NHC CONSULTANCY SERVICES REQUIREMENTS	S AND PRO	DJECT IMPL	LEMENTA	TION TIME	TABLE			
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	Week 1	Week 2 - 3	Week 4 -5	Week 6 - 8	Week 9 -12	Week 13 - 16	Week 17 - 89	Week 90 - 92
A. Pay a non- refundable application fee of Ksh 200,000 by bankers cheque ifo NHC and submit to the MD NHC an application letter with following attachments:								
1. Detailed Business Plan / Project Proposal: Explicitly indicating the kind of engagement envisaged & the role of each party in the proposed collaboration.	_							
2. Where applicable approved drawings of proposed houses both in soft and hard copy								
3. Feasibility study report on propossed project								
4. Environmental Impact Assesement (EIA) report & NEMA approvals where applicable	3							
5. Where applicable copy of title of property being considered for partnership: Title should be free from any encumbarances & in the name of the entity engaging NHC								
6. Where applicable the Company PIN								
7. Where applicable certified copies of the following documents: Certificate of Incorporation, Memorundum & Articles of Association, Certificate of Tax Compliance, Latest Financial Accounts								
Profiles of the Directors and Top Management								
9. Certified Bank Statements of the partnership entity for the last 6 months								
10. Letter from bank confirming account operations								
11. Five (5) current business reference letters								
12. Where applicable Board resolution authorising collaboration with NHC on the proposed housing project								
D. Daviera of applications								
B. Review of application: 1. Document evaluation								
2. Financial due diligence								
3. Legal due diligence								
Obtain Management approval to pursue the engagement								

	Week 1	Week 2 -	3 Week 4 -5	Week 6 - 8	Week 9 -12	Week 13 - 16	Week 17 - 89	Week 90 - 92	Week 93-95
C. Exploratory meeting									
1. Formally Engage client			_						
2. Presentation by client to the Business Opporunities Committee			_						
B. Feedback, discussions and convergence									
D. M.O.U Phase									
1. Agreeing on the engagement framework									
2. Outline role of each partner in the collaboration									
3. Incorporate revision & ammendments									
Approval of the MOU by Board of both parties									
5. Signing the MOU									
6. Developing & executing specific agreement documents									
E. Pre development phase									
1. Project Advisory & validation									
2. Tender action									
Development Phase									
1. Project Management									
G. Post Development Phase									
Sales & Marketing where necessary									
2. Final settlement of accounts and consultancy fees									
B. Exit evaluation report on the Conslutancy Service									