

TERMS OF REFERENCE FOR AN ENHANCED GPA COVER FOR STAFF AND BOARD MEMBERS AND GROUP LIFE INSURANCE COVERS FOR STAFF FOR THE FINANCIAL YEAR 2024-2025

1.0 Introduction

The National Authority for the Campaign against Alcohol and Drug Abuse (NACADA) intends to procure Group Personal Accident Insurance cover for the Board of Directors and its staff. Eligible insurance firms are required to submit detailed proposals for provision of a Group Life (GL) Insurance and Enhanced GPA Cover (Work Injury Benefit cover) for staff in compliance with the current Work Injury Benefit Act 2007 and its guidelines. The policy will indemnify demise of a member as result of any cause of death or bodily injury as result of an accident. The policy will be for an initial period of two years from the date of entering a contract, renewable annually up to maximum of two (2) years subject to satisfactory performance. During this period, the insurer will be required to provide Group Personal Accident Insurance Cover to the Board and staff as per below Terms of Reference.

2.0 Specific Terms of Reference

2.1 Population:

The cover will be for fourteen (14) Board of Directors and one hundred and nineteen (119) staff members. The Authority will avail a list of the Board Directors and staff together with their current salaries to the successful bidder.

2.2 Benefits payable:

- a) Death: 3 years annual basic earnings
- b) Permanent Total Disablement: 3 years annual basic earnings
- c) Weekly Benefit –Temporary Total Disablement - Actual Weekly Earnings.
- d) Medical Expenses
- e) Air Evacuation

2.3 Beneficiary nomination in cases of death:

Each member will nominate one or more beneficiaries. The benefit must be payable through the Authority within two weeks on submission of the original death Certificate and other relevant documents.

2.4 Duration:

The policy will run for a maximum period of two (2) years from the date of contract agreement subject to satisfactory performance. The Member cover will cease immediately she/he leaves the Authority.

It will also cease if the Authority fails to renew the cover after one year.

2.5 Last expense:

Shall be included alongside Group Personal Accident Insurance Cover. The last expense amount policy shall be paid within 24 hours of notification of demise of a covered Member.

2.6 Details of the Basic Salary:

The details of the basic salary for the population to be covered is as per the table below. The Total Earnings for the Board are based on annual earnings.

No.	Particulars of Insurance	Population	Total Annual Earnings/ Monthly Basic Salary
1.	Enhanced Group Personal Accident Cover	14 Directors of the Board	Kshs.2,240,000.00
2.	Enhanced Group Personal Accident (GPA) Insurance cover – 24 hours a week	119 staff	Kshs 12,746,374.00.
2.	Group Life (GL) Insurance cover	119	Kshs 12,746,374.00.

2.7 Additional Riders & Benefits:

The Insurance Underwriter must include all the riders and benefits that form the Group Personal Accident Insurance Policy e.g. Claim preparation.

2.8 Conditions and Exclusions:

All applicable conditions and exclusions relating to the Group Personal Accident Insurance Cover must be disclosed by the Insurance Underwriter.

3.0 Others Details

The Insurance underwriting Company will be expected to:-

- a) Structure policy cover in accordance with the tenders submitted.
- b) Confirm to Authority in writing of receipt of premiums remitted within 7 days of remittance.
- c) Ensure the policy document or endorsement is deposited with the Authority within fifteen (15) days of inception of cover.
- d) Ensure prompt settlement of claims as will be agreed.
- e) Ensure that the sums insured under the policy are adjusted accordingly as directed by the Authority from time to time.
- f) Negotiate amicably on any other pertinent aspects that may arise during the term of the policy.
- g) Carry out Loss control surveys and make appropriate risk improvement recommendation to the Authority

- h) Such other services as may be related or ancillary to the due performance of the policy.

4.0 Responsibilities of the Insurance Service Provider

- a) Providing the Services as specified in the Contract.
- b) Maintaining the confidentiality of all information concerning the Authority.
- c) Maintaining documentation of services and provide written reports of services rendered in accordance with provision of the contract.
- d) Notifying the Authority promptly of exclusions of what is not covered in the contract to minimize delays in claim settlement and disputes.
- e) Promptly carrying out assessments of reported losses or damages within the time frame stipulated in the contract.
- f) Ensuring prompt processing of claims
- g) Any other duties and obligations arising in course of contract performance.

5.0 Responsibilities of the Authority

- a) Provide information required for the Assignment within reasonable time of request.
- b) Provide timely comments and or documents prepared for the Assignment.
- c) Provide any such details as may be requested by tenderer/underwriter from time to time.
- d) Provide premises and facilitate meetings.

Signed:

Deputy Director

Human Resource and Administration

9th August 2024