INTRODUCTION

Kenya Institute of Business Training (KIBT) is a training Institution under Ministry of Trade with the mandate to offer Entrepreneurial and Managerial Training, Business Research, Information, Consultancy and Counseling Services to Micro, Small and Medium Scale Enterprises (MSMEs) and other Interest Groups.

ESTABLISHMENT

Kenya Institute of Business Training (KIBT) was established after a survey conducted in 1965 by the then Ministry of Economic Planning and Development, which revealed that African entrepreneurs and managers were very few. This was because most of entrepreneurial and managerial activities were the preserve of the European and Asian Communities who controlled the economy.

The Government therefore established Kenya Institute of Business Training (KIBT) in 1966 with the assistance of ILO/UNDP. It was then called Management Training and Advisory Centre (M.T & A.C) and placed then under Ministry of Labour. The objective of the Centre was to train and develop indigenous managers and entrepreneurs in practical management and business skills.

In July 1973 M.T. & A.C. the Institute was transferred to Ministry of Commerce and Industry, which was responsible for development of small businesses to give the Ministry the full responsibility of developing the Micro, Small and Medium business sector.

In 1980, M.T. & A.C. gained its current name: Kenya Institute of Business Training (KIBT) due to the nature of its activities (developing small businesses through training and extension services).

VISION

To Become an Institution of Excellence in Entrepreneurship and Management Development Services in Kenya and beyond.
MISSION

To provide Entrepreneurial and Managerial Development Services to Micro, Small and Medium Scale Enterprises (MSMEs) and other Interest Groups through; Training, Research, Counseling, Consultancy, Extension Services, and Business Information for improved performance.

CORE FUNCTIONS

The Institute carries out the following functions:-

- Provide Entrepreneurial and Management training to MSMEs operators and other interest groups
- Offer Counseling and Extension services to MSMEs operators and other interest groups
- Conduct business based Research and Consultancy for MSMEs operators and other stakeholders
- Conduct tailor-made training programmes for the Institute’s clientele as and when need arises.
- Training Needs Assessment (T.N.A)
- Review of training programmes
- Undertaking client oriented Consultancy, Guidance and Counseling of clients.

RESPONSIBILITY OF THE INSTITUTE

The institute will provide:-

- Course programme
- Facilitation
- Training material
- Certification
- Course reports
- Follow up of trainees on their training work

TRAINING METHODOLOGY

- Face to face presentation
- focus group discussions
- role playing
- Individual exercises
- Group exercise
- Talks by “role models”
- Video shows
- Case studies
- Field Visits to Projects funded by CDF

The trainers will employ the use of laptops, LCDs, flipcharts, field visits among others, to enhance facilitation and learning.

RESOURCE PERSONS

KIBT has a team of highly trained and experienced lecturers / trainers who are graduates in various fields, all with experiences in management and entrepreneurship training. KIBT is will source for resource persons both from within and out of the country whenever it is necessary.

DURATION FOR SUBSIDISED SMALL BUSINESS COURSE
The course is designed to take three days per one class.

COST FOR SUBSIDISED SMALL BUSINESS COURSE
Each participant is required to pay a highly subsidized KShs.500/= training fee for the three days. Certificates are issued at the end of the course.

NB: Subsidized courses are those that fall under KIBT annual work plan

OTHER NON SUBSIDIZED COURSES
These are programmes that competitively priced and are either demand driven or based on specific proposals which the Institute demands fit to propose to the affected in order to achieve national objectives as par the strategic plan of the Ministry or Vision 2030 flag ship project support. The basis of pricing the training programme is based on the terms of reference and sometimes negotiated between the Director, KIBT and the client where the Institute is single sourced.

ADMINISTRATIVE AND PROFESSIONAL CAPABILITY
Kenya Institute of Business Training is a government department in the Ministry of Trade. The institute is located along Popo Road, off Mombasa Road, Nairobi. It is headed by the Director who reports directly to the Permanent Secretary Ministry of Trade. The Director is assisted by a Deputy Director and a team of thirty three (33) professional staff (Lecturers) and thirteen (13) support staff. All the professional staff have either undergraduate or postgraduate degrees in their areas of specialization and in addition have consultancy/training experience of more than ten years on Entrepreneurship and Management Development.

The details on the key staff to work on the assignment are given in section 5.0
The institute has a data base of over two hundred partners who are our associate faculty with expertise in managerial and entrepreneurial skills drawn from recognized public and private institutions who can be called for any specialized assignment.
**Institutional Infrastructure**

The Institute has a comprehensive institutional infrastructure in place that will enable it to effectively carry out the proposed assignments. It has decentralized its operations to the regional offices which are to spread to all the counties.

**Networks**

The Institute has active collaborative networks in entrepreneurship development through training, research, counseling and extension services with public and private sector organizations/institutions. These include the following:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Type</th>
<th>Areas of Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>Global Institute of Management</td>
<td>Private</td>
<td>Organizing training programmes jointly</td>
</tr>
<tr>
<td>Centre for Development and Enterprise (CDE)-South Africa</td>
<td>Private/Regional</td>
<td>Organizing training programmes jointly</td>
</tr>
<tr>
<td>Business Incubators (KEKOBI) Enterprises</td>
<td>Umbrella Organization</td>
<td>Business incubation</td>
</tr>
<tr>
<td>Federation of Kenya Employers (FKE)</td>
<td>Umbrella Organization</td>
<td>Undertaking Management and Entrepreneurial courses for their clients</td>
</tr>
<tr>
<td>Techno serve</td>
<td>Umbrella Organization</td>
<td>Multi-skilling</td>
</tr>
<tr>
<td>Jomo Kenyatta University of Agriculture and Technology</td>
<td>University</td>
<td>Curriculum development</td>
</tr>
<tr>
<td>KNCCI</td>
<td>Umbrella Organization</td>
<td>Training MSME members of KNCCI</td>
</tr>
<tr>
<td>Ministry of State for Public Service (DPM)</td>
<td>Government</td>
<td>Training Government retirees</td>
</tr>
<tr>
<td>Department of External Trade</td>
<td>Government</td>
<td>Recruitment of MSME operators for training</td>
</tr>
<tr>
<td>Department of Internal Trade</td>
<td>Government</td>
<td>Recruitment of MSME operators for training</td>
</tr>
<tr>
<td>Department of Industry</td>
<td>Government</td>
<td>Industrial training</td>
</tr>
<tr>
<td>Business Solution Centres</td>
<td>Government</td>
<td>Bungoma, Siaya, Maragwa, Kisumu</td>
</tr>
</tbody>
</table>

**KIBTCapacity Building Programmes**

The following are some of the Institute’s capacity building programmes:

<table>
<thead>
<tr>
<th>Programme</th>
<th>Objectives</th>
<th>Target Group</th>
<th>Programme Content</th>
</tr>
</thead>
</table>
| Managerial and leadership skills               | Improve productivity| middle level Managers and supervisors | • Effective management  
  • Leadership skills  
  • Effective communication |
| Business Counseling and Enterprise Development Training for retirees | To provide an all-round package of awareness and skills to help the retirees change smoothly from formal employment to self-employment as a life-long undertaking | Retirees in both the private and public sectors | • Counselling  
• Entrepreneurial awareness  
• Business start-up  
• Business management |
|---|---|---|---|
| Management and Entrepreneurial Training | To enhance Business management skills for Growth and Expansion | MSMEs | • Business management  
• Financial management  
• Marketing management |
| Guidance and Counseling | • To facilitate attitudinal and behavioural change at the place of work and upon retirement  
• To assist the employee transit smoothly from formal employment to the enterprise world | employees and potential retirees | • Change and its implications  
• Managing & coping with change  
• Socio-economic implications of retirement |
| Entrepreneurial and Management Training | To prepare retirees for self-employment or alternative formal employment; | Retirees | • Entrepreneurial awareness  
• Business start-up  
• Business management |
| Training of Facilitators (TOT), counseling and consultancy | To enhance participant’s effective service delivery | Business Development Service (BDS) providers | • The training cycle  
• Training methodology  
• Monitoring and evaluation |
|---------------------------------------------------------------|---------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------|
| Managerial and Leadership Skills                               | To facilitator effective management of income generating projects (IGA); | Community and group based organizations | • Effective management  
• Leadership skills  
• Effective communication  
• Group dynamics  
• Financial management |

**Language**

All the resource persons are fluent in both English and Kiswahili. Given the multi-cultural background of KIBT lecturers and external resource personnel, local languages may be used as a medium of instruction especially where the clientele is drawn from rural areas.
### Relevant Services Carried Out in the Last Five Years
That Best Illustrates Qualifications

<table>
<thead>
<tr>
<th>Assignment name: TOT on Community investment proposal writing and Business plan Development for Divisional Agricultural and Divisional Agri-Business officers</th>
<th>Approx. value of the contract: Kshs. 1,800,000/=</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: Kenya Location within country: EAST college-Embu, Kaguru ATC, Busia FTC and Mabanga ATC</td>
<td>Duration of the assignment: 2 weeks</td>
</tr>
<tr>
<td>Name of client: Small Holder Horticulture and Marketing Programme (SHoMaP)</td>
<td>Number of participants: 146</td>
</tr>
<tr>
<td>Address: P. O. BOX 351 – 20100 NAKURU- KENYA</td>
<td>Approx. value of the services provided by your firm under the contract: Kshs. 1,800,000</td>
</tr>
<tr>
<td>Start date: 16th April, 2012 Completion date: 6th May, 2012</td>
<td>No. of professional staff months provided by associated consultants: N/A</td>
</tr>
<tr>
<td>Name of associated Consultants: N/A</td>
<td>Name of senior professional staff involved and functions performed: Team Leader: Stephen Kirui Coordinator: Peterson Kamau, D. Weche</td>
</tr>
</tbody>
</table>

#### Narrative description of project:
The course was meant to enhance the participants’ presentation skills, know-how and techniques that would enable them to train others in the value chain of horticultural produce, to be able to transform value chain operators to run profitable enterprises and help improve the economic conditions of the area and the country at large.

#### Description of actual services provided by KIBT staff within the assignment:

i) Training needs assessment for horticulture value chain.

ii) Adopting KIBT training material for the assignment.

iii) Organizing and conducting Community Investment and Business plan Development training of trainers of Divisional Agricultural Officers and Divisional Horticultural Officers.

iv) Assisting participants in preparation of Community based proposals and Business plans.

v) Assisting participants to prepare their action plans
vi) Evaluate the training  

vii) Submitting evaluation report to client  

<table>
<thead>
<tr>
<th>Assignment name: TOT on Community investment proposal writing and Business plan Development for District Agricultural and District Agri-Business officers</th>
<th>Approx. value of the contract: Kshs. 1,500,000/=</th>
</tr>
</thead>
</table>
| Country: Kenya  
Location within country: Eldama Ravine and Embu ATCs | Duration of the assignment: 2 weeks |
| Name of client: Small Holder Horticulture and Marketing Programme (SHoMaP) | Number of participants: 70 |
| Address: P. O. BOX 351 – 20100 NAKURU- KENYA | Approx. value of the services provided by your firm under the contract: Kshs. 1,500,000 |
| Start date: 9th January 2012  
Completion date: 20th January 2012 | No. of professional staff months provided by associated consultants: N/A |
| Name of associated Consultants: N/A | Name of senior professional staff involved and functions performed:  
**Team Leader:** Stephen Kirui  
**Coordinator:** Peterson Kamau, D. Wechesa |

**Narrative description of project:**  
- The course was meant to enhance the participants’ presentation skills, know-how and techniques that would enable them to train others in the value chain of horticultural produce, to be able to transform value chain operators to run profitable enterprises and help improve the economic conditions of the area and the country at large.

**Description of actual services provided by KIBT staff within the assignment:**

1. Training needs assessment for horticulture value chain.  
2. Adopting KIBT training material for the assignment.  
3. Organizing and conducting Community Investment and Business plan Development training of trainers of DAOs and DHOs.  
4. Assisting trainees in preparation of their proposals and Business plans.  
5. Assisting trainees to prepare their action plans  
6. Evaluate the training  
7. Submitting evaluation report to client
<table>
<thead>
<tr>
<th>Assignment name: Counseling and Enterprise Development Seminar for Retirees</th>
<th>Approx. value of the contract:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: Kenya</td>
<td>Kshs. 3,577,307</td>
</tr>
<tr>
<td>Location within country: Country wide</td>
<td>Duration of the assignment: 2 weeks</td>
</tr>
<tr>
<td>Name of client: Postal Corporation of Kenya (PCK)</td>
<td>No. of participants: 500</td>
</tr>
<tr>
<td>Address: P.O Box 34567-00100 Nairobi</td>
<td>Approx. value of the services provided by your firm under the contract:</td>
</tr>
<tr>
<td>Start date: 20th December 2010</td>
<td>Kshs. 3,577,307</td>
</tr>
<tr>
<td>Completion date: 22nd December 2010</td>
<td>No. of professional staff months provided by associated consultants: N/A</td>
</tr>
<tr>
<td>Name of associated Consultants: N/A</td>
<td>Name of senior professional staff involved and functions performed:</td>
</tr>
<tr>
<td></td>
<td>Team Leaders: Stephen K. Kirui/ Simon Wachinga</td>
</tr>
<tr>
<td></td>
<td>Coordinator: Nelson K Gaitho</td>
</tr>
</tbody>
</table>

**Narrative description of project:**
- The aim of the programme was to provide awareness to help the retirees change smoothly from formal employment to other employment or see self employment as a lifelong undertaking.
- The programme consisted of both counseling and entrepreneurship training
- Total number of retirees trained was 500

**Description of actual services provided by KIBT staff within the assignment:**
1. Training needs assessment for retiring PCK staff
2. Adopting KIBT training material for retiring PCK staff
3. Organizing and conducting Change, counseling and entrepreneurship training
4. Assisting retirees in preparation of their action plans
5. Assisting retirees to prepare their retirement/action plans
6. Linking retirees with Business Development Service providers
7. Evaluate the training
8. Submitting evaluation report to PCK

<table>
<thead>
<tr>
<th>Assignment name: Counseling and Enterprise Development Seminar for Retirees</th>
<th>Approx. value of the contract:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country: Kenya</td>
<td>Kshs. 359,130</td>
</tr>
<tr>
<td>Location within country: Nairobi</td>
<td>Duration of the assignment: 5 days</td>
</tr>
<tr>
<td>Name of client: National Housing Corporation of Kenya</td>
<td>No. of participants: 72</td>
</tr>
</tbody>
</table>
Address: P. O. Box 30257-00100
NAIROBI

| Approx. value of the services provided by your firm under the contract: |
| Kshs. 359,130 |

| Start date: 5<sup>th</sup> July 2010. |
| Completion date: 9<sup>th</sup> July 2010 |

| No. of professional staff months provided by associated consultants: N/A |
| Name of associated Consultants: N/A |

| Name of senior professional staff involved and functions performed: |
| Team Leader: Peris Matioli |
| Coordinator: Nelson Gaitho |

| Narrative description of project: |
| The aim of the programme was to provide awareness to help the retirees change smoothly from formal employment to other employment or see self employment as a lifelong undertaking. |
| The programme consisted of both counseling and entrepreneurship training |
| Total number of retirees trained was 72 |

| Description of actual services provided by KIBT staff within the assignment: |
| 1. Training needs assessment for retiring NHC staff |
| 2. Adopting KIBT training material for retiring NHC staff |
| 3. Organizing and conducting Change, counseling and entrepreneurship training |
| 4. Assisting retirees in preparation of their action plans |
| 5. Assisting retirees to prepare their retirement/action plans |
| 6. Linking retirees with Business Development Service providers |
| 7. Evaluate the training |
| 8. Submitting evaluation report to NHC |

| Assignment name: Counseling and Enterprise Development Seminar for Retirees |
| Approx. value of the contract: |
| Kshs. 224,653 |

| Country: Kenya |
| Location within country: Athi River |

| Duration of the assignment : 5 days |

| Name of client: East Africa Portland Cement Company Co. Ltd. (EAPC) |
| No. of participants: 70 |

| Address: P.O Box 40101-00100Nairobi |
| Approx. value of the services provided by your firm under the contract: |
Start date: 29th November 2004  
Completion date: 3rd December 2004  

No. of professional staff months provided by associated consultants: N/A

Name of associated Consultants: N/A

Name of senior professional staff involved and functions performed:
Team Leader: Jane Arangá  
Coordinator: Stephen Kirui

Narrative description of project:
- The aim of the programme was to provide awareness to help the retirees change smoothly from formal employment to other employment or see self employment as a lifelong undertaking.
- The programme consisted of both counseling and entrepreneurship training.
- Total number of retirees trained was 21

Description of actual services provided by KIBT staff within the assignment:
1. Training needs assessment for retiring EAPC staff
2. Adopting KIBT training material for retiring EAPC staff
3. Organizing and conducting Change, counseling and entrepreneurship training
4. Assisting retirees in preparation of their action plans
5. Assisting retirees to prepare their retirement/action plans
6. Linking retirees with Business Development Service providers
7. Evaluate the training
8. Submitting evaluation report to EAPC

Assignment name: Counseling and Enterprise Development Course for Civil Service Retirees

Approx. value of the contract: Kshs. 17 million

Country: Kenya
Location within country: Country wide

Duration of the assignment: 8 Weeks

Name of client: Directorate of Personnel Management

Total no. of staff of the assignment: 348

Address: P.O. Box 30050, NAIROBI

Approx. value of the services provided by your firm under the contract: Kshs. 17 million
### Project Details

**Start date:** August 2005  
**Completion date:** December 2007  
No. of professional staff provided by associated consultants: N/A

Name of associated Consultants: N/A  
Name of senior professional staff involved and functions performed:  
Team Leader: Jane Arangá  
Coordinator: Stephen Kirui

#### Narrative description of project:
- The aim of the programme was to provide an all round package of awareness and skills to help the retirees change smoothly from formal employment to self-employment as a life long undertaking.
- The programme consisted of both counseling and entrepreneurship training.
- Total number of retirees to be trained is 20,000.
- The programme is ongoing.

#### Description of actual services provided by KIBT staff within the assignment:
1. Training needs assessment for retiring Civil Servants
2. Adopting KIBT training material for retiring Civil Servants
3. Organizing and conducting Change, counseling, and entrepreneurship training
4. Assisting retirees in preparation of their action plans
5. Assisting retirees to prepare their retirement/action plans
6. Linking retirees with Business Development Service providers
7. Evaluate the training
8. Submitting evaluation report to Directorate of Personnel Management (DPM)

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### Assignment Details

**Assignment name:** Counseling and Enterprise Development Course for Retirees  
**Approx. value of the contract:** Kshs. 300,000/=  
**Country:** Kenya  
**Location within country:** Mombasa  
**Duration of the assignment:** 2 Weeks

**Name of client:** Kenya Investment Authority  
**Number of participants:** 64

**Address:** P. O. Box 55704  
NAIROBI

**Start date:** 23rd July 2008  
**Completion date:** 25th July 2008

No. of professional staff provided by associated consultants: N/A

Name of associated Consultants: N/A  
Name of senior professional staff involved and functions performed:  
Team Leader: Jane Aranga  
Coordinator: Peris Matioli

#### Narrative description of project:
- The aim of the training was to assist retirees accept the implications of retirement and
effectively manage the change.
- To motivate the retirees so that they can demonstrate a positive attitude towards self-employment and re-employment.
- To guide the retirees on how they can identify various business opportunities within their immediate environment.

**Description of actual services provided by KIBT staff within the assignment:**

i) Training needs assessment for retiring staff
ii) Adopting KIBT training material for retiring staff
iii) Organizing and conducting Change, counseling and entrepreneurship training
iv) Assisting retirees in preparation of their action plans
v) Assisting retirees to prepare their retirement/action plans
vi) Linking retirees with Business Development Service providers
vii) Evaluate the training
viii) Submitting evaluation report to client

**Assignment name:** Counseling and Enterprise Development Course for Retirees

**Approx. value of the contract:** Kshs. 163,127/=  
**Country:** Kenya  
**Location within country:** Nairobi  
**Name of client:** Kenya National Assurance Co.  
**Duration of the assignment:** 2 weeks  
**Address:** P. O. BOX 20425 – 00200 NAIROBI  
**Number of participants:** 65  
**Start date:** 14th January 2008  
**Completion date:** 25th January 2008  
**Approx. value of the services provided by your firm under the contract:**  
**No. of professional staff months provided by associated consultants:** N/A  
**Name of associated Consultants:** N/A  
**Name of senior professional staff involved and functions performed:**  
Team Leader: PerisMatioli  
Coordinator: Patrick Mwaura, Amos Mulinge

**Narrative description of project:**

- The aim of the training was to assist retirees accept the implications of retirement and effectively manage the change.
- To motivate the retirees so that they can demonstrate a positive attitude towards self-employment and re-employment.
- To guide the retirees on how they can identify various business opportunities within their immediate environment.
### Other Relevant Experience

<table>
<thead>
<tr>
<th>Firm</th>
<th>Course Title</th>
<th>Date</th>
<th>No. Participants</th>
<th>Approximate Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kenya Power &amp; Lighting Company (KPLC)</td>
<td>Counseling and Entrepreneurship Training for Retirees</td>
<td>10th April to 30th June 1995</td>
<td>1200</td>
<td>Kshs. 2,733,500</td>
</tr>
<tr>
<td>Directorate of Personnel Management</td>
<td>Counseling and Enterprise Development Course for Civil Service Retrenches’</td>
<td>Year 2000</td>
<td>2000</td>
<td>Kshs.22.3 Million</td>
</tr>
<tr>
<td>Catering &amp; Tourism Development Levy Trustees</td>
<td>Counseling and Enterprise Development course for Retirees</td>
<td>Year 2001</td>
<td>200</td>
<td>Kshs. 0.5 Million</td>
</tr>
<tr>
<td>Kenya Revenue Authority (KRA)</td>
<td>Counseling and Entrepreneurship skills Development for Retirees</td>
<td>March to June 2001</td>
<td>850</td>
<td>Kshs. 4.5 Million</td>
</tr>
<tr>
<td>Ministry of Water Resources Management and Development (MWRMD)</td>
<td>Management Development</td>
<td>June to July 2003</td>
<td>90</td>
<td>Kshs. 917,000</td>
</tr>
<tr>
<td>Lake Victoria Environmental Management Programme (Ministry of Environment &amp; Natural Resources)</td>
<td>Refresher course on procurement for donor funded projects</td>
<td>October 2002</td>
<td>35</td>
<td>Kshs. 342,125</td>
</tr>
</tbody>
</table>
LOCATION AND SPREAD OF THE INSTITUTE

The Institute is currently at Weights and Measures Complex in South C Nairobi. The address is as follows:
As a national institution, the Institute covers the whole country and has offices at provincial headquarters in the following provinces:

1) Nairobi
2) Central
3) Eastern
4) Coast
5) Nyanza
6) Western
7) North Eastern
8) Rift valley

DIT REGISTRATION NUMBER

The DIT registration number of the Institute is: DIT/TRN/25

VAT CERTIFICATE NUMBER AND TAX CERTIFICATE

The Institute being a Department in the Ministry of Trade uses the parent ministry certificates i.e. AGENT NO. MOTI/NRBI/HQS/102003/212 and PIN NO. P0510985802, Ministry of Trade.

For further information please contact:

**Director - KIBT**
P.O Box 39475 – 00623
Weights & Measures Complex
Popo Road off Mombasa Road
Nairobi
Tel: 020 2513185 /7

Contact person: Peterson Kamau
Tel. 0721641970/0732857957
Email: mainap35@yahoo.com