



NAIROBI CENTRE FOR INTERNATIONAL ARBITRATION
CO-OPERATIVE BANK HOUSE, 8TH FLOOR
HAILE SELASSIE AVENUE
P.O BOX 548-00200
NAIROBI
TELEPHONE: +254 20 2224029/2240377
WEBSITE: www.ncia.or.ke

REQUEST FOR EXPRESSION OF INTEREST

TRAINING SERVICES- ADR TRAINERS' SELECTION

INSTITUTION	NAIROBI CENTRE FOR INTERNATIONAL ARBITRATION (NCIA)
NAME OF SERVICE ASSIGNMENT TITLE	ALTERNATIVE DISPUTE RESOLUTION TRAINING SERVICES FOR ALTERNATIVE DISPUTE RESOLUTION
REFERENCE NUMBER	NCIA/EOI/TRAINING SERVICES/01-2022-2023

The Nairobi Centre for International Arbitration (NCIA) was established in 2013 vide an Act of Parliament the Nairobi Centre for International Arbitration Act No. 26 of 2013 as a Centre for promotion of international commercial arbitration and other forms of dispute resolution mechanism.

Section 5 of the NCIA Act 2013 mandates the Centre to ensure that arbitration is reserved as the dispute resolution process of choice as well as to organize international conferences, seminars and training programs for arbitrators. Furthermore, the Centre is mandated to provide training and accreditation for mediators and arbitrators and to educate the public on arbitration as well as other alternative dispute resolution mechanisms.

To this end, the Centre has developed a curriculum to provide accredited and certified trainings in order to enhance professional capacity in Alternative Dispute Resolution and promote the use of Alternative Dispute Resolution processes.

The Training Services (“**the Services**”) is for the ***TRAINING OF ALTERNATIVE DISPUTE RESOLUTION COURSES (INCLUDING ARBITRATION, MEDIATION, ADJUDICATION, CONCILIATION, DISPUTE REVIEW BOARD, NEGOTIATION, EXPERT EVALUATION & DETERMINATION etc.) USING THE NAIROBI CENTRE FOR INTERNATIONAL ARBITRATION CURRICULUM*** which comprises of ***short-term classroom style training, practicum, Internship/apprenticeship with ADR Practitioners, Grading and Assessment.***

The **NAIROBI CENTRE FOR INTERNATIONAL ARBITRATION (NCIA)** now invites eligible Trainers (“**Trainers**”) to indicate their interest in providing the Services. Interested Trainers should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.

The requirements are:

- i. Cover letter for EOI indicating interest;
- ii. Curriculum Vitae & Testimonials;
- iii. Relevant experience and technical capacity with a background in Alternative Dispute Resolution training (including Arbitration, Mediation, Adjudication, Conciliation, Dispute Review Board, Negotiation, Expert

- Evaluation & Determination etc.) and a minimum of 8 years direct relevant experience;
- iv. Undertaken a minimum of 10 training assignments of similar nature and scope in the past 2 years; and
 - v. Current Tax Compliance Certificate issued by the Kenya Revenue Authority.
 - vi. Foreign Trainers are exempted from acquiring the Kenya Revenue Authority Tax Compliance Certificate.

Further information can be obtained at the address below during office hours **0800** to **1700** Hours.

Expressions of interest must be delivered in a written form to the address below and should be deposited in the **Tender Box** situated on the **7th Floor** (in person, or by mail, or by e-mail).

THE REGISTRAR/CEO
NAIROBI CENTRE FOR INTERNATIONAL ARBITRATION
CO-OPERATIVE BANK HOUSE-8TH FLOOR
HAILE SELASSIE AVENUE
P.O BOX 548-00200
NAIROBI
Email: training@ncia.or.ke