



International

Bentleys International Consulting Ltd

(Since 1976)

Company Profile

Management, ICT, Human Resources
Executive Selection, Training & Research





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About Us

Bentleys International Consulting Ltd was established in 1976. The firm is dedicated to providing a wide range of superior professional services to all kinds of companies, corporations, parastatals, NGO's, governments and co-operative movement, - to enable corporate bodies identify and capitalize on business opportunities throughout the world.

We provide creative and practical solutions on Human Resources Programs including executive recruitment, training for development, Information and Communication Technology, e- business and strategic planning. We undertake a wide variety of feasibility studies and market research on development projects.

We have particular skills and experience in donor funded work. We have worked with donor organizations and development agencies including World Bank, European Investment Bank, East African Development Bank, United States Agency for International Development, the UK Department for International Development and Japanese International Co-operation Agency, to name a few.



Our Staff

The firm Comprises of a multidisciplinary team of seven directors and a total staff force of 56 personnel.

Our team of highly talented and skilled professionals posses the creative, business knowledge, intellectual capital; focus on excellence, experience and energy to develop innovative solutions for our clients. In addition the team has a strong local and regional orientation coupled with an understanding of the local language, culture and legislation as well as pragmatic, hands - on approach in building strong relationships with our clients.

We have earned a leadership position in our field of expertise as well as a track record in achieving results. In addition, Bentley's partners with professional individuals and organizations in order to enrich the quality of our services to our clients. The associates and correspondents are spread in UK, USA, Australia, India, West Africa and Southern Africa.



Our Capacity

The Firm is headed by **MUGO MUNGAI** who is the chairman of the board of directors and also the Managing Director.

Mr. Mungai has over thirty nine years' experience in Management and Financial Consultancy. He has consulted for the World Bank, European Investment Bank and Japanese Co-operation Agency. Mr. Mungai is a full member of Kenya Institute of Management (MKIM), Institute of Directors (MID), Institute of Certified Public Accountants of Kenya (ICPAK) and the Institute of Certified Public Secretaries of Kenya (ICPSK).

MONICA W. MBUGUA, Senior Consultant Human Resources and Chief Trainer.

Monica is a holder of a Bachelor of Science degree (B.Sc) in International Business Administration – Finance Option, Masters of Arts degree (M.A) in counseling psychology and a post graduate diploma from the Institute of HR Management.

ROBERT M. MWAURA, Senior Consultant. Robert is a holder of Bachelor of Commerce degree (Bcom) in Human Resources Management, Masters of Business Administration (MBA) and Post Graduate higher diploma in Human Resources (IHRM).

JOYCE CHEGE, Senior Consultant HR. Joyce is a holder of a Bachelor of Arts Degree (B.A) Business and Secretarial studies Kenyatta University. She has more than twenty five years experience in HR management and Development.

DANIEL K. KIMANGA, Senior Consultant HR. Daniel is a holder of a Bachelor of Science degree in economics and marketing strategies, B.Sc (Econ) from the University of Wales Aberystwyth, U.K, Diploma in Business Studies from Oxford College, U.K., Diploma in Accounting Technology.

BERNARD NDUILU, Senior Consultant HR. Bernard is a holder of Master of Education degree (MEd) UON in Educational Psychology and Educational Administration and Bachelor of Education (BEd) UON. Bernard has more than thirty years experience in Human Resources Management.

DR. RICHARD O. OTIENO, Senior Consultant. Dr. Otieno is a holder of Doctor of Philosophy (PhD.) in Human Resources Sciences degree, Masters of Business Administration (MBA), and Bachelor of Commerce degree (BCom) in Human Resources Management. He has twenty eight years experience in HR Management and Development.

Prof. DONALD SPARKS, Senior Advisor and Consultant. Prof. Sparks holds a degree of Doctor of Philosophy (PhD.) – Harvard University, – in International Business and Human Resources Management and Development and Masters of Science (MSc) degree in Financial Management. He has more than twenty five years experience in Human Resources Management and Development.

In addition to the above team, Bentley's has twelve other Associate Consultants, who can be called upon at a short notice to provide specialized services.

Recruitment Services

EXECUTIVE SELECTION

We can provide employees to our clients within 7 days flat.

We recruit Managing Directors, General Managers, Finance Directors, Bankers, Insurers, Accountants, Auditors, Engineers, Human Resource Managers, NGO staff, IT professionals, Scientists etc. We recruit for private and public companies, parastatals, NGO's, governments and co-operative societies, SACCO's and educational institutions. For the last four decades, we have recruited many executives for our very many satisfied clients throughout Eastern, Central and Southern Africa Region.

Bentleys updates and maintains a massive CV databank. This means that we can get your candidate(s) extremely fast saving you the press advertisement costs and valuable time.

Should our CV database not yield a suitable candidate to fill your vacancy, we will use our extensive network to head hunt a suitable candidate. We are also able to design and place press advertisements, with your approval. A press advertisement draws an immediate wider spectrum of candidates giving you lots of choice.

After identifying and interviewing several candidates per vacancy, Bentleys will forward to you the top 3 candidates' names and interview assessment notes. You will then agree with Bentleys on a mutually convenient date and time for further assessment of the shortlisted candidates and selection of the candidate who best meets your needs. An offer will thereafter be made to the successful candidate.

RECRUITMENT COSTS

Press advertising costs are met entirely by the client. Bentleys requests the client to issue an advance cheque, and in the name of the newspaper to carry the advertisement or in favour of Bentleys. No press advertisement will be inserted without your authority. We thereafter hand over the cheque and press artwork to the newspaper. Alternatively, you may place the press advertisement in your preferred daily.

RECRUITMENT FEE

Once you engage the successful candidate and they accept the offer and report on duty as agreed, Bentleys will send you an invoice equivalent to the candidates' one month's gross package + 16% VAT. The fee is payable by the client, not the candidate. Our minimum recruitment fee is Ksh 40,000 + 16% VAT even if the candidate will earn less than that amount. If you require group hiring, we can negotiate the total costs.

CANCELLATION OF REQUISITION

An administration fee of Ksh 15,000/- is charged for cancellation of service officially requested for. **Replacement:** We guarantee to replace any of our candidates who separate from the company during the probation period free of charge. This shall only apply if the employer has not breached the employment contract in any way. However, should a re-advertisement of the position be necessary, the client will meet the advertising costs.

Training Services

Bentleys International Consulting Ltd responds to clients' needs in the area of improving results, increasing productivity, raising standards or solving problems within their organizations by means of providing In-house Training Programmes.

In-house Training Consultancy

In providing an In-house solution, we analyse the training needs of our clients and then recommend appropriate action such as:

- The design and presentation of the most effective training programmes
- The design of structures and systems
- The provision of counselling or working experience

The following are special courses available for In-house training programmes:

1. Balanced Scorecard
2. Capacity Building
3. Corporate Governance (Directors and Senior Executives)
4. Corporate Strategic Planning
5. Customer Care and Public Relations
6. Debt collection and Credit Control
7. Effective Risk Management
8. Effective Sales Marketing
9. Finance for Non-Finance Managers
10. Management and Supervisory Skills
11. Project Management
12. Stress Management
13. Time Management and Self Organization
14. Training of Trainers

Please visit our website www.bentleysicl.com to view our list of other Training courses.

Bentleys International Consulting Ltd is a registered Management Trainer with the National Industrial Training Authority (NITA) for reimbursement purposes from the Industrial Training Levy Fund for contributors. Reg. No. NITA/TRN/762.

Management Consultancy Services

Psychometric Testing

Psychometric assessment tools help clients assess employee competence in selected skills and their potential for future growth. At Bentleys, we use the Graham International Psychometric evaluation tool. It can be used as part of the recruitment process and for career planning, particularly when considering a promotion or transfer to a new career line and level of responsibility. The results can be used to develop individual training plans and careers, and in succession planning. It can also be a powerful tool during team building and team selection.

Organisation Review

Our approach provides an organization with the tools geared towards remaining competitive and efficient in the industry. We are also able to assess the organization and, if needed, put in place appropriate systems, which capture relationships, roles and responsibilities, and establish reporting lines

Restructuring

Restructuring involves the process of redesigning structures, grouping roles and activities to coordinate the relationships among the various hierarchical lines within the organization. Restructuring usually follows an organization review and will reflect the way the organization is organized and coordinates work.

Job Analysis, Evaluation and Pay Structure

A job analysis involves the gathering of job related information in an organization. The information collected describes the tasks and responsibilities, level of supervision and authority, and working conditions that characterize the job.

Job analysis can be linked to job evaluation; the purpose of which is to establish the relative ranking of jobs within an organization by means of a systematic and detailed analysis, and valuing of the job content.

Management Audits

Providing assurance on the suitability of existing manpower to effectively carry out the responsibilities and tasks allocated to them, and providing advice on possible areas of strengthening the staff capabilities.

Manpower Planning

Advising on the optional manpower requirements based on the client's current and future needs.

Human Resource Policies & Procedures

Reviewing, designing and documenting human resources policies and procedures including overall structure, general administration and staff evaluation amongst others. The policies and procedures are tailored to the client's operating structure and local legislation.

Design of Remuneration & Benefit Structure & Performance Based Reward Schemes

Designing packages that increase staff loyalty and performance, the overall objectives being to motivate, develop and retain staff by providing adequate compensation packages.

Information Technology

With growing use of electronic data processing as a means of providing timely, accurate and meaningful information for decision making, **Bentleys International Consulting Ltd** is able to provide the following services:

Pre-installation Surveys:

Carry out surveys of existing applications, systems and procedures and assess information needs of clients.

Hardware and Software Assessment and Selection:

Provide solutions based on our understanding of the client's business and information requirements and recommend appropriate hardware and software to suit the client's needs.

Networking:

Design and implementation of LAN/WAN networks and advise on networking topology and cabling standards.

Software Development:

Provide cutting edge software development solutions in strategic partnership with leading software developers.

Security Reviews:

Carry out comprehensive reviews of security controls using state-of-the-art tools and provide solutions based on best practices.

Disaster Recovery and Contingency Planning:

Provide advice on preventive measures that each organization should have in place to minimize the risks and costs of any disruption. Our solutions are tailored to the size of the client and their reliance on electronic data processing and criticality of the information or application.



Risks Assessment Audits:

Review the risks that exist within the organization and provide practical solutions to control and mitigate these risks. We provide advice on how clients can make effective use of data mining tools including CAAT (Computer Assisted Auditing Techniques), etc, in their routine business operations.

Training:

Train users on effective use of operating and application software so as to enhance the utility and benefits to the organization.

E-commerce Solutions:

Provide solutions on web design and development, intranet and extranet, etc, which will help clients enhance their business potential and gain a competitive edge in the market.

Emerging Technologies:

Provide consultancy in areas of technologies such as SMS, e.t.c, and assist clients in implementation of the same.

Quality Assurance:

Assist in designing IT strategic plans, advise on quality assurance standards and carry out total quality assurance audits.





Other Consultancies

- Customer Satisfaction Survey
- Design and Installation of a Performance Management Systems
- Design of a Performance Appraisal Tools
- Design of Strategic Plan
- Development of Business Plan
- Development of Schemes of Service
- Feasibility Studies
- Market Research
- Organizational Design I Development
- Project Evaluation for Sustainable Aid in Africa
- Review of Strategic Plan
- Salary Survey
- Training Needs Assessment



Our Clients

The following are some of the names of the clients to whom we have provided our services recently in all the areas of our operations:-

- Asili Sacco Society Ltd
- Ministry of Local Government
- African Development & Emergency Organization [ADEO]
- Telkom Kenya Ltd
- Devcon Group Ltd
- German Kilifi [EPZ] Ltd
- Kenya Shell Ltd
- Continental Bank Ltd
- Office Palace Kenya Ltd
- Kenya National Capital Corp Ltd
- Kenya Industrial Estates
- Industrial & Commercial Development Corporation
- Kenya Wine Agencies Ltd
- Sudan Link Ltd
- Kenya Sisal Board
- Kenya Planters Co-operative Union
- Kenya Railways Corporation
- Kenya Tourist Development Corp
- Kenya Forestry Research Institute
- Coast Water Services Board
- Industrial Development Bank
- Capital Finance Ltd
- Associated Registrars Ltd
- Pioneer Building Society
- Coffee Board of Kenya
- Water Management Authority
- Rift Valley Water Services Board
- Sustainable Health Solutions Ltd
- Housing Company of E.A Ltd
- Naivasha Plastics Ltd
- International Federation of Co-operatives
- Nakuru Water & Sanitation Co. Ltd
- Highlands Roses Ltd
- Meier International Ltd
- Kenya Meat Commission
- Kenya National Assurance Co. Ltd
- Amitech Kenya Ltd
- National Irrigation Board
- Lake Victorial N. W. Services Board
- Hesco International Ltd
- Swaziland Food Corporation Ltd
- Mlilwane Sugar Plantations Ltd [Swaziland]





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