



Sweetening Kenya
since 1978

nzoia sugar Company Ltd

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22nd July 2016

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: RECOMMENDATION OF ELIUD & ASSOCIATES (E&A) MANAGEMENT CONSULTANTS FOR RECRUITMENT CONSULTANCY ASSIGNMENTS.

Eliud & Associates (E&A) Management Consultants was contracted by the Nzoia Sugar Co. Ltd. in February 2016 to facilitate the process of Recruitment of the Company's Managing Director.

NSC was satisfied with the performance of the consultancy firm which entailed Liaising with the NSC Board and obtaining the approved Job Description and Person Specifications for the position of MD ; updating of the Job Description and Specifications; Structuring the Advert; Liaising with the Newspapers and NSC to Place and Pay for the Advert respectively; Processing all applications received for the position of MD Nzoia Sugar Co. Ltd; Developing a Long-list of all candidates who applied for the position; Developing a shortlist of appropriate candidates to be invited for the interview; Authenticating the information provided by the candidates on the shortlist; Preparing an appropriate venue for conducting the interviews; Developing an interview schedule for the short-listed candidates; Developing the interview criteria and score formats/interview score sheet; Inviting the prospective candidates for the interview; Interviewing the Candidates; Compiling the interview results; Short listing the top five Candidates for further interview by the NSC Board; preparing the Report, submitting the Report to NSC and subsequently undertaking a formal Presentation of the same to the NSC Board for further action and final decision-making.

We therefore highly recommend Eliud & Associates (E&A) Management Consultants to any organization that may require Staff Recruitment Consultancy services in the foreseeable future.

Yours Faithfully,


HON. JOASH WAMANG'OLI
CHAIRMAN



Your G2B trading partner

Kenya Trade Network Agency (KENTRADE)
Simplifying Trade Processes For Kenya's Competitiveness

KTNA/GEN/REC/HR&A/13/108

July 22, 2016

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

RE: RECOMMENDATION OF ELIUD & ASSOCIATES (E&A) MANAGEMENT CONSULTANTS FOR RECRUITMENT CONSULTANCY ASSIGNMENTS

The Kenya Trade Network Agency (KENTRADE) is a State Corporation under the National Treasury whose mandate is the implementation of the National Electronic Single Window System (Kenya TradeNet) and facilitation of cross border Trade.

Eliud & Associates (**E&A**) Management Consultants was contracted by KENTRADE in February 2012 to facilitate the process of recruitment of candidates for various senior positions within the Agency. **The positions included: General Manager-Operations, General Manager-Support Services, Head of ICT, Head of Human Resource and Administration, Head of Procurement and Corporation Secretary & Head of Legal Affairs.**

We do confirm that KENTRADE was satisfied with the performance of Eliud & Associates (**E&A**) Management Consultants in undertaking the above assignment which entailed;

- Developing the Recruitment Work Plan as per the Consultancy Terms of Reference
- Updating of the Job Descriptions and Specifications provided by KENTRADE
- Structuring the vacancies advertisement for all the positions
- Liaising with the newspapers to place the advert within the timelines.
- Processing all applications received for the various positions (including data entry)
- Developing a Long-list of all candidates who applied for the positions
- Developing a shortlist of appropriate candidates to be invited for the interview
- Authenticating the information and credentials provided by the candidates on the shortlist

