



# SHELTER AFRIQUE

Financing Affordable Housing for Africa

**Date: 25th August 2025**

## **RFP – CORPORATE GOVERNANCE TRAINING FOR THE BOARD OF DIRECTORS OF SHELTER AFRIQUE**

Shelter Afrique Development Bank (ShafDB) is a regional Housing Finance Institution established by African Governments dedicated to investment in housing and urban development in African Countries. Shareholders include 44 African countries, the African Development Bank, and the Africa Re-Insurance Corporation. The organization has its headquarters in Nairobi, Kenya, and two regional offices: Abuja, Nigeria, and Abidjan, Côte d'Ivoire.

The Bank is requesting proposals to offer training on Corporate Governance for the Board of Directors of Shelter Afrique Development Bank at its Head Office located in Upper Hill, Longonot Road, Nairobi, Kenya. The training will be held virtually unless otherwise stated.

### **1.0 Objectives**

Shelter Afrique will hold a training on Corporate Governance for its Board of Directors on Wednesday, 24<sup>th</sup> September 2025, as part of the director development plan. Therefore, Shelter Afrique Development Bank is seeking an experienced organization to dispense the training mentioned above.

### **2.0 Scope of Work**

The scope will entail:

#### **A. Governance Foundations & Board Dynamics**

- Roles and responsibilities of the board vs. management
- Board composition, diversity, and succession planning
- Boardroom behavior, culture, and decision-making
- Director duties and fiduciary responsibilities
- Managing Board Dynamics:
  - Handling dissent and conflict constructively
  - Building trust and psychological safety
  - Navigating power dynamics and influence

#### **B. Effective Chairing of Boards and Committees**

- Role of the Chair in Governance and Leadership
- Facilitating productive meetings and decision-making
- Chairing committees (Audit, Risk, Remuneration, etc.)
- Ensuring accountability and follow-through
- Coaching and mentoring board members

#### **C. Ethical Leadership & King IV/V Principles**

- Ethical and effective leadership (King IV Principle 1)
- Stakeholder inclusivity and integrated thinking
- Application of King IV and emerging King V themes
- Governance outcomes and disclosure practices

#### **D. Interactive & Practical Modules**

- Board simulations and scenario planning
- Governance gap analysis and self-assessment
- Case studies on governance failures and successes
- Stakeholder mapping and integrated reporting exercises

The training session will be a total of four (4) hours.

### **3.0 Evaluation process and selection criteria**

Responses to this RFP will be evaluated and scored based on the following:

- Experience of the provider of at least five (5) years in carrying out similar projects.
- Certified product partner. Attach proof.
- Similar jobs done previously.
- Technical approach and methodology proposed.
- Organization and staffing.
- Quality and clarity of the proposal presentation.
- Compliance with regulatory authorities.
- Financial proposal.

### **4.0 Presentation of Proposals**

In order to facilitate the analysis of responses to this RFP, firms are required to prepare their proposals in accordance with the instructions outlined in this section.

Proposals should be clear, comprehensive, and concise in description of the firm's capabilities to meet the requirements provided in the RFP.

The proposal should strictly adhere to the format provided below.

#### **4.1 Technical proposal format**

<b>Section</b>	<b>Title</b>
1.0	Introduction or company profile
2.0	Company Experience
3.0	Technical approach and methodology
4.0	Organization and staffing
5.0	Resumes of key staff to be deployed
6.0	Company registration and statutory regulations

The following sections provide detailed information on the proposal format.

##### **4.1.1 Introduction**

This section should include a brief description of the company profile covering products and services offered. It should also include a brief narrative on the company's proposal and its suitability for the project.

#### 4.1.2 Company Experience

Using the format given below, provide information on each assignment you have conducted relevant to the requirements provided in this RFP.

The company **MUST** have been in business for ***at least five years***, carrying out similar projects. The section should strictly adhere to the format provided below.

<b>Assignment Name:</b>	<b>Approximate value of services (USD.):</b>
<b>Name of client (or Sector if no disclosure for confidentiality):</b>	<b>Country of assignment:</b>
<b>Address:</b>	<b>Professional staff provided by your firm and their roles:</b>
<b>Duration of assignment:</b>	
<b>Name of Associated Consultants, if any:</b>	<b>Roles of associated consultants:</b>
<b>Narrative Description of the project:</b>	
<b>Description of actual services provided by your firm:</b>	
<b>Contact Person</b> <b>Name:</b> <b>Phone:</b> <b>Email:</b> <i>Confirm whether you have any reservations in Shelter Afrique contacting the entity with your authorization.</i>	

#### **4.1.3 Technical approach and methodology**

Provide a detailed explanation of the technical approach and methodology to be deployed to achieve the assignment objectives and expected output. This should include proposed solution design and project plan, giving clear timelines and resources required.

#### **4.1.4 Organization and staffing**

In this section, provide your current company structure and propose the project team structure, clearly stating their roles.

#### **4.1.5 Resumes of key staff to be deployed.**

Provide resumes and copies of certificates of key personnel to be deployed in this project.

#### **4.1.6 Company registration and statutory regulations**

	<b>Requirement</b>	<b>Response</b>
i)	How long has the company been in business?	
ii)	How long has the company been in business, carrying out similar projects?	
iii)	State the number of employees in the company (where applicable)	
iv)	Submit copies of the Certificate of Incorporation, Tax Compliance Certificate, and any professional affiliations.	
v)	Submit financial statements for the last two years.	
vi)	Equipment manufacturers' authorization letter or approved partner certificate.	

#### **4.2 Financial proposal format**

It should be well itemized as per the scope of work in section 3.0 and the bill of quantities. The Financial proposal should be presented **separately** from the technical proposal.

#### **5.0 Principal Point of Contact**

The principal point of contact will be the Board Chairperson, the Board of Directors for oversight, and the Company Secretary on administrative matters.

#### **6.0 Clarification of the Request for Proposal**

The Company may seek clarification on this RFP only up to 1 day before the end of the submission date. This should be requested in writing to the email given in section 7.0.

Shelter Afrique will respond by email or letter.

## **7.0     Submission of bids**

Proposals should be sent by mail to: [procurement@shelterafrique.org](mailto:procurement@shelterafrique.org) with the subject as:  
**RESPONSE TO RFP – CORPORATE GOVERNANCE TRAINING FOR THE BOARD OF DIRECTORS OF SHELTER AFRIQUE**

Or in sealed envelopes to the address below:

**SUBJECT: Response to RFP – Corporate Governance Training for the Board of Directors of Shelter Afrique.**

**Human Resources and Administration Department  
Shelter Afrique, Longonot Road, Upper Hill  
P.O. Box 41479 - 00100, GPO Nairobi, Kenya.  
Tel: 254-20-2722305-9  
Fax: 254-20-2722024, 2721211**

**The deadline for submission of bids is 5 pm EAT, Monday, 8<sup>th</sup> September 2025.**

**For any clarification, contact us via [procurement@shelterafrique.org](mailto:procurement@shelterafrique.org)**