AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

Terms of Reference for Office Equipment Tagging Services

- **Job Type:** Contract
- **Qualification**: Relevant certification in inventory/asset management
- **Location:** Nairobi

Background: The African Institute for Health and Development (AIHD) is a non-profit, Non-Governmental Organization (NGO) established in June 2004 in Nairobi, Kenya, by a group of accomplished African researchers and academicians. AIHD implements evidence-based programmes and conducts research, training, and advocacy on health and development issues that are contextually relevant to Kenya and the African continent in partnership with the National and County Governments in Kenya, as well as local, national, regional, and international partners.

The Institute stays committed to enhancing accountability, maintenance, and tracking of its assets through strengthening internal management systems, including the tagging of office equipment and furniture.

Job Summary: The AIHD seeks an experienced service provider to provide office equipment tagging services. This will provide systematic identification and registration of office equipment to safeguard and improve the management of the office's assets.

Scope of Work

- Tag all office equipment, including but not limited to printers, laptops and furniture.
- Supply durable tags to suit the nature of the equipment and the storage environment.
- Create a database of tagged items, complete with the type, location and unique identification numbers.
- Advise on asset tagging and maintenance of the assets register.
- Hand over all relevant documentation for AIHD's use.

Timeline

This assignment **MUST** be completed before the end of January.

Requirements and Qualifications

Interested service providers must demonstrate:

- Proven experience in tagging office equipment and inventory management.

- Ability to provide the service within the stipulated timelines.
- Ability to deliver high-quality tagging materials for the different equipment.
- Excellent communication skills.

How to Apply: Interested and qualified suppliers are invited to submit:

- Company profile detailing experience.
- Contacts of at least 2 referees from similar assignments.
- Cost breakdown.

Send your **pricelist** and **portfolio** via email to info@aihdint.org and a copy to vsifuna@aihdint.org not later than **12th January 2026** by **1700hrs.** Only shortlisted candidates will be contacted.

AIHD provides equal employment opportunities to all employees and applicants for employment. It prohibits discrimination and harassment of any type without regard to gender, ethnic group, marital status, disability status, or political and religious ideology.