



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

FELLOWSHIP POLICY FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS

2024

MISSION

To empower supply chain professionals through Registration, Licensing, continuous development, Discipline & Regulation for sustainable and ethical practice

VISION

A model institute fostering competence and ethics in supply chain management

CORE VALUES

Integrity

Professionalism

Synergy

Dynamism

Excellence

FOREWORD

The Institute comes from a history of over 18 years where there was no policy to govern recognition of exemplary members in practice as envisaged under the Supplies Practitioners Management Act 2007. As such, I am grateful to the members of the Institute for their resilience during the development of this policy.

The Fellowship Policy serves as a pivotal component in the professional journey of supply chain practitioners in Kenya. It represents a commitment to excellence and continuous development in the field of procurement and supply chain management. This policy outlines the criteria and procedures for attaining the distinguished status of Fellow, which is the highest level of recognition offered by KISM.

This policy underscores our commitment to nurturing a community of distinguished professionals who exemplify integrity, innovation, and leadership. By recognizing those who demonstrate exceptional contributions to our field, we aim to elevate standards and inspire the next generation of supply chain leaders.

The future is to recognize outstanding practice and mentorship in the profession and to provide a recognition platform for our distinguished members, together with bestowing upon them the honor of offering mentorship to the young professionals. The policy is guided by principles of transparency, fairness, and integrity.

I am confident that this fellowship will not only enhance professional development but also significantly contribute to the socio-economic growth of our nation. Let us embrace this opportunity to advance our profession and make a lasting impact.

God bless KISM, God bless Kenya and God bless Africa.

John Karani, MBS, MKISM, MCIPS
Council Chairman

PREFACE

The Fellowship of Kenya Institute of Supplies Management “FKISM” represents the pinnacle of KISM membership, acknowledging exceptional achievements, profound expertise, and sustained dedication to the advancement of supply chain management.

This prestigious status is conferred upon individuals who have made significant contributions to the profession at local, national and international levels and it is the highest level of KISM membership that recognizes excellence, outstanding levels of achievement, expertise, knowledge and experience, and sustained commitment to the furtherance of the SCM Profession.

As the Registration Committee, we are grateful for the opportunity and the role we have played in the development of this policy which outlines the guidelines, eligibility criteria, selection process, and expectations for individuals participating in a fellowship program. Notably, the role of the fellows will include among other things to promote KISM’s mission and values.

We encourage our membership and stakeholders to familiarize themselves with the privileges of the fellows, their roles and mentors, the appointment process especially the requirements of being in good standing, frequency and eligibility for the award, the process of award, conferment, revocation, timelines and rights.

We appreciate our members for the role they continue to play in the socio-economic development of the Country, and this policy will definitely bolster their positive contribution in the practice.

CM Moses A. Omondi, MKISM
Chairperson, Registration Committee

ACKNOWLEDGEMENT

We are delighted to convey acknowledgement to our members and stakeholders as we mark on yet another significant milestone, the adoption and operationalization of the Kenya Institute of Supplies Management (KISM) Fellowship Policy.

The Fellowship Policy acts as a recognition program, aiming to honor those individuals who have demonstrated remarkable leadership, innovation, and dedication in their professional endeavors. By doing so, it not only acknowledges the personal achievements of the fellows but also inspires other members to strive for similar excellence. Encouraging a spirit of mentorship and shared knowledge, the policy facilitates the creation of a robust network of professionals who are dedicated to advancing the supply chain sector efficiently and ethically.

To this end, we extend my heartfelt gratitude to everyone involved in developing this policy.

Specifically, we extend our gratitude to the Government of Kenya for mapping and providing the policy framework for supply chain professionals, upon which this policy rests. The KISM Council has been pivotal in providing the strategic leadership within the supply management sector, which are advanced by the policy towards fostering a community of leaders who are well-equipped to address complex challenges and drive sustainable growth.

We graciously extend in a special way gratitude to our esteemed members for their ongoing support, feedback and engagement as well as the KISM secretariat for their technical support towards developing this policy.

Together, let us continue to elevate the supply chain profession in Kenya and beyond.

Kenneth Matiba, MBS, MKISM
Secretary/Chief Executive Officer

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1.0 INTRODUCTION

Fellowship of Kenya Institute of Supplies Management “FKISM” represents the pinnacle of KISM membership, acknowledging exceptional achievements, profound expertise, and sustained dedication to the advancement of supply chain management.

This prestigious status is conferred upon individuals who have made significant contributions to the profession at local, national or international levels. is the highest grade of KISM membership that recognizes excellence, outstanding levels of achievement, expertise, knowledge and experience, sustained commitment to the furtherance of the SCM Profession.

FKISM is not merely a membership grade but a testament to a member’s substantial professional growth and impact. According to Section 3A (2) of the Supplies Practitioners Management Act 2007 on Membership of the Institute states that:

The members of the Institute shall be in the following categories—

- (a) Fellows, comprising those persons who become Fellows pursuant to an invitation under subsection (3), each of whom shall be titled “Fellow of the Kenya Institute of Supplies Management” (designatory letters F.K.I.S.M.);
- (b) Where the Council considers that a member of the Institute has rendered outstanding services to the supplies profession, the Council may invite the member to become a Fellow.

Further, section 3B makes provision for Honorary Fellows category where;

- 1) The Council considers that a person, not being a member of the Institute, has rendered exceptional services to the Institute or the procurement and supplies management profession, the Council may invite the person to become an Honorary Fellow of the Institute.
- 2) An Honorary Fellow shall not be a member of the Institute.

2.0 SCOPE

This policy outlines the guidelines, eligibility criteria, selection process, and expectations for individuals participating in a fellowship program.

3.0 RATIONALE

The fellowship policy provides a guide on rewarding members who have exhibited outstanding contribution and achievement to the profession, which will be defined as something accomplished by superior ability, special effort, great courage, or a great or heroic deed in the context of the promotion of the procurement and supply chain management profession.

These must be acts and related achievements outside one's expected roles and shall be judged based on but not limited to:

- 1) The fact that the achievement was not expected as part of the awardee's assigned roles.
- 2) The impact is far-reaching at the global, continental, or national level
- 3) The achievement will be benchmarked to the top similar industry achievements in Supply Chain Management.

The consideration for the award of fellowship shall be based on among others, the following factors:

- i. Significant Contributions
- ii. Enhancing Professionalism
- iii. Leadership and Mentoring
- iv. Advocacy and Policy Influence
- v. Community and Institute engagement.

4.0 OBJECTIVES OF THE FELLOWSHIP POLICY

The key objectives include:

- i. Recognition and award of stellar performance
- ii. Motivation and inspiration of other members to aspire towards attainment of this level of contribution
- iii. Provide additional benefits for members who have made significant contributions to the procurement and supply chain profession.
- iv. Provide a platform for liaison and peer support for continuous professional growth, development, and transformation
- v. Enhance positive professional reputation within the Industry both locally and internationally.

5.0 CONFLICT OF INTEREST

For purposes of this policy, Conflict of interest arises when a person has a private, financial or professional interest that can influence or be perceived as influencing the impartiality or loyalty that is required from him or her in the process of nomination and conferment. This will apply to the Fellows, the Nomination Committee, the Council, and the Secretariat.

Members shall declare and record any real or perceived conflicts or potential conflicts of interest which they may have and recuse themselves from discussion or decisions on those matters where they have direct conflict or potential conflict of interest including subsequent vote on the matter.

6.0 POLICY STATEMENT

This Policy document is a guide to recognize the exemplary contribution of members through the award of Commendation and Fellowships as provided for in the Supplies Practitioners Management Act of 2007 Section 3A.

It also guides the award of Honorary Fellowship as provided for in the Supplies Practitioners Management Act of 2007 Section 3A(2a).

7.0 ROLE OF FELLOWS

- i. Promote KISM's mission and values, representing the Institute at events and conferences as Ambassadors.
- ii. To participate in the process of nomination and conferment as directed by the Council;
- iii. Provide guidance and support to members as mentors and coaches.
- iv. To advise on contemporary and emerging issues upon request by the Council;
- v. To provide technical advice on pertinent issues affecting the development of the Supply Chain management profession upon request by the Council;
- vi. To support the Institute on advocacy, partnership and lobbying;
- vii. To assist in identifying resources that the Council could pursue to benefit the Institute in terms of growth and development;
- viii. To serve as role models, Resource persons in Training, and mentors (mentorship CPD) for the members and offer new members opportunities for internships and industrial attachment;
- ix. Engage in activities designed to promote commitment, professionalism, ethics, good governance and continued transformation of Procurement and Supply Chain management professionals.

8.0 PRIVILEGES OF FELLOWS

- 1) Award of FKISM designation
- 2) Special recognition and sitting reservation at KISM events
- 3) Special Institute insignia
- 4) Designated lounge at KISM Towers
- 5) Annual Fellows Conference co-sponsored by the Institute and any other events that the Council may determine
- 6) Fellows may be invited by the Institute to moderate, facilitate, or be part of taskforces, committees and panel of experts for special assignments
- 7) May be invited to serve as Patrons of the regional chapters as the Council may determine and any other privilege that the Council may determine from time to time.

9.0 APPOINTMENT OF THE NOMINATING COMMITTEE

The Council shall appoint an ad-hoc nomination committee for the purpose of nominating individuals who have expressed interest to become Fellows of Kenya Institute of Supplies Management. The committee will be constituted within three months to the conferment date. The composition of the nomination committee shall be comprised of the following:

- a) Chairperson of the Registration Committee who shall be the Chairperson
- b) Member from the Registration Committee
- c) A nominee from KISEB curriculum Committee
- d) A member preferably (Fellow) of good standing
- e) A representative from office of the Attorney General(RC)
- f) A member of good standing
- g) A member of an independent professional body
- h) CEO KISM – Secretary

The above appointment shall observe the constitutional gender parity and sector balance. Members to this committee shall be appointed by the Chairperson of the Council through a letter. Terms and conditions of service shall be spelt out in the letter. The quorum of the committee meetings shall be five (5) members.

10.0 FREQUENCY OF AWARD

The conferment of Fellows of KISM shall be once a year or as per guide.

11.0 ELIGIBILITY CRITERIA

To qualify for nomination as a Fellow, a person must: -

- a) Have practiced Procurement and Supply Chain Management and rendered outstanding service and/or researched matters related to PSCM for Twenty (20) years, ten(10) of which must have been at the senior leadership role at the PSCM.
- b) Have a valid practicing license and be a paid up member in good standing for the last five years consistently.
- c) Have met the requirements of chapter six of the constitution

A person who has served the Institute as elected Council member for two (2) consecutive terms shall be conferred a Fellow by the immediate succeeding Council based on evaluation of distinguished service and upon invitation.

A person shall not qualify for nomination if the person:-

- a) Is a serving Council member;
- b) Is a Student and/or Associate member;
- c) Is undergoing a disciplinary process;
- d) Is an undischarged bankrupt;
- e) Has been convicted of an offence and sentenced to imprisonment for a term of six months or more without the option of a fine;
- f) Has been removed from the office for contravening provisions of the chapter six of the Constitution or any other law;
- g) Is removed from office on verified grounds of misconduct and
- h) Is debarred from participating in Procurement and Supply Chain Management.

12.0 EVALUATION CRITERIA

Consider having this as an annexure rather than within the main policy

A. Competence- Knowledge & Experience –Max 40 Points

- a) 1.0 Holder of CPSP (K) - 10 points
- b) 1.0 First degree or its equivalent - 5 points
- c) 1.1 Masters/PHD or its equivalent - 5 points
- d) 1.2 Demonstrable training in Supply Chain including attainment of CPD points- of the prescribed CPD points 5 years consistently - 5 points
- e) Experience- Practical experience in the management of Supply Chain Function -
 - i **20 years** - **10 points**
 - ii **More than 25 years and above** - **15 points**

B. Contribution to KISM – Max 20 Points

- a) Made significant contribution or participated in changing the circumstances of professionals who have made a contribution to the body of knowledge that defines KISM; -5 points
- b) Researched, or written professional papers or books, taught or developed supply chain at higher level of learning; -3 points
- c) Taught or developed the art and science of supply chain at higher levels of learning capacity building; - 3 points
- d) Has international accolades arising from a major contribution to the body of knowledge and standards in the area of leadership and supply chain management; - 3points
- e) Has made significant contributions to organizations as a supply chain expert and held senior positions in one or several organizations; - 3points
- f) Has been an official holding an elective position either at branch or national level, including the various committees of the Institute -3 points

C. Leadership and Organization Attainment- Max 20Points

Has held senior positions in the organization and demonstrated strategic transformative role;

- i) 10 to 15 years - 15 points
- ii) 15 years and above - 5 points

D. Conduct and character / behavioral competence / Psychometric test
Mandatory

E. Mentorship and Membership development 10 points

F. Specific Outstanding Contribution 10points

For consideration for award – 80 points shall be the passmark for consideration.

13.0 PROCESS OF AWARD

The ceremony is to be performed in an open arena before members of the Institute and members of the public.

Officials Presiding Over the Ceremony shall include;

- a) Chairperson of the Council
- b) Chair of Registration Committee
- c) A Fellow member of the Institute (for transitional purposes a long-serving member and of good standing)
- d) The master of ceremony

Dressing Code

- a) Men will dress in black and gold suits with a tie of his choice
- b) Women will dress in black and gold.
- c) There is a sash bearing corporate colors of KISM and the word FKISM worn over one shoulder as a symbol of rank

Sitting arrangement

After the procession and before conferment the fully dressed up Fellows will sit with the rest of the members but occupy designated sits at the front. Family members and Friends sits separately but strategically.

At the raised platform next to the podium, there are a number of sits equivalent to the number of candidates for conferment

Procession

Candidates for the Conferment assembled outside the hall comes into the hall in a procession fully dressed up amidst a slow instrumental music ushering them into the hall. Everybody stands up in honor until they assume their designated sits.

Positions of presiding officials

Presiding Officials stands in a raised platform within the hall, the Chairperson of the Registration Committee to the Right and a Fellow member to the Right hand side

Conferment

- a) The Master of ceremony reads out the name of the candidate for conferment
- b) The candidate stands and walks up to the raised platform, he/she is received by the presiding Fellow (Senior member) then stands one meter behind the both the Fellow member (Senior member) and Chairperson Registration Committee
- c) The Chairperson of the Registration Committee reads out the profile of the Candidate and highlights his/her outstanding achievements to a silent congregation
- d) After reading out the profile, the police band celebrates the candidate with musical instruments
- e) The presiding Fellow reads out the Statement of invitation into the category of Fellow
- f) After reading out the statement of invitation, the police band celebrates the candidate with musical instruments
- g) The candidates step forward to receive a new membership certificate (Fellow Membership Certificate) from the Chairperson Registration Committee
- h) The members receive the certificate raises up for everybody to see then steps back, received by the Fellow member who shows him where to sit within the vacant sits at the podium
- i) The process repeats itself until the last candidate
- j) The presiding Fellow invites the candidates to stand up and read out the Fellows pledge and photos are taken
- k) Then they leave the podium in a procession, meets friends and family members for photo session.

14.0 CONFERMENT

If approved, the Nominee is invited to accept Fellowship, and communication of this invitation is to come through the Institute Council (or as directed). The Institute Council will work with the nominated Fellow to ensure the citation and record of service of the Fellow is full and accurate. On acceptance, the following procedure is to be followed to confer the Fellowship with the appropriate prestige and status befitting the conferment:

- (i) Publishing of the conferment on the Institute's website and other channels with the approved citation;
- (ii) Work with the Institute Council to arrange an appropriate event for the recognition of the Fellowship in an environment surrounded by peers and colleagues; and
- (iii) Institute may undertake media releases to publicize the conferment

In this regard it is noted that the ceremony for conferment of the Fellowship should be undertaken on a different cycle and occasion to other the Institute Functions, to ensure appropriate focus and recognition of people. Some ideas that may be implemented by Institute Councils includes:

- (i) Hosting a dinner function where new Fellows are presented to existing Fellows;
- (ii) the Fellowship at the Institute Council Annual General Meeting;
- (iii) Arranging a special occasion at the surrounded by colleagues and family to present the Fellowship; and
- (iv) Chairman's ball or Gala Dinner

Ideally, the function should be open for the Fellows family and close colleagues to be able to attend, so the presentation is more meaningful to the individual.

Timeline

The intention is for nominations to be considered by the Committee and the Institute Board once a year, to allow coordinated assessment, publicity, and conferment ceremonies.

June	Open call for fellowship nominations in institute November
August	Completed nominations to be received by institute Councils for endorsement by end of January
September	Nomination Committee to review entrants and provide recommendations to the Institute Board for final endorsement or otherwise
October	Institute Council to make final endorsements
November	Announcement/presentation of Fellowship recipients by institute Councils

Confidentiality & sensitivity

It is worth noting that applications for fellowship are to be made without the knowledge of the nominee, and prepared by peers. As such, initial information-gathering on that person may need to be ‘covert’, in order to maintain discretion. This process allows for discretion should the nomination not be successful.

If the nomination is successful, the initial invitation to the nominee allows them to fact check the citation, and be involved in the conferment ceremony. This allows thoughts about acceptance speeches and being able to ensure friends and peers are invited to celebrate with the nominee. The public conferment should not be undertaken as a surprise. This public acclamation signifies the importance of the honor and allows for family and peer recognition.

15.0 REVOCATION

The Council may at its discretion withdraw the Fellowships or Commendations or Honorary Awards awarded to the members of the Institute (or non-member for an Honorary Award) as it deems fit, if such a member:

- a) Has been found guilty of an act of professional misconduct in accordance with the provisions of the Supplies Practitioners Management Act (SPMA), 2007 and Professional Code of Ethics; or other relevant laws

- b) Has been convicted of an offence and sentenced to imprisonment for a term of six months or more without the option of a fine; or
- c) Has been convicted of an offence involving corruption, dishonesty or abuse of office; or
- d) Has been adjudged bankrupt or has entered onto a composition of scheme of arrangement with his creditors; or
- e) Conducts himself in any manner that brings disrepute to the profession or the Institute; or
- f) Ceases to be a member of the Institute by a provision of the SPMA

Procedural Due Process and Withdrawal of Fellowship, Commendations and Honorary Awards

In conformity with the Procedural Due Process principle in law, withdrawal of Fellowships, Commendations and Honorary Awards will be carried out in such a manner that the Member or Honorary Member shall not be denied his/her legal rights and in congruence with fundamental, accepted legal principles, as the right of the accused to confront his or her accusers. The rights afforded in this respect include, but are not limited to:

- (i) The right to an unbiased trial
- (ii) The right to be given notice of the proposed trial and the reason for it
- (iii) The right of the individual to be aware of evidence against him
- (iv) The right to present evidence and call witnesses
- (v) The right to be represented by a colleague

In that regard, the Council or the designated Committee of Council will upon collection and evaluation of factual evidence notify the Fellow or Honorary Members of the facts:

- (i) The decision of the committee will then be communicated to Council and Council will, if it deems fit, adopt the recommendations of the Committee.
- (ii) The Member or Honorary Members shall then be notified of the decision of the Council through the Secretary to the Council.

16.0 APPEALS (TO BE HANDLED BY THE DISCIPLINARY COMMITTEE)

- 1) Where the due process has been completed, a Fellow or Honorary Member, shall be notified of the intent to withdraw the Fellowship or Commendation, or Honorary Award. The notice shall include the reasons for withdrawal.
- 2) The withdrawal shall not become effective until all appeals are exhausted.
- 3) If a Fellow or Honorary Member decides to appeal the decision, an independent Ad-Hoc Appeals Committee will be established by Council. Whose primary role shall be to reviewing, hearing and determining members appeals;
- 4) The Appeals Committee will then review the matter within 30 days of receipt of the appeal.
- 5) The Appeals Committee will communicate its decision to the Council upon completion of the hearing of the appeal which may either:
 - a) Uphold the decision of the Council to withdraw the Award; or
 - b) Reinstate the award
- 6) The decision of the Appeals Committee will be communicated to Council and their commendation adopted by Council.

Upon reaching a decision to withdraw the award(s), the Council will authorize the Chief Executive Officer of the Institute to notify Members and the public through print national media that the Fellow or Honorary Fellow has been stripped of the award.

Subsequently, records of these proceedings and the decision will be kept safely for reference and the Member's records in the Institute's databases and mailing lists shall be amended accordingly.

17.0 REVIEW AND AMMENDMENTS

This Policy shall be reviewed and or amended after every two years or at any other time as shall be deemed fit by the Council of the Institute.

This Policy Manual is effective

from this Day of 2025.

**SIGNED.....
CHAIRMAN
COUNCIL**

**SIGNED.....
CHAIRMAN
REGISTRATION
COMMITTEE**

**SIGNED.....
SECRETARY/CEO**