

**REQUEST FOR TECHNICAL AND FINANCIAL PROPOSALS
FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES**

By

IUCN (INTERNATIONAL UNION FOR CONSERVATION OF NATURE)

Introduction

IUCN (International Union for Conservation of Nature) is the world's oldest and largest global environmental organization, with more than 1,200 government and NGO Members and almost 11,000 volunteer experts in some 160 countries. IUCN's work is supported by over 1,000 staff in 45 offices and hundreds of partners in public, NGO and private sectors around the world. IUCN helps the world find pragmatic solutions to our most pressing environment and development challenges.

Location

IUCN Rwanda Country Office (RCO)

Technical Requirements

Must have members of staff with relevant qualifications and experience in insurance matters.
Provide CVs of key personnel (potential accounts/relationship managers)
Provide proof of having been in the insurance brokerage business for the last ten years.
Must submit recommendation letters from five (5) major hospitals.
Must Submit recommendation letters addressed to IUCN from clients with whom you have a working relationship showing the premiums, people and number of staffs covered applicable in the year 2023.
Letter(s) from proposed underwriter(s) recognizing the insurance broker, addressed to IUCN.

Underwriter's Mandatory Qualifications

Company Profile

Proof of meeting all legal requirements including company certificate of registration, TIN, Tax Compliance Certificate.

Must be registered with Insurance Regulatory Authority for the current year and a copy of current license be submitted

Membership with Association of Rwanda Insurers

Evidence of reinsurance

Must be a state member of ASSAR.

Must be registered under Rwanda Health Insurers Association.

Proof of having done annual gross premium turnover of Rwf 5billion for the year 2022.

Must have paid up capital of at least Rwf 1billion.

Must submit a copy of audited financial statements for the last (2) years.

Must have members of staff with relevant qualifications and experience in insurance matters and give the CVs of key personnel.

Must submit recommendation letters from five (5) major hospitals

Must submit recommendation letters from clients with whom you have a working relationship showing the premiums, people and number of staffs covered applicable in the year 2023.

Scope of Work

The broker will be committed to providing comprehensive information and guidance to ensure that company risks exposure is managed and minimized.

Regular contract management, identifying & assessing the risks of the company, and reporting to IUCN.

Pre-sale due diligence includes assessing needs, obtaining quotes, and making recommendations on the best coverage. Depending on the property being insured, this might include performing an insurance valuation, taking photographs, or obtaining an inspection report.

Collaborate actively with the user department and procurement unit in the preparation of the Tender documents as well as in the preliminary analysis of the offers.

Participate actively in the negotiation of insurance contracts and their implementation by providing advice and proposing possible amendments when necessary.

Ensuring claims are fairly handled, brokers make a positive difference to the insured' s pay-out from the insurer in a substantial number of claims.

Establish, follow up and achieve a successful conclusion of the claims records from the statement until settlement.

Being on the alert for material changes that can affect the insurance of true values, validity of policies, and recommending appropriate guarantees changes.

Providing administrative follow-up such as mortgagee changes, certificates of insurance.

Offer guarantee or insurance coverage best suited to the realities of the business and all other actions in favor of the procuring entity.

Assist in drafting contract & contract negotiation,

GROUPLIFE/WIBA COVER

RWANDA	25	Rwf – 75,383,249

GENERAL INSURANCE

Fire & Special Perils	Buildings Furniture & Fittings	
Burglary	Furniture & fittings	
All Risks	Office equipment and fittings	
Electronic Equipment		
Money	Cash in the safe Cash in transit	
Motor Private Comprehensive	– 10 VEHICLES & 12 Motorcycles	31,134.160 0 12 258

