



THINK AND ACT CONSULTING LTD

Allimex Plaza Behind NextGen Mall. P.O. Box 26378-00100, Nairobi, Kenya
PHONE: 0719207721| 0728381150| 0204401060|
EMAIL: info@tackenya.com|WEBSITE:www.tackenya.com

1 Part 1: Our Company Profile

1.1 About US

We offer affordable and world class services to all kinds of organizations and farmers in East Africa. Think and Act Consulting believes that the future of the world's economy is in the hands of the organizations with sound Management. We guide and nurture organizations to continuously play their roles in creating opportunities for employment and provision of excellent products and services.

Mission: Partnering with Organizations and Individuals for Management Excellence

Vision: To become the Management for excellence for People and Organization Development.

Think and Act Consulting Ltd is a duly registered limited company in Kenya and is providing HR services to organizations within Kenya and a cross Africa. It has its headquarters in Nairobi Kenya. We are registered by the Institute of Human Resources Management as well as National Industrial Training Authority.

2 1.2 Our Services

Our services are divided into two, namely;

- I. Core Human Resource Management
- II. Employee Wellness Programs
- III. Strategic Management Solutions
- IV. Management of Saccos and Farmers' Cooperative Societies

1.3 Core Human Resource Management

1.3.1 HR Audit:

Every organization must operate within the legal and business requirements. Think and Act Consulting Ltd partners with organizations to help those organizations to conform to the national, county and international laws. We access the HR policies and practices to leverage on the gaps, if any, and ensure that the organizations operate on HR international best practices. We look at every discipline in the HR function including, Recruitment and Selection, Workplace Safety and Risk Management, Staff and HR, Records Training and Development, Employee Relations and compensation and Benefits.

1.3.2 HR Structuring:

Think and Act Consulting Ltd helps to create HR Policies, Procedures and Practices that maximize the organizations' potential. This we do by creating a responsive HR department which translate and transfer organizational goals to reality. Also, we ensure the organization provides a conducive working condition to enable employees achieve their goals. Designing an HR department with different units and functions that reflects the best practices and provides conducive environment for both employees and organizations success.

1.3.3 Performance Management:

All organizations aspire or aim to maximize on profits by creating, and successfully achieving their goals. Think and Act Consulting Ltd helps our partners to create goals for both organization and individual employees. The score card is therefore used to measure performance, grade employees and departments and offer competitive rewards. Performance

Objectives and Performance Appraisals are some of the tools that we help our partners to develop and employ.

1.3.4 Recruitment and Selection:

We believe that the best thing to happen to any organization is finding the right people for the right jobs at the right time. We bridge this gap for our partners by helping them in sourcing for employees. We advertise, shortlist, Interview, do background checks and induct employees in partnership with our clients. We do all levels of Recruitment from Entry to senior management.

1.3.5 Training and Development

We ensure that high level skills are created and maintained within our partners by providing extensive and affordable training needs assessment and designing and delivering modern training to employees at all levels. We also offer team building exercises for our esteem clients. The training are in customer management, Operations, Project Management, Sexual Harassment, Financial Management, Human Resources, vision, Mission and Goals as well as laws and other statutory requirements for all employees among others.

We also provide mentorship, career counseling and other soft programs which enhance both organizations and individuals' capacities.

1.3.6 Employee Relations

We guide our partners on how to deal with unions, Employment Laws, Disciplinary and other statutory requirements such as WIBA, NHIF, NSSF, Medical Schemes, Group Life and Pension Schemes.

1.3.7 HR Management System and Others

We provide, in partnership with other organizations, HRMIS, MMIS, Door Access Control System and other HR related Software. This is to ensure that our patrons enjoy the latest and best software.

1.3.8 HR Outsourcing

We provide full management of the HR activities on behalf of our clients from Employee Sourcing, Staff Placements, Employee Performance Management, Employee Training and Development and Talent Management, Payroll Management, Staff Welfare Management, Employee Wellness Programs and Occupational Health and Safety programs, Staff and HR Records Management as well as Human Resource Administration such as Employee Leave Management, Staff Transfers, Employee Medical scheme, Insurance and HR help desk among others.

1.3.9 Salaries Surveys

We do research for our clients to ensure a compensation structure for employees at our clients is externally competitive, internally equitable, and which recognizes and rewards individual differences in performance. The structure should be designed to attract, motivate and retain qualified employees and will be subject to continuous review and adjustment to make it market comparable and competitive.

3 1.4 EMPLOYEE WELLNESS PROGRAM

Think and Act Consulting (THINK AND ACT CONSULTING LTD) supports workplaces design, develop, and implement a vibrant, innovative and highly effective employee wellness program, **FARAJA Kazini**. It covers a broad range of health care, and safety initiatives. From HIV infection prevention, Alcohol and substance abuse prevention interventions, occupational safety and health, first aid, and fire safety training. Lifestyle illnesses screening and advice for; diabetes, hypertension, cholesterol, body mass index and nutrition, disability and gender mainstreaming programs.

The workplace wellness program encompasses a one stop wellness package that enhances health, safety and well-being of the workforce. This is four fold interlinked workplace wellness package that greatly enhances benefits to reduce work place related health risks, cost and increase productivity.

- Workplace situational analysis and surveys (Baseline, Mid-Term and End line) on Knowledge, Awareness, Behaviour, Practices and Employee Satisfaction
- Employee training, health talk, sensitization and guiding and counseling
- Technical support for workplace policies development, Implementation Monitoring and Evaluation
- Services provision; such as HIV counseling and testing, social condom marketing and distribution, lifestyle illnesses screening and advice

1.4.1 Prevention of HIV infection

Think And Act Consulting Ltd support organizations to develop and implement prevention of HIV infection as a statutory requirement for every workplace. To be undertaken annually as stipulated in the results based and performance contracting guidelines in the Republic of Kenya.

By developing/reviewing workplace HIV/AIDS policy, design and implement prevention of HIV infection activities that encompasses evidence based behavioral and biomedical prevention interventions to members of staff and their family members. Within the work stations in accordance with the relevant Kenyan statutes; HIV/AIDS prevention and control act 2007, national HIV/AIDS prevention and treatment guidelines and strategic framework In association with NACC and NASCOP. The prevention of HIV infection package encompasses the following tasks;

- Develop/ review workplace HIV infection prevention
- Carry out surveys (baseline, mid-term and end term)
- Carry out confidential HIV counselling and testing for the employees and their family members
- Carry out behaviour change communication campaign
- Facilitate referral and linkage for workers diagnosed with HIV for care and treatment
- Carry out social condom marketing distribution for the employees and their families
- Carry out peer education training for employees
- Carry out sensitization campaigns, health talks for the employees and their family members
- Focus Group Discussion for identified key population employees
- Establish Employee assisted program,

- Establish and support Anti AIDS Committee.
- Undertake monitoring, evaluation to establish level of the impact of the indicators
- Documentation of best practices and lessons learnt.

1.4.2 Gender Mainstreaming

Think And Act Consulting Ltd supports organizations develop and implement gender mainstreaming policy as a statutory requirement for every workplace, to be undertaken annually as stipulated in the results based and performance contracting guidelines in association with National Gender and Equality commission. By carrying out the following tasks;

- Develop and implement sex and gender based workplace policy
- Enhance continues gender training and sensitization of employees on gender mainstreaming
- Carry out baseline surveys and benchmark on compliance level with one third gender representation policy on appointments, promotions and employment in the public services as per the constitution
- Carry out proportion of organizations plans subjected to dis-aggregated benefit incidence analysis
- Carry out baseline and benchmark for measuring progress of the number of women-led enterprises accessing 30% public tender procurement opportunities.

So that women and men are treated with dignity and allowed to develop their full potential, leading to higher quality of life for all with the ultimate goal of achieving gender equality in all areas and at all levels.

1.4.3 Prevention of Alcohol and Substance Abuse

THINK AND ACT CONSULTING LTD supports organizations develop and implement alcohol and substance abuse policy as a statutory requirement for every workplace, to be undertaken annually as stipulated in the results based and performance contracting guidelines in association with NACADAA. By carrying out the following tasks;

- Support the organization develop and submit annual alcohol and substance use disorders work plan to NACADAA
- Undertake surveys to establish the prevalence of alcohol and substance use disorder
- Develop/review workplace alcohol and substance abuse policy
- Implement workplace policy on prevention of alcohol and substance abuse
- Strengthen the capacity of ADA prevention unit to implement the work plan;
- Sensitize staff on dangers of ADA
- Establish and operationalize an Employee Assistance Program (EAP) focusing on early identification, treatment and rehabilitation of staff with substance use disorder
- Produce and submit reports

1.4.4 Disability mainstreaming

THINK AND ACT CONSULTING LTD supports organizations to develop and implement disability mainstreaming policy as a statutory requirement for every workplace, to be

undertaken annually as stipulated in the results based and performance contracting guidelines in association with NCPWD.

By carrying out the following tasks;

- Undertake surveys to establish gaps on disability mainstreaming
- Develop/review workplace disability policy
- Develop/ review disability mainstreaming work plan
- Establish and operationalize disability mainstreaming committee with members from the:
 - Human resource
 - Procurement
 - Administration
- Representative of persons with disability (PWP)
- Sensitize and staff on members on disability awareness and provision of services to people with disability (PWD)
- Establish structures that will ensure that services points are environmentally friendly for persons with disability
- Promote 5% of all recruited personnel the organization to be people with disability apply and without sacrificing merit; internship, training, and promotions of PWDs
- Submit reports

1.4.5 ***COVID 19 Management At Work***

Organizations have come to terms with the fact that coronavirus is here with us for a long time and will resume their normal operations to serve their clients.

In resuming operations, organizations will have to follow strict guidelines to protect their employees, those who live with their employees as well as their clients.

a) Goals of the consultancy

- i. To ensure that organizations prepare the workplaces in readiness for resumption of normal operations during this COVID 19 pandemic.
- ii. To ensure that the employees are protected from contracting the coronavirus as they resume work.
- iii. To ensure that organization's clients are protected from contracting the coronavirus as they do business with your organization.
- iv. To follow the International Labour Organization (ILO) guidelines on COVID 19 at work

b) Key Tasks to be undertaken

- i. Provision of Corona-virus awareness/training
- ii. Restructuring of the workplace
- iii. Creation of Hygiene Protocols at work
- iv. Development of COVID 19 work policy

1.5 Occupational Safety and Health Training

The occupational safety and Health is a statutory requirement for every workplace with twenty and more workers. The training should be done every three years and must be within the first six months of establishment of a safety and health committee as stipulated in the (safety and health committees) rules, 2004.

THINK AND ACT CONSULTING LTD offers recommended training by OSH and helps organizations not only to comply with this legal requirement but also enables the organizations to maximize their production.

1.5.1 Fire and Safety

Fire Safety training is a statutory requirement for every workplace. This statutory training should be done once in every two years as stipulated in Factories and Other Places of Work (Fire Risk Reduction) Rules 2007.

THINK AND ACT CONSULTING LTD offers recommended training by OSH and helps organizations not only to comply with this legal requirement but also enables the organizations to maximize their production.

1.5.2 First Aid Training

First aid training is a statutory requirement for every occupier as stipulated in Occupational Safety and Health (First-Aid) Rules, 1977. This training should be done every 12 months (Annually)

THINK AND ACT CONSULTING LTD offers recommended training by OSH and helps organizations not only to comply with this legal requirement but also enables the organizations to maximize their production.

1.6 Strategic Management Solutions

We develop Organization Strategic Plans, Physical Plans, Integrated Development Plans for counties and Municipalities as well as organizations master plans. These strategic management solutions require well-structured information collection, collation and presentation to capture all the issues under planning and management. We also conduct training through participatory, experiential and practical methodologies to create ownership of the plans.

1.6.1 Saccos and Cooperatives Management

We support Saccos, Farmer cooperatives societies in developing structures, trainings and performance management. The trainings are forecast on improving the management efficiencies, members' welfares as well as farmers' yields.

1.7 Our Capability Statement

Our competitive advantage ranges from our extensive experience to our individual experts' diverse hands on experience in designing, planning, executing and tracking of performance of our integrated and comprehensive, Human Resource Management, workplace wellness services and Communication, within our client's needs and specifications.

1.8 Our Clients

<u>NO</u>	<u>CLIENT</u>	<u>WORK</u>	<u>TIME</u>	<u>RESPONSIBLE</u>
1	Nyayo Tea Zone	Staff training	September 2023	Melsa Meso – Training Manager
2	Tononoka Papers Ltd	HR outsourcing	June 2023 Ongoing	Managing Director Sagar Shah
3	Mwalimu Solidarity Sacco	CEO and Accountant Recruitment, Contracting, JDs and Target Setting	February - March 2023	Edward Obwocha - Sacco Board chairman
4	Kenya Union of Post Primary Education Teachers (KUPPET)	Teachers Stagnation Petition to Parliament	December 2022/ January/ February 2023	Akelo Misoro – Secretary General
5	Jamii Sacco	Job Evaluation Exercise	January 2023 Ongoing	Janett Ndirangu - Manager Human Resources and Administration
6	Mwalimu National Sacco	Job Analysis Exercise	November - December 2022/ March 2023	Kenneth Odhiambo - Chief Executive Officer
7	Kencream DT Sacco Society	Employee Recruitment / Staff and Board Performance Evaluation and 2023 Target Setting	November 2022- On going	Boniface Kihara - Chief Executive Officer
8	Kenya Union of Post Primary Education Teachers (KUPPET)	National Officials Bylaws	December 2022	Akelo Misoro – Secretary General
9	Ayoro Coffee Farmers Cooperative Society	Farmers Training	October- November 2022	Joram Oluoch – Chairman
10	Foleys East Africa	Project Management and Leadership Skill Training	July – Dec 2022	HR Officer - Eva Kalama
11	Jakaranda Health	OHS and Fire Safety Audits	October 2022	Peter Aminga
12	Caribbean Business Solutions Group Ltd	HR Outsourcing	August 2022	CEO – Jane Mbuthia
13	Kenya Union Of Post Primary	Covid 19 Workplace Management Training	July 2022	Akelo Misoro – Secretary General

	Education Teachers (KUPPET)			
14	Kabondo Coffee Farmers Cooperative Society	Management Committee Training	June 2022	John Ochare - Manager
15	Nyika Pharmaceuticals	HR Outsourcing	June 2022 - Ongoing	Manager – Emma Muthia
16	Multi Energy Ltd	HR Outsourcing	July 2019 - Ongoing	Managing Director - Stanley Okati
17	Strategic Urembo Sacco Society	Staff, Board and Member Management	June 2022– Ongoing	Sacco CEO - Jared Ondwari
18	Ayoro Coffee Farmers’ Cooperative Society	Farmers Training	March, April, May and June 2022	Joram Oluoch- Chairman
19	Kenya Union of Post Primary Education Teachers (KUPPET)	HR Outsourcing	January 2022 – Ongoing	Secretary General – Akelo Misor
20	Kasbono Dairy Cooperative Society	Management and farmers training	December 2021	Manager – Ben Otiende
21	3 Xpose Ltd	Organization Restructuring	November and December 2021	CEO – Sylvia Kiragu
22	ICONET Solutions	HR Outsourcing	August 2021 – Ongoing	Managing Director - Innocent Muinde
23	The Spirit of the Maasai Mara Hotels	Organizational Restructuring	August 2021	Operations Director Alex Nchoko
24	Lwala Community Alliance	OHS Audit, OHS Committee Training, Team Building and Motivational Talks	May – July 2021	Managing Director Julius D. W. Mbeya
25	Rose Hill Schools	HR Outsourcing	May 2021 - Ongoing	Director - Rose Akelo
26	New KCC	Employee Wellness Programs	April – July 2021	HR Manager – Joseph Odhiambo
27	Shiluwe Safari LODGE Itezhi-Tezhi - Lusaka Zambia	Organizational Restructuring	Feb – Mar 2021	Managing Director Greyford Monde Monde
28	Capital Connect Aviation School	Career Talks	Jan 2021	Director Lucy Karanja
29	Free Press Publishers Ltd	HR Outsourcing	Jan 2021– Ongoing	Managing Director John Onyando

1.9