



Free Pentecostal Fellowship in Kenya,
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Thursday, May 7, 2026

EOI Reference No.: FPFK/EOI/GP/2026/01

Issue Date: Thursday, 7th May 2026

Closing Date: Thursday, 21st May 2026

**RE: EXPRESSION OF INTEREST (EOI) FOR THE ESTABLISHMENT AND
MANAGEMENT OF A STAFF GRATUITY AND PASTORS 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 through a fellowship of Norwegian and Swedish missionaries who were engaged in mission work in Kenya during the 1950s and 1960s.

The organization's vision is to be a strong Pentecostal church that meets the needs of society holistically. To achieve this, FPFK operates a Social Ministry Department that implements development and humanitarian programmes aimed at addressing the spiritual, economic, and social needs of communities through education, training, and socio-economic empowerment initiatives grounded in Christian values.

FPFK is a legally registered organization in Kenya and fully compliant with applicable laws and regulations. The organization currently employs over 100 staff members.

In line with its commitment to staff welfare and long-term financial security, FPFK seeks to establish a Staff Gratuity and Pastors Pension Scheme. Through this Expression of Interest (EOI), the organization invites qualified and licensed pension fund administrators, insurance companies, and related service providers to express interest in providing a competitive, compliant, and employee-focused pension and gratuity solution.

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2.0 Objective of the Scheme

The objective of this initiative is to provide FPFK staff and Pastors with a well-managed Staff Pension and Gratuity Scheme that will:

- Enhance employee financial security and welfare;
- Provide pension and gratuity benefits to employees and Pastors as per the agreed contract;
- Ensure proper management and administration of pension and gratuity funds;
- Promote transparency, accountability, and compliance with applicable regulations;
- Offer efficient and professional administration services;
- Promote competitive Return on Investment for employees and Pastors.

3.0 Scope of Services

Interested providers must demonstrate the ability to deliver the following services:

1. **Scheme Design:** Provision of a staff pension and gratuity scheme suitable for FPFK employees.
2. **Member Registration:** Efficient onboarding and maintenance of employee records.
3. **Pension and Gratuity Administration:** Management and administration of employee pension and gratuity benefits, including computation, accrual tracking, and payout processing.
4. **Contribution/Fund Management:** Administration and management of employer and employee contributions allocated for pension and gratuity obligations.
5. **Regulatory Compliance:** Full compliance with applicable legal and regulatory requirements governing pension and staff benefit schemes.
6. **Investment Management:** Professional management of pension and gratuity funds with competitive and sustainable returns.
7. **Digital Access:** Secure online platform allowing employees and the employer to view balances, statements, pension and gratuity accruals, and transaction history.
8. **Reporting:** Provision of quarterly and annual member statements and employer summary reports.
9. **Benefits Administration:** Efficient processing of resignation, retirement, death, and other pension and gratuity benefit claims.
10. **Member Education:** Ongoing financial literacy and staff awareness programmes on pension and gratuity benefits.

4.0 Eligibility Criteria

4.1 Regulatory Compliance

Applicants must provide:

- Certificate of incorporation;
- Valid Retirement Benefits Authority (RBA) license/approval where applicable;
- Valid Insurance Regulatory Authority (IRA) license where applicable;
- KRA tax compliance certificate and PIN;

- Any relevant regulatory approvals or licenses required to manage pension and gratuity schemes.

4.2 Financial Capacity

Applicants must provide:

- Audited financial statements for the last three (3) years (2023–2025);
- Total membership and assets under management (AUM);
- Trend analysis report for at least three years;
- Demonstrated stability and sustainability of funds managed.

4.3 Technical Capability & Experience

Applicants must demonstrate:

- Experience managing pension, gratuity, or employee benefit schemes;
- List of corporate clients and references;
- Details of trustees and governance structure where applicable;
- Fund management team profiles;
- Custodian arrangements;
- Average claims processing timelines.

5.0 Submission Requirements

5.1 Technical Proposal (Maximum 15 Pages)

Must include:

- Company profile and regulatory status;
- Description of the pension and gratuity scheme structure;
- Investment policy statement and performance history;
- Administration systems and digital capabilities;
- Member communication and education strategy;
- Profiles of key personnel (trustees, fund managers, relationship managers).

5.2 Commercial Proposal (Submitted Separately)

Must include:

- Administration fees (percentage or per-member basis);
- Fund management fees;
- Any additional charges (setup, exit, transfer fees);
- Any guaranteed or indicative crediting rates (if applicable).

5.3 Supporting Documents

Applicants must attach:

- Certified regulatory licenses and approvals;
- Audited financial statements (3 years);
- Sample member statement;
- Sample employer/administrator report;
- Any additional relevant documentation.

6.0 Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- **Regulatory Compliance (Pass/Fail):** Verification of valid licensing and authorization to manage pension and gratuity schemes.
- **Financial Strength and Performance (30%):** Assessment of financial stability, capital adequacy, and historical investment performance.
- **Experience and Track Record (25%):** Evaluation of experience in managing pension and gratuity schemes, client portfolio, and assets under management.
- **Administration and Technology (20%):** Assessment of digital platforms, efficiency of administration processes, and ease of member access.
- **Fee Structure (15%):** Review of competitiveness, transparency, and fairness of all charges and fees.
- **Member Communication and Education (10%):** Evaluation of financial education, communication tools, and member support systems.

7.0 Terms and Conditions

- FPFK reserves the right to accept or reject any submission without obligation to provide reasons.
- Only shortlisted applicants will be contacted.
- All submitted information will be treated as confidential.
- Submission of an EOI does not constitute a contractual commitment on the part of FPFK.

8.0 Submission of EOI Documents

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 the Establishment and Management of a Staff Gratuity and Pastors Pension Scheme” and addressed to:

The Procurement Committee

Free Pentecostal Fellowship in Kenya (FPFK)
 Head Office – Kindaruma Road, Kilimani
 P.O. Box 47469 – 00100 GPO
 Nairobi, Kenya



All submissions must be received no later than close of business (COB), Thursday, 21st May 2026. **Only shortlisted firms will be invited to participate in the next stage of the procurement process.**

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