



Equatorial Management Consultants Ltd

P.O Box 9413 – 00100
GPO, Nairobi – Kenya.
Nairobi CBD Offices
Raja Building
3rd Floor Suite 1
Biashara Street

Embakasi Offices
Semy Apartment, Fedha Estate Nairobi
Block 97/301.
Tel. +254722331166/+254734631645.

E: ceo@equatorialconsultants.co.ke
info@equatorialconsultants.co.ke,
W. www.equatorialconsultants.co.ke



Discovery consists of
seeing what everybody
has seen and thinking
what nobody has thought



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Why Choose Us



Twenty-first century business demands agility. Equatorial Management Consultants Ltd's flexible partnership model allows us to be responsive to your unique needs. With this at the back of our minds, we craft solutions designed to increase your productivity and profitability. This enables us to provide quality and, cost-effective services that exceed the expectations of our esteemed customers".

By listening to our clients' business needs, we have gained a unique perspective into how we can help them.

Our Company Strategy

Our strategy is enshrined in our purpose, our Vision and Mission Statements, our Goals and our Core Values.

Our Purpose

"To build a long term relationship with our customers and clients and provide exceptional Management Consultancy & Training services by pursuing business ethically through quality, cost-effectiveness, innovation and advanced Technology".

Our Vision

"To be a leader in Providing enhanced Management Consultancy and Training".

Our Mission Statement

"To provide quality and cost-effective Management Consultancy & Training services that exceeds the expectations of our esteemed customers".



Our Core Values

1. Respect

We value and uphold the rights of our staff and those of our customers as well as recognizing and nurturing diversity of opinion amongst our staff and our customers. This is reflected through promotion of positive and effective interaction and cultivation of team spirit to achieve shared results.



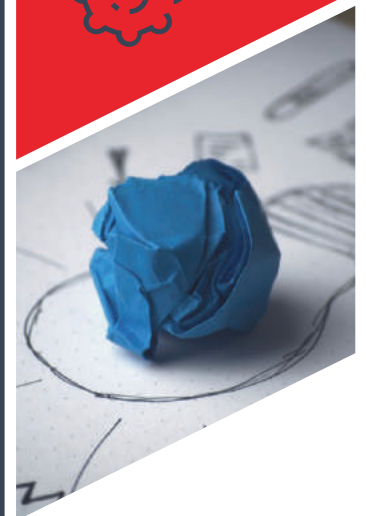
2. Commitment

We set and strive to attain the highest standards in all we do. This affirms our total commitment to our staff as well as our customers.



3. Equity

We advocate for and pursue attainment of the human rights of the people we serve and work with. We always ensure fairness to all regardless of ethnic background, race, religion, ideology, gender and age.



4. Accountability

We believe that winning begins with accountability and, that we cannot sustain success without accountability. We also know that "hypocrisy exists in the space between language and action". In this regard, we are always willing and in fact do accept responsibility for our actions.



Our Goals





Our Goals

- a. Regionally expand in providing Management Consultancy & Training services and develop a strong base of key customers
- b. Delight our customers when they choose our services. This we do by emphasizing on clear communication and follow-through procedures and putting our client's objectives at the top of our priority in our planning and execution of all our processes
- c. Increase the Assets and Investment of Equatorial Management Consultants Ltd to support it's ability to provide quality and cost-effective services
- d. To build a good reputation in all what we do and become a key player in every sector we provide our services

What We Abide By



What is our code of conduct?

Equatorial Management Consultants Ltd code of conduct sets out the rules and values which all our employees must conform to. The code is reflective of our values and expectations, and outlines our ethical policies, to which everyone who works at Equatorial Management Consultants Ltd is required to adhere.



Equal Opportunities Policy

Equatorial Management Consultants Ltd is committed to providing a working environment in which employees are able to realize their full potential and contribute to business success irrespective of their gender, race, colour, nationality, ethnic or racial origin, marital status, sexual orientation, religion or disability, ensuring that the provisions of equality are strictly adhered to.

Equatorial Management Consultants Ltd is committed to identifying and eliminating discriminatory practices, procedures, and attitudes throughout the organization. Equatorial Management Consultants Ltd expects employees to support this commitment and to assist in its realization in all possible ways.



Our Guiding Principles

All employees are made aware of our key guiding principles which include our support of the Universal Declaration of Human Rights, our commitment to sustainable procurement, our responsibility towards the environment and our compliance and ethics policy.



Anti-bribery & Corruption

It is well documented that some of the world's locations are perceived as presenting a high business risk when it comes to levels of bribery and corruption.

Equatorial Management Consultants Ltd code of conduct aims to prevent this illegal and immoral activity in its workforce by insisting that all employees carry out anti-bribery and corruption risk assessments on parties with whom we do business, as well as laying down

a list of rules and regulations with which all parties are required to conform.

Should suspicions arise that our bribery and corruption policies are being abused or ignored, a prompt and full investigation into the offending parties will be launched



**Services
beyond
delight**



Our Scope of Work

Our services are far beyond customer expectations. We work towards the delivery of our promise. This is made possible by offering unparalleled workmanship and superior services. This we do by engaging experts, teams and individuals who have spent unquestionable period of time perfecting their Human Resource Management skills as well as those of Training and Development. We belief in, and as-

sure maximum efficiency and satisfaction for each individual customer from the largest to the smallest. We acknowledge that each of them deserves the highest quality for their hard earned money and, that we have the obligation to provide the true value for the same.



Structure of our Services

In order to be effective and efficient, Equatorial Management Consultants Ltd has structured its services into Five major divisions as shown and explained below. The same is depicted in our organization chart. Each division is also treated as an income centre and is treated independently in our income projection as seen in our estimates. This will assist the management in making investment decisions in future by putting more emphasis on programs that are generating more income and less resources where there is less income generation.



Human Resource Administration Division

More often than not, there has been always a debate about the importance of Human Resource Management in any organization. There is always a kind of misleading notion forming in the minds of majority on this subject matter. Some people see Human Resource staff as gatekeepers who hold little interest in employees' concern. "Many also regard Human Resource department as a policing, Traumatizing, and Systematizing arm of Executive management". Equatorial Management Consultants Ltd comes in to "demystify this notion and tout the horn of Human Resource in any organization". We equally the same educate both management and staff on what Human Resource management is all about.



Equatorial Management Consultants Ltd will assume the role of your Human Resource department, develop your company structure, and establish proper employees' records as well as developing appropriate policies & procedures for your business. By doing this, we will be creating for your organization "a productive workplace where the management interacts well with the workforce making employees to be energized and fully engaged". The services in this division can be offered in two options. Our clients have the freedom to choose the most suitable and impressive option for them.

First option

Operating as our Client's

HR Department



This is where Equatorial Management Consultants Ltd takes full responsibility to provide all Human Resource services to an individual customer. These services would include, but not limited to;

- a) Recruitment & selection, interviewing and on-boarding
- b) Job descriptions
- c) Workforce management
- d) Employees' relations
- e) CBA negotiations and implementation of the same
(for clients with unionized workers)
- f) Employees' reward management
- g) Employees' discipline
- h) Leave management
- i) Training & Development
- j) Payroll management
- k) Employees' grievances and dispute resolution
- l) Employees' records management
- m) Employees' exits
- n) Performance management





Second option- Turnkey Project mode

As the name indicates, we run this option like a turnkey project. Here, we come in to assist our clients in setting up fully fledged Human Resource departments and hand the same over as a fully operational organizational unit.

In this approach, we;

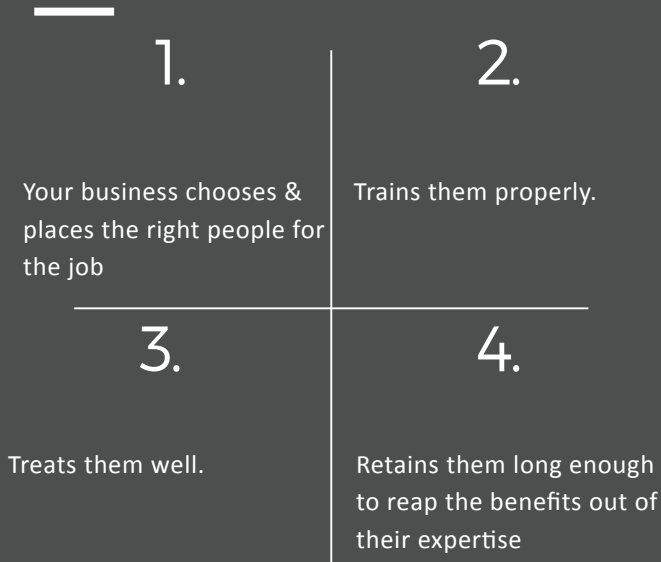
- a) Establish employees' records from the scratch and open each employee's personal file
- b) Design or revise the existing letters of appointment (if any) and ensure that all the employees are issued with appointment letters
- c) Design and develop job descriptions for each individual employee
- d) Develop organization chart or review the existing one if any
- e) Develop employee policy manual, policies & procedures and train employees on the same
- f) Recruit and orient the Human Resource staff or train those the client proposes to be in charge of the HR department
- g) Hand over the fully fledged Human Resource unit to our client



Recruitment & Selection and
On-boarding Division

Recruitment & Selection and
On-boarding Division

At Equatorial Management Consultants Ltd, we understand pretty well that recruitment & selection is a very costly exercise and yet, a very essential part of any business which eventually pays if done properly. Of truth, an organization may have all the latest technology and the best physical resources, but if it does not have the right people, it will always struggle to achieve the results required. Equatorial Management Consultants Ltd comes in to ensure that;





+254 722 331 166



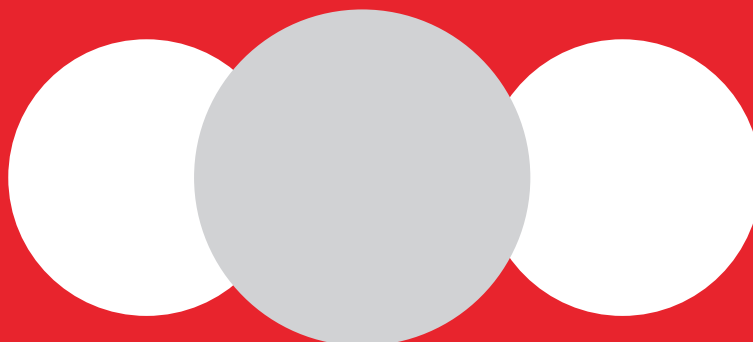
info@equitorialconsultants.co.ke



equitorialconsultants.co.ke

We are well connected to institutions and organizations of higher learning as well as being abreast with the labour markets to enable you get the very best of talent that your business requires to remain competitive, productive and profitable. We have resumes for diverse talents in our consistently updated repertoire and where any is not available in our stock, we will always place an advertisement to replenish the same.

With Equatorial Management Consultants Ltd at your service, you can always be assured that your business will always have the right people at the right time doing the right work. This keeps you competitive all through and places you at an advantage over your competitors.



This division is established on bases that we are accredited by the Ministry of Labour and National Employment Bureau to also operate as an Employment Agency and recruit and place workforce both locally and internationally. International and local

Organizations can approach and enter into a memorandum of understanding with Equatorial Management Consultants Ltd to be their Regional recruiter in East Africa.

In this regard, we develop appropriate job descriptions for the positions and place adverts in the relevant media for a specified period and after receiving resumes from the relevant applicants, we shortlist and conduct interviews.

We always seek the approval of the selected candidates from our clients before on-boarding by involving the client in the last interview. It is the responsibility of each client to provide the necessary on-boarding information to us.

The charges are determined by the size of the organization, the position to be filled and the budget allocation towards the remuneration of the position to be filled. Where the position requires headhunting, "the charges are a little bit higher".



Policies & Procedures development Division

Evidently to say, we do not need to overemphasize the role of Policies & procedures in any organization be it a for-profit or not-profit entity. Needless to say, policies & procedures connect an organization's Vision & Goals to its internal controls which are key to accountability within the company structure. They are a roadmap for an organization's workforce to follow. Policies define important issues in the company while procedures provide step-by-step directions to ensure consistent behaviours.

Simply said, "An organization without policies & procedures is an organization without control". This is where Equatorial Management Consultants Ltd services in developing your policies & procedures come

in handy to bridge this gap. We sit with you; discuss your needs and consequently craft policies & procedures commensurate with your business operations.

This division deals with the development of business profiles, Human Resource policy manuals and policies & Procedures. Charges are determined by the size of the Organization and the number of policies required to meet the needs of an individual client, however, we always advise our clients on the necessary policies and, especially those mandatory to be compliant with diverse laws.



Training Division

Many organizations enlist a wide range of drawbacks against Training & Development particularly in the current climate. However, Training & Development overrides all these drawbacks to provide both individual employees and their organization as a whole with benefits that make it's costs and Time a worthwhile investment.

Needless to say, Training & Development improves overall organization performance, employees' job satisfaction & morale, addresses any weaknesses an organization may be facing. Equally the same, Training & Development increases productivity as well as adherence to quality standards. "In a nutshell, Training & Development reduces employees' turnover and enhances company reputation by making it a company of choice".

Equatorial Management Consultants Ltd offers a wide range of trainings intended to address any of the above mentioned problems in your organization. Our charges are friendly to your pocket. We are always readily available to discuss your concerns and ensure that we come up with a tailor-made Training & Development program specifically designed for you.

Depending on the needs of an individual client, we design and develop a training program and then run the same for them. In this regard, we give training two distinct options;

Training Option One

This is where we first conduct a training needs survey to establish the actual problem and, whether the problem can be solved by training and, if so, what kind of training is required to solve the problem? Depending on the findings of the Training needs survey analysis, we are able to advise the client on

whether training is required and if required, what training(s) is to be conducted to solve the prevailing problem(s). If training(s) is/are necessary, Equatorial Management Consultants Ltd will then design and run the so training(s).

Training Option Two

In this option, the client is very specific on the area(s) s/he wants us to conduct the training on. In such instances, we are not required to conduct a training needs survey.

training and whether the client will provide the venue and the necessary training materials among other determinants.

We only tailor a suitable training program that specifically meets the client's need and, as per his specifications. Our charges are determined by the size of the organization, the technicality of the

Either way, our charges are very cost effective and pocket friendly to our customers.



Some of the Training programs we run

Program name	Expected participants
Performance Management & Performance Appraisals	Directors and senior management managers, Departmental heads
Change management	Directors, senior managers, middle level managers and supervisors
On-boarding Training	Human Resource managers and departmental heads
Employees wellness	All employees in an organization
Customer service	Sales team and front office staff
How to develop company strategic plan, policies and procedures	Business owners, Directors, Senior Managers, middle level managers and team leaders
Competency based Interviews	Senior managers, HR Managers and Departmental heads
Team Building	All employees
Leadership Development & Governance	Directors, Senior Managers and middle level Managers
Supervisory Skills	Middle managers & Supervisors
Entrepreneurship	Business owners and Business starters
Effective Communication in business	HR managers, Sales team and front office staff
Tailor made training program	Designed as per the requirements of a specific business entity
Group Coaching	Senior managers, HR Managers, Departmental heads and Supervisors
Industrial relations	Senior managers, HR Managers, Departmental heads and Supervisor
HIV/Aids at workplace	All members of staff
HR Return on investment (ROI)	Senior Managers, HR Managers, HR Directors
Balanced score card	Senior Managers, HR Managers, HR Directors & CEOs

Truly to say, the potential and scope of what we do is still unfolding, but, whatever we do, we do it ethically and to the best of our ability.



Payroll Management Division

A layman would view payroll as merely a processing function. However, Equatorial Management Consultants Ltd views payroll as an integral part of any organization. From where we are standing, "payroll department is not only responsible for employees' salary & remuneration, but also responsible for protecting the company's reputation by ensuring compliance with various employment & tax legislations".

In simple terms, "payroll affects every aspect of an organization from the reputation of the company right down to the morale of employees". With this in mind, we manage our clients' payrolls with dignity and integrity. Our payroll software is constantly upgraded to enable efficiency and to beat all the stresses that come along

with payroll management. "This makes us to be your trusted and preferred partner in payroll management and or administration".

In payroll management, we take over the responsibility of monthly payroll preparation from our clients. All the client is required to do is to monitor the variables that determine the monthly payroll such as absence, overtime, mid-month advances, leave pay, salary increases, terminations, new employees etc and prepare monthly reports on the same. We agree with the client on the suitable cut-off date on which the client will be submitting to our office those reports for timely payroll preparation.

We will then e-mail the payroll to the authorized company officer to check and approve before releasing payment. Payment can then be done by the client or the client would deposit the amount to our Bank Account and we then do transfers to employees' individual bank accounts. The arrangement will depend with what is convenient with each individual client.

Our Project Management and Execution Philosophy

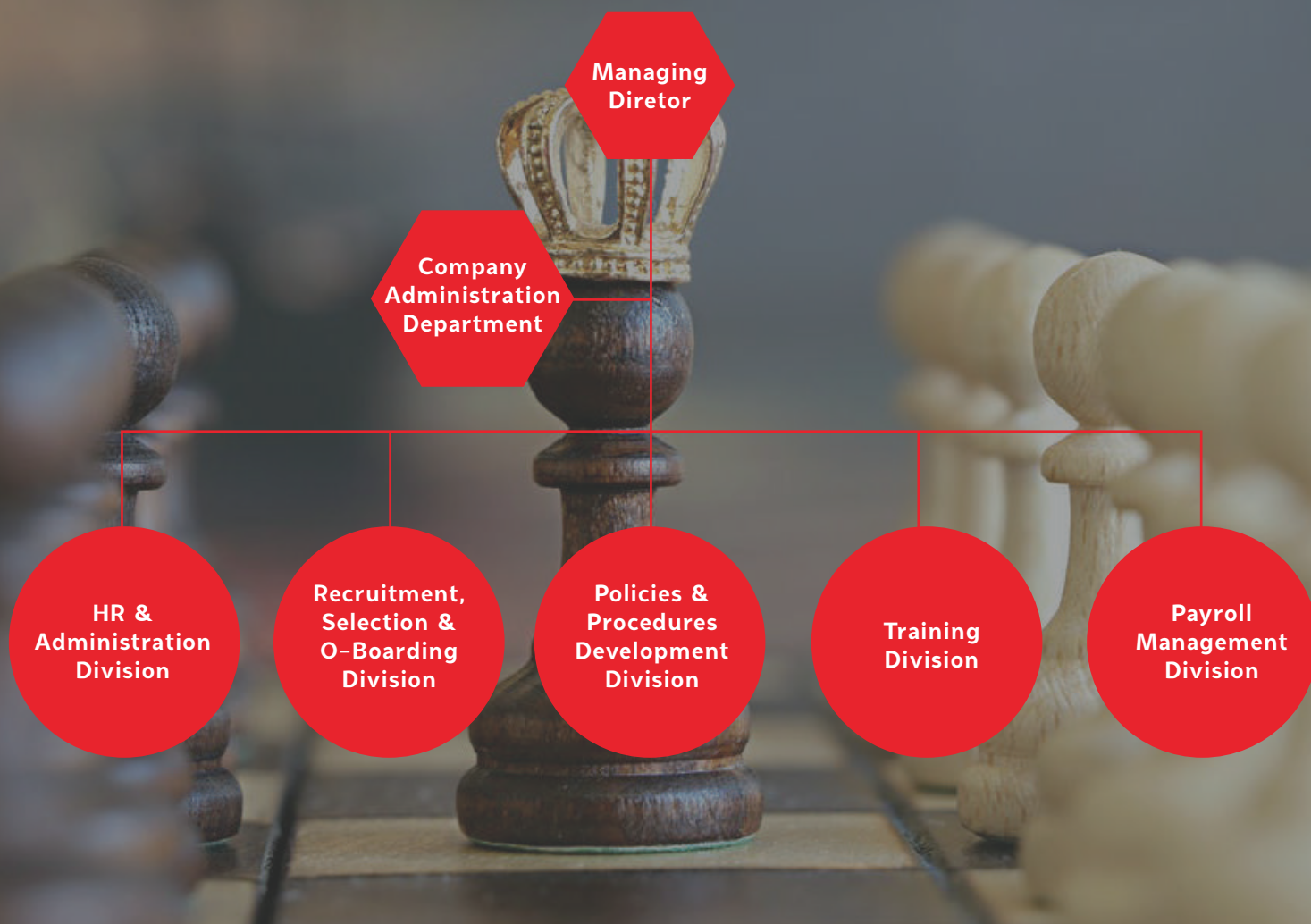
In order for us to meet our client's objectives, we;

1. Create detailed schedules and resources plan
2. Communicate clearly with all stakeholders
3. Track project progress and fine-tune deviations
4. Supervise closely to ensure that quality work is done
5. Complete and commission each project on time

We realize the above by ensuring that we engage and deploy to each of our client's assignment highly qualified and experienced personnel.



Our Organization Structure



Our Management Team

Our Company is driven by our working Director, John Mutisya Mwanzia.

John Mutisya Mwanzia holds a Bachelors degree in Business Administration (BBA) with a bias in Human Resource Management from Kenya Methodist University (KEMU), a Diploma in Human Resource Management from Kenya Institute of Management (KIM), Advanced Certificate in Business Management from Kenya Institute of Management (KIM), Certificate in Business Management from Kenya Institute of Management (KIM) and Accounts Clerk

National Certificate (ACNC I & II). He is a Full Member of Institute of Human Resource Management Kenya (I.H.R.M) and Licensed to practice in Kenya as a Human Resource Professional by the same body. Mwanzia is also an Associate Member of Kenya Institute of Management (K.I.M).

John has over 28 years experience in HR & Administration Management in all sectors across the board locally and internationally. He has a wide experience in recruitment, Strategy & policy development and implementation, Ad-

ministration as well as in Finance. He is well versed in labour markets and, he is so to say an all rounder Human Resource professional. He has an experience in setting Human Resource Departments from the scratch as well as that of restructuring organizations in diverse business sectors.

Contact John Mutisya Mwanzia via Telephone Number - +254 722331166/+254 734631645 or via the following E-mail Addresses: ceo@equatorialconsultants.co.ke or info@equatorialconsultants.co.ke



Company Administration Department

As reflected in our company structure above, all our Divisions are as explained in “The structure of our Services” section. The only division which has not been explained is “The Company Administration Department”. This is the Department that runs our office and, co ordinates all Equatorial Management Consultants Ltd operations.

Our Resource People

Our high quality and cost-effective delivery is dependent on our workforce. We employ, retain and support motivated flexible and focused teams.

In order to ensure that each of our staff is perpetually equipped with the right skill, knowledge and attitude, we have put in place a comprehensive training program to constantly upgrade our people in Training as well as management skills. We firmly believe in providing the right training, accredited certification and practical knowledge for our people in order for them to execute their duties and responsibilities confidently. We aim at staying relevant to the dynamic markets and client's requirements.

The following are our other resource persons regularly working with Mr. Mwanzia;

1. Mr. Evans Lang'at

Mr. Lang'at is currently pursuing his PhD in Leadership & Governance at Jomo Kenyatta University of Agriculture and Technology (JKUAT), he holds a Master in Business Administration (MBA) in Entrepreneurship from Africa Nazarene University (ANU), Bachelor of Business Administration (BBA) in marketing from Limkokwing University of Creative Technology – Malaysia, Advanced Diploma in business management from Graffins College, Diploma in Tours & Travel and Certificate in Entrepreneurship. He is also a peer educator (Hope world Kenya) as well as a TOT on HIV/AIDS at work place. He is also a part time Lecturer at Africa Nazarene University.

2. M/S Diana Nyakio Njagi

Currently pursuing her PhD in Leadership and Governance at Jomo Kenyatta University of Agriculture and Technology (JKUAT). She holds a Master of Arts (MA) in Public Administration from Kenyatta University (KU) and Bachelor of Arts (BA) degree in International Relations from United States International University, Africa. (USIU) Diana is a part time lecturer at Jomo Kenyatta University of Agriculture and Technology (JKUAT) as well as at NYS Institute of Business Studies

3. Joven Mokaya Nyang'au

Currently pursuing his PhD in Leadership and Governance at Jomo Kenyatta University of Agriculture and Technology (JKUAT). Joven hold a Master of Arts (MA) in Development Studies from Mount Kenya University, a Bachelor of Arts (BA) degree from University of Nairobi (UoN), a Diploma in Technical Education Programme (TEP) from Kenya Armed Forces Technical College and IFE Level 3 Diploma in Fire Science and Fire Safety (VRQ). Joven is a Part time lecturer at Mount Kenya University

A list of Project References

1

01/04/2016

Megon Consultancy Ltd

Recruitment & Selection and On-boarding for Mara Royal Kenya Ltd – *Equatorial Management Consultants Ltd was partially sub-contracted*

Daniel Musembi
+254722792826
info@mararoyal.com

Equatorial Management Consultants Ltd

Development of Company Profile for Mara Royal Kenya Ltd

Daniel Musembi
+254722792826
info@mararoyal.com

2

01/05/16

Megon Consultancy Ltd

Problems & Solutions of Establishing SMEs – Eagle Insurance Co. Ltd – *Equatorial Management Consultants Ltd was partially sub-contracted*

Susan Weke
+254722281830/+254773328289
info@megonconsultancy.co.ke

3

15/06/16

Here are some of our jobs we have done recently

Equatorial Management Consultants Ltd

4

30/06/16

Development of Company Profile for Infolife Partners Ltd

Florence Oginda
+254722822964/+254715505211
florenceoginda@gmail.com

5

06/08/16

Megon Consultancy Ltd

Training on Occupational wellness – Palbina Travel Ltd – *Equatorial Management Consultants Ltd was partially sub-contracted*

Susan Weke
+254722281830/+254773328289
info@megonconsultancy.co.ke

6

13/08/16

Megon Consultancy Ltd

Training on Occupational wellness Palbina Travel Ltd – *Equatorial Management Consultants Ltd was partially sub-contracted*

Susan Weke
+254722281830/+254773328289
info@megonconsultancy.co.ke

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01/06/2016

Equatorial Management Consultants Ltd

Mara Royal Kenya Ltd – Development of Employees' policy manual and Human Resource policies and Training employees on the same

Daniel Musembi
+254722792826
info@mararoyal.com

Equatorial Management Consultants Ltd

Professional Clean Care Ltd –Recruitment and placement of a qualified HR Manager

Betty N. Wanyoike (Mrs)
+254722510338
bettywanyoike@professionalcleancare.com

9

01/05/17

Equatorial Management Consultants Ltd

Professional Clean Care Ltd – Recruitment and placement of 3 qualified Sales & Marketing Managers for Kenya, Uganda and Tanzania and 1 qualified Operations Manager for Kenya

Betty N. Wanyoike (Mrs)
+254722510338
bettywanyoike@professionalcleancare.com



10

07/09/17
To
Nov. 2017

Equatorial Management Consultants Ltd

Inter County Gardens Hotel Ltd

1. Recruitment and placement of;

- a. Hotel Manager
- b. Housekeeping supervisor
- c. Food & Beverage supervisor
- d. Human Resource Officer
- e. Chef
- f. Receptionist
- g. Security Officer
- h. Tractor driver

2. Setting up a fully fledged Human Resource department;

- a. Designing a letter of appointment and issuing all employees with their appointment letters
- b. Developing Job descriptions for all employees
- c. Collecting employees' personal data and opening their personal file
- d. Developing four policies and training employees on the policies

3. Developing Company profile;

- a. Developing Vision & ; Mission statements, core values
- b. Developing organization chart

4. Designing an interim payroll and running it for two months, training the HR Officer on the same and officially handing over the HR function.

Steven Kisonzo Mulwa – Managing Director
+254719555654
kisonzow@gmail.com

Our Customers



Mara Royal (K) Ltd



Megon Consultancy Ltd



Infolife Partners Ltd



Inter County Gardens Hotel Ltd



Professional Clean Care Ltd



+254 722 331 166



info@equitorialconsultants.co.ke



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Company Details

Registration No: PVT/2016/024141

Incorporation Date: 2nd September, 2016

PIN No: P051611152T

N.S.S.F No: 20643217

N.H.I.F No: 119006

N.I.T.A Certification: REF NO. NITA/TRN/1388



CONTACT US

EQUATORIAL MANAGEMENT CONSULTANTS LTD

Semy Apartment, Fedha Estate – Nairobi Block 97/301

Nairobi CBD Offices: Raja Building, 3rd Floor Suite 1 Biashara Street

Address:

P O Box 9413 – 00100 GPO, Nairobi – Kenya

Tel. No.:

+254722331166/+254734631645

E-mail:

ceo@equatorialconsultants.co.ke or info@equatorialconsultants.co.ke

Website:

www.equatorialconsultants.co.ke
