



Free Pentecostal Fellowship in Kenya,
HEAD OFFICE

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27th February 2026

EOI Reference No.: NSSF/TIER/2/26

Issue Date: Friday, 27th February 2026

Closing Date: Friday, 13th March 2026

EXPRESSION OF INTEREST (EOI): PROVISION OF AN RBA-APPROVED NSSF TIER II PENSION SCHEME

1.0 Background

The Free Pentecostal Fellowship in Kenya (FPFK) is an evangelical church registered in Kenya. It operates in 36 regions and has over 3,700 churches, with a combined membership of more than 500,000 people. FPFK was established in 1955 from a fellowship of Norwegian and Swedish missionaries who had been involved in mission work in Kenya since the 1950s and 1960s.

Our vision is to be a strong Pentecostal church that meets the needs of society holistically. To achieve this vision, FPFK has a Social Ministry Department that implements both development and humanitarian projects dedicated to meeting the spiritual, economic, and social needs of people through education, training, and socio-economic activities based on Christian values.

Free Pentecostal Fellowship in Kenya is a legally registered Kenyan organization, fully compliant with all applicable laws and regulations, and employs over 100 staff members.

In line with the NSSF Act No. 45 of 2013 and the NSSF (Contracting Out by Employers) Regulations, 2014, the organization intends to contract out the Tier II portion of its statutory NSSF contributions to a private, RBA-approved pension scheme. Through this Expression of Interest (EOI), we invite qualified, RBA-authorized life insurance companies and pension scheme providers to express interest in setting up and managing a compliant,

competitive, and employee-focused pension solution. The scheme is expected to start at the beginning of the next contribution cycle.

2.0 Scope of Services

Interested providers must demonstrate the ability to deliver the following:

- **Scheme Structure:** An RBA-approved Occupational Pension Scheme or Umbrella Retirement Benefits Scheme eligible for Tier II NSSF contributions.
- **Contribution Administration:** Collection and management of both employer and employee Tier II contributions according to statutory requirements.
- **Regulatory Compliance:** Adherence to all RBA requirements for contracted-out schemes, including minimum benefit standards.
- **Member Enrollment:** Efficient registration of all eligible employees with individual member accounts.
- **Contribution Management:** Administration of contributions based on February 2026 statutory limits (Upper Earnings Limit: KES 108,000; Tier II contribution at 6% of the difference between Upper and Lower Earnings Limits).
- **Reporting:** Provision of quarterly member updates, annual benefit statements, and employer compliance reports.
- **Digital Platform:** Secure online portal for members to access accounts, check balances, and download statements.
- **Benefits Processing:** Management of retirement, resignation, emigration, ill-health, and death benefits according to scheme rules and RBA guidelines.

3.0 Eligibility Criteria

All applicants must meet the following mandatory requirements:

3.1 Regulatory Compliance

- **RBA Approval:** Certified copy of the RBA approval letter authorizing Tier II contributions.
- **Scheme Registration:** Valid RBA registration certificate.
- **Insurance License:** Current life insurance license issued by the Insurance Regulatory Authority (IRA).
- **Incorporation Certificate:** Certified certificate of incorporation from the Registrar of Companies.
- **Tax Compliance:** Valid KRA tax compliance certificate and PIN certificate.

3.2 Financial Capacity

- **Audited Financial Statements:** Accounts for the last three consecutive years (2023–2025).
- **Statutory Capital:** Evidence of compliance with minimum capital requirements for life insurers.
- **Fund Performance:** Historical investment performance for at least three years, preferably showing 5–12% average annual returns.

3.3 Technical Capability & Experience

- **Corporate References:** Minimum of three corporate clients currently contracted under the scheme, including contacts.
- **Membership & AUM:** Total number of active members and total assets under management.
- **Administration System:** Overview of the scheme's platform, including online member access.
- **Governance Structure:** Details of trustees and independent trustees (if applicable).
- **Fund Management:** Names and qualifications of appointed professional fund managers.
- **Custodian:** Details of the custodian bank.
- **Claims Processing:** Average turnaround time for retirement and withdrawal claims.

4.0 Key Regulatory Requirements

4.1 Contracting-Out Compliance

Applicants must confirm:

- The scheme meets or exceeds statutory minimum benefit standards under the NSSF Act.
- Commitment to execute the employer undertaking required under Regulation 5 of the NSSF Contracting Out Regulations.
- Tier I contributions (KES 540 per employee per month) will be remitted directly to NSSF, while Tier II contributions will be managed independently.

4.2 Current Contribution Structure (Effective February 2026)

Tier I contributions (KES 540 each by employer and employee) will be remitted to NSSF, while Tier II contributions (KES 5,940 each by employer and employee, based on a KES 108,000 upper limit) will be managed under the contracted scheme

4.3 Portability

Applicants must confirm that members' accrued benefits remain transferable and preserved if employment terminates, in accordance with RBA portability requirements.

5.0 SUBMISSION REQUIREMENTS

5.1 Required Documentation

1. Technical Proposal (maximum 15 pages) to include:
2. Company background and regulatory standing
3. Scheme details including summary of trust deed and rules
4. Investment policy statement and performance history
5. Administrative systems and technology capabilities
6. Member education and communication framework
7. CVs of key personnel (Trustee, Fund Manager, Relationship Manager)

8. Commercial Proposal (submitted separately) to include:
9. Administration fees (percentage of assets or per-member basis)
10. Fund management fees
11. Any additional charges (setup, exit, transfer fees)
12. Any guaranteed crediting rates (if applicable)
13. Supporting Documentation:
 - a) Certified copies of licenses and approvals
 - b) Audited financial statements (3 years)
 - c) RBA approval for NSSF Tier II contracting out
 - d) Sample member statement
 - e) Sample employer compliance report

6.0 How Submissions Will Be Evaluated

We will assess all proposals based on the following key areas:

- **Regulatory Compliance (Pass/Fail):** Ensures the provider meets all legal and RBA requirements.
- **Financial Strength and Performance (30%):** Looks at the provider's financial stability and past investment performance.
- **Experience and Track Record (25%):** Reviews previous work with other corporate clients and overall experience in managing pension schemes.
- **Administration and Technology (20%):** Assesses the efficiency of the provider's administration system, including online member access and claims processing.
- **Fee Structure (15%):** Examines the costs of managing the scheme, including administration fees, fund management fees, other charges (setup, exit, transfer fees), and any guaranteed returns.
- **Member Communication and Education (10%):** Evaluates how the provider informs and supports members about their benefits, contributions, and scheme updates.

EOI submissions should be sent via email to procurement@fpfk.or.ke or delivered in a sealed envelope clearly labelled: "FPFK Expression of Interest for Provision of an RBA-Approved NSSF Tier II Pension Scheme" no later than close of business (COB), Friday, 13th March 2026.

Only shortlisted firms will be invited to participate in the next stage of the procurement process.

BISHOP JOHN K. KITUR

[Handwritten Signature]



27/2/2026