprises maintain positive cash flow, control costs and accelerate profitable growth, allowing entrepreneurs and managers to make the most of their work and their lives.

We have full-time professional staff and part time professional staff available on need basis. We consult for different market segments; hence we have deep experience in providing consulting services to the wide spectrum of business industries ranging from manufacturing, agriculture, information technology, hospitality & service, tourism, local & international trade among others. Since modern business runs on information, regardless of the industry, we clearly understand how the quality and timeliness of information assists business owners with critical decisions.

In order to make wise and profitable decisions, it is imperative to have a thorough business analysis. Similarly, to the general practitioner, a business analyst is trained to perform an exhaustive diagnostic study of the business. Koditex Consultants analysts and support team have experience with similar business operations. Our approach and methodology includes an in-depth examination of financial, operational and marketing functions of the business to provide recommendations for improvement by identifying strengths and deficiencies through SWOT analysis. We provide an objective and comprehensive analysis of the business to give an unbiased view of its strengths and weaknesses.

1.2 Firm's Profile:

Koditex Consulting as a consultancy firm has the vision to provide services that add value to the business of our clients. The firm has achieved this over time by developing a partnership to success with our clients. It is always our endeavour to employ a structured project management methodology to plan, develop and implement service solutions that make good business sense.

Our approach for each and every engagement we undertake is to develop a tailor made service level agreement (SLA) which is clearly defined, articulate and agreed with the client. Through this we fully encompass the concept of '**getting it right first time and always**'. The service level agreement developed by our professional team aims at clarifying and defining the goals, client requirement specifications, deliverables, work schedule, project team role & responsibilities and work space and work resources required.

To us the service level agreements are important because they define the performance indicators; the measures of inputs, processes, outputs, outcomes, and impacts for development projects, programs, or strategies. When supported with sound data collection—perhaps involving formal surveys—analysis and reporting, indicators enable managers to track progress, demonstrate results, and take corrective action to improve service delivery. Participation of key stakeholders in defining indicators is important because they are then more likely to understand and use indicators for management decision-making.

The firm lays so much emphasis on a well crafted service level agreement for the following reasons:

- To set performance targets and assess progress toward achieving them. It is an effective means to measure progress toward objectives.
- To identify problems via an early warning system to allow corrective action to be taken.
- To determine whether an in-depth evaluation or review is needed.
- To facilitate benchmarking comparisons between different organizational units over time.

Finally, to achieve consistent high quality service, the skills and expertise of the professional team has to be continuously up graded. We have achieved this through regular training - in house and external, including attendance of the professional seminars and workshops, and through this the firm has been able to recruit and retain some of the best talents that the industry could offer.

The Practice comprise of the team leader and a team of qualified, well experienced and dedicated staff who participate in the day-to-day operations of the firm. Whereas the team leader is responsible for the overall professional assignments, various duties are delegated and done by the different members of the technical team who are assigned duties matching their levels of competence and expertise.

Specifically the personnel in the firm are to adhere to the principles of independence, integrity, objectivity, confidentiality and professional behaviour. The managing partner ensures that the professional work is assigned to personnel who have the degree of technical training, skills and proficiency required in the circumstances. Thus there is sufficient direction, supervision and review of work at all levels to provide reasonable assurance that the work performed meets appropriate standards of quality.

Consultancy Experience in Public Sector:

The nature of Public Sector interventions ranges from major infrastructure development to small self help groups. Government agencies are demanding increased transparency in the accounting for their funds. They seek independent confirmation that their funds have been used efficiently and effectively; that Value for Money has been obtained.

The major areas of Accounting & Financial Management consultancy for public sector organisations that we have handled usually include:

- (i) Customer Satisfaction Surveys; Employee Satisfaction Surveys, Service Charter Implementation Survey and Corruption Baseline Surveys.

- (ii) Financial Accounting Systems and Internal controls functions
- (iii) Compliance with grant terms and conditions and local laws
- (iv) Value for money matters - efficiency, fraud and related risk areas

Project Monitoring & Evaluation:

NGOs and Civil Society organisations usually request our services to monitor progress or evaluate the success or otherwise of projects they have supported. We may work alone or as members of a team. The terms of reference specify the aspects of monitoring or evaluation we would be responsible for. Related to this are baselines surveys which we may be asked to perform. These are development benchmarks; an inventory of development attributes at a point in time. Our reports are used subsequently to measure the impacts of projects.

Because of our broad experience and knowledge of the local development scene, NGOs may ask us to participate on project formulation teams. Our role here has primarily been, as financial management experts, to review project's proposed administrative structures and provide input to ensure that there will be proper accounting and reporting during implementation.

Institutional Support:

Financial Management necessarily develops recommendations which grantees need to implement in order to better manage the funded projects. Donors are in turn keen on the implementation of improvements in line with the now global aid philosophy of technology transfer and strengthening the management of recipients to assure project sustainability. Because we would have developed the recommendations in the first place, naturally donors look to us for solutions. Examples of services we provide to enhance Institutional support includes:

- Review of organisation structure and administration arrangements to recommend changes necessary for grantees to become more effective in the pursuit of their objectives.
- Review of the financial management function to identify problems, if any, and recommend changes necessary for the function to serve the organisation better.
- Review of terms and conditions of service for grantee employees having regard to best practice, prevailing conditions and local laws.
- Provision of technical assistance (advice and effort) to implement recommendations arising. This takes a variety of forms including recruitment, training, progress monitoring and provision of assistance to deal with more difficult areas during implementation.
- Studies to assess sustainability of grantees' activities should donor funding cease. Such studies suggest strategies for income generation and revenue base stability.
- Ad hoc requests to provide assistance to introduce operate or modify specific internal controls in grantees.

We have clear documented country knowledge of the central government, local government, public corporations, civil society organisations and private enterprises. We understand their budgeting, funding and expenditure mechanism, operating environment and challenges faced.

Moreover, we have adequate capacity to carry out assignments from any part of the country. Some of our recent public sector assignments include consultancies to:

- National Aids Control Council (NACC)
- Water Service Trust (WSTF)
- Kenya National Library Services, (KNLS)
- Kenya Investment Authority (Ken Invest)
- National Water Conservation & Pipeline Corporation

1.3 Why Koditex Consulting Limited?

Past Experience with similar assignments:

We have performed similar assignments of Baseline Surveys for Corruption perceptions, Customer Satisfaction Surveys, Work Environment Survey and Employee Satisfaction Surveys.

Competent Staff:

Koditex Consulting has a very competent team of fully qualified professionals with vast experience in Statistics, Research and excellent report writing skills.

Capacity to deliver timely results:

The firm has a broad resource base capable of delivering the desired results in challenging timeframes.

Refined Methodology:

Through our past performances and rich learning curve history we have refined our audit methodology to meet different scenarios. We shall apply this knowledge to tailor our work and effectively provide you with a value for money service.

Quality Control:

Koditex Consulting Limited has a commitment of providing the highest level of quality services. Our system of reviewing and report preparation ensures we produce timely and constructive reports which are designed to provide management with the basis and direction for action.

Profile of Owners (Shareholders) is provided under the Key Professional Staff Profiles in Section 4 below.