



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

FELLOWSHIP POLICY FOR SUPPLY CHAIN MANAGEMENT PRACTITIONERS

2025

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, we are grateful to our members for their resilience during the development of this Policy.

This 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. It outlines the process, procedures and criteria for the attainment of the distinguished status of Fellow, which is the highest level of recognition offered by KISM in the discharge of its mandate.

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 purpose 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 upcoming professionals. The policy is guided by principles of transparency, fairness, meritocracy, and integrity.

We are optimistic that this fellowship policy 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 profession.

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 the 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 as 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 Mark Kanda, 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 – 2025.

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 is to facilitate the birth 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 (GoK) 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

TABLE OF CONTENTS

FOREWORD.....	2
PREFACE.....	3
ACKNOWLEDGEMENT	4
1.0 INTRODUCTION	6
2.0 SCOPE	7
3.0 RATIONALE.....	7
4.0 OBJECTIVES OF THE FELLOWSHIP	8
5.0 Legal Framework.....	8
6.0 DECLARATION OF CONFLICT.....	8
7.0 POLICY STATEMENT	9
8.0 ROLE OF FELLOWS.....	9
9.0 PRIVILEGES OF FELLOWS.....	10
10.0 CONSTITUTION OF THE NOMINATING COMMITTEE	10
11.0 FREQUENCY OF AWARD	12
12.0 ELIGIBILITY CRITERIA.....	12
13.0 EVALUATION CRITERIA	13
14.0 PROCESS OF AWARD	15
15.0 CONFERMENT	17
16.0 REVOCATION	18
17.0 APPEALS (TO BE HANDLED BY THE APPEALS COMMITTEE)	20
18.0 REVIEW AND AMMENDMENTS.....	21

1.0 INTRODUCTION

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

The FKISM status is not merely a membership grade but a demonstration and testament to a member’s substantial contribution to professional growth and impact. According to Section 3A (2) of the Supplies Practitioners Management Act 2007, 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** of the SPMA makes provision for **Honorary Fellows** category where; 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. An Honorary Fellow shall not be a member of the Institute.

2.0 SCOPE

This Policy outlines the rationale, objectives, policy statement, the award process, role and privileges of the fellows, eligibility and evaluation criteria, conferment, revocation, appeals and the review and amendments procedures.

3.0 RATIONALE

This 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 and standards in Supply Chain Management.

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

- i. Significant Positive Contributions,
- ii. Enhancing Professionalism,
- iii. Leadership and Mentorship,
- iv. Advocacy and Policy Influence, and
- v. Community, Institute and Stakeholders Engagement.

4.0 OBJECTIVES OF THE FELLOWSHIP POLICY

The key objectives include:

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

5.0 LEGAL FRAMEWORK

The following legal instruments and Institutional Policies shall apply to this Policy:

- i. The Constitution of Kenya;
- ii. The Supplies Practitioners Management Act, 2007;
- iii. KISM Policies; and
- iv. Any other relevant Statutes, Circulars, and Orders of Government.

6.0 DECLARATION OF CONFLICT OF INTEREST

For purposes of this Policy, Conflict of Interest (CoI) arises when a person has a private, financial or professional interest that can influence or be perceived as influencing the impartiality, objectivity 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 Appeals Committee, the Council, and the Secretariat who will be required to declare inherently incompatible interests in the discharge of their duties or obligations.

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(s).

7.0 POLICY STATEMENT

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

This Policy will also be a reference tool and guide in the award of Honorary Fellowship as provided for in the Supplies Practitioners Management Act of 2007 under Section 3A(2a).

8.0 ROLE OF FELLOWS

The key roles of the fellows will be, but not limited to the following;

- i. To promote the KISM's mission and values, representing the Institute at events and conferences as brand ambassadors.
- ii. To participate in the process of nomination and conferment as may be directed by the Council from time to time;
- iii. To provide guidance and support to members as mentors and coaches.
- iv. To advise on contemporary and emerging issues affecting the development and management of the supply chain management profession, as maybe called upon by the Council;
- v. To support the Institute on advocacy and reforms including, lobbying for institutional support;
- vi. To assist in mobilizing resources that the Council could pursue to benefit the Institute in terms of growth and development;

- vii. To serve as role models, resource persons in trainings, and mentorship sessions (CPD), and facilitating industrial linkages as may be called upon by the Council; and
- viii. To engage in activities designed to promote commitment, professionalism, ethics, good governance and continued transformation of Procurement and Supply Chain management profession.

9.0 PRIVILEGES OF FELLOWS

The key privileges to be enjoyed by the Fellows will include;

- 1) Award of FKISM designation usable as a prefix in all official documents and/or engagements,
- 2) Special recognition and sitting reservation at KISM events as gesture of priority,
- 3) Conferment of a Special Institute insignia,
- 4) Priority in use of a designated lounge at KISM Towers,
- 5) Opportunities to attend and participate in the Annual Conferences 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) The Fellows may be invited to serve as Patrons of the regional chapters as the Council may determine, and
- 8) Any other privilege that the Council may determine from time to time.

10.0 CONSTITUTION OF THE NOMINATING COMMITTEE

The Council shall appoint an ad-hoc committee for the purpose of nominating individuals who have expressed interest to become Fellows of Kenya Institute of Supplies Management.

The committee shall be constituted on a rotational basis within six (6) months to the conferment date. The composition of the nomination committee shall be comprised of the following:

- i. Chairperson of the Registration Committee who shall be the Chairperson,
- ii. A member of the Registration Committee,
- iii. A nominee from KISEB Curriculum Committee,
- iv. A member (preferably a Fellow) of good standing,
- v. A representative from Office of the Attorney-General (Registration committee),
- vi. One (1) member in good standing (Youth/Women),
- vii. Persons living with disability and a member of KISM registered with the National Council for Persons with Disabilities (NCPWD).
- viii. CEO KISM – Secretary of the committee.

The above appointment shall adhere to constitutional gender parity, sectoral balance, and the Committee may conduct due diligence on the successful nominees and information provided. Members to this committee shall be appointed by the Chairperson of the Council through a formal letter which will outline the terms and conditions of service. The quorum of the committee meetings shall be five (5) members.

10.1 CONSTITUTION OF THE APPEAL COMMITTEE

The Institute shall constitute an Appeals Committee to oversee the review of decisions and ensure fairness in the appeals process. The committee shall comprise the following members;

- i. **Chairperson** – Appointed by the Council Chairperson (preferably a Fellow).
- ii. **One Member** from the KISEB Board.
- iii. **One Member** from the Registration Committee.
- iv. **One Member** from the Disciplinary Committee.

- v. **One Member** from the KCSM Board who is not a Council member.
- vi. **Nominee of the CEO/Secretary** –KISM

11.0 FREQUENCY OF AWARD

The conferment of Fellows of KISM shall take place once a year.

12.0 ELIGIBILITY CRITERIA

To qualify for nomination as a Fellow, a person must meet the following requirements;

- a) **Experience in Procurement and Supply Chain Management (PSCM).**
The candidate must have at least 20 years of experience in PSCM. This experience should include hands-on practice, providing exceptional service, or conducting research in the field.
- b) At least 10 of the 20 years of PSCM experience must be in a senior leadership role, involving strategic decision-making, overseeing procurement and supply chain operations, and leading teams or departments.
- c) Must hold a valid practicing license and have maintained active, paid membership in good standing for the last five years.
- d) Have met the requirements of Chapter Six (6) of the Constitution.

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

A person who has served as a Council Chairperson qualifies to be conferred as a fellow upon satisfactory service in Office and in line with the set criteria. For clarity, 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 as declared by a court of law,
- e) Has been convicted of an offence and sentenced to imprisonment for a term of six (6) months or more without the option of a fine;
- f) Has been removed from the office for contravening provisions of the Chapter Six (6) 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.

13.0 EVALUATION CRITERIA

The following evaluation criteria shall guide the nomination and award of the Fellows as detailed in **Table 1** below;

Table 1: Evaluation Criteria

Criteria	Score
1. Educational & Professional Qualifications: <i>Competence, Knowledge and Skills (25 marks)</i>	
a) Holder of CPSP (K) or equivalent Professional qualification admissible by KISM	7 Marks
b) First degree or its equivalent	8 Marks
c) Masters/PhD or its equivalent	10 Marks
2. Experience – Practical and relevant experience in the management of Supply Chain Function <i>(Maximum of 15 Marks)</i>	
i 20 years	10 Marks
ii 25 years and above	15 Marks
3. Contribution to KISM and the Supply Chain Management Profession (Max 20 Points)	
a) <i>Significant Contribution to PSCM Knowledge – Played a key role in advancing the profession by contributing to the body of knowledge that defines KISM or improving the circumstances of PSCM professionals.</i>	5 Marks

b) <i>Research & Academic Contributions</i> – Conducted research, authored professional papers or books, or contributed to supply chain education at a higher learning level.	3 Marks
c) <i>Teaching & Capacity Building</i> – Taught or developed the art and science of supply chain management at an advanced academic or professional training level and provide mentorship to junior supply chain professionals.	3 Marks
d) <i>International Recognition</i> – Received international accolades for major contributions to leadership and supply chain management knowledge and standards.	3 Marks
e) <i>Industry Impact & Leadership</i> – Made significant contributions as a supply chain expert and held senior positions in one or multiple organizations.	3 Marks
f) <i>Institutional Leadership</i> – Served in an elective position at the branch or national level, including committee roles within the Institute.	3 Marks
4. Leadership and Organization Attainment- <i>(Maximum 15 of Points)</i> <i>{Has held senior positions in the organization and demonstrated strategic transformative role}</i>	
a) 10 to 15 years	10 Marks
b) 15 years and above	15 Marks
5. Mentorship and Membership development <i>(Evidence-based)</i>	10 Marks
6. Specific Outstanding Contribution <i>(Evidence-based)</i>	15 Marks
Total Maximum Score	100 Marks

Important Note:

For consideration for an award – **80 Points** shall be the passmark for consideration and the **Burden of Proof** on the nominees/applicants shall lie with them.

14.0 PROCESS OF AWARD

The award ceremony shall be performed in an open arena before members of the Institute and members of the public. The Officials Presiding Over the Ceremony shall include;

- i. Chairperson of the Council,
- ii. Chair of Registration Committee,
- iii. A Fellow member of the Institute (for transitional purposes a long-serving member and of good standing),
- iv. Members of the Council, and
- v. Members of KISM Secretariat.

14.1 Dressing Code

- i. The dress code will align with the events' specified attire(s) and will be communicated in advance by the Institute.
- ii. A sash bearing KISM corporate colors and the title "FKISM" shall be worn over one shoulder as a symbol of rank.

14.2 Sitting Arrangement

After the procession and before the conferment, the fully dressed Fellows will sit among the other members but in designated seats at the front.

On the raised platform next to the podium, an equal number of seats will be arranged to match the number of candidates for conferment.

14.3 Procession

The candidates for conferment, fully dressed in their regalia, will assemble outside the designated venue before making a grand entrance in a formal procession. This will be done accompanied by slow instrumental music, as they enter the venue the audience will stand in honor, remaining on their feet until the candidates have taken their designated seats.

14.4 Positions of Presiding Officials

The presiding officials will stand on a raised platform within the designated venue, with the Chairperson of the Registration Committee on the right and a Fellow member on the left.

14.5 Conferment Proceedings

The proceedings will be conducted as follows.

- a) The CEO/Secretary will read out the name of the candidate(s) for conferment,
- b) The candidate will stand and walk up to the podium, he/she will be received by the presiding Fellow (Senior member) then stands one meter behind the both the Fellow member (Senior member) and Council Members,
- c) The Chairperson of the Registration Committee will read out the profile of the Candidate and highlights his/her outstanding achievements to a silent congregation,
- d) After reading out the profile, the band will be played to celebrate the candidate,
- e) The presiding Fellow will read out the Statement of invitation into the category of Fellow,
- f) After reading out the statement of invitation, the band will continue playing the musical instruments,
- g) The candidate(s) will step forward to receive a new membership certificate (Fellow Membership Certificate) from the Chairperson of the Council witnessed by the Council Members,
- h) The members will receive the certificate and the process repeats itself until the last candidate,
- i) The presiding Fellow invites the candidates to stand up and read out the Fellows pledge and photos are taken,
- j) Then they leave the podium in a procession, meets friends and family members for photo session.

15.0 CONFERMENT

The successful candidates will be notified and invited to accept the fellowship upon approval by the Council. The KISM Council will work with the successful candidates to ensure the citation and record of service of the Fellow is accurately documented. 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; and
- ii) Institute will undertake media releases to publicize the conferment .

The council will determine the venue for conferment of the Fellows.

14.1 Timeline

The institute will confer fellows once a year based the schedule of events as provided under **Table 2** on the calendar below;

Table 2: Schedule of Events

Period	Action Description
May	The Council appoints the committee to receive and review the applications for fellowship and give recommendations.
June	Open call for fellowship nominations/invitation for applications.
August	Completed nominations to be received by institute Council.
September	The Committee reviews the received application and make recommendations to the Council

October	<ul style="list-style-type: none"> • The Council reviews the applications and make decision on the recommendations.
November/ December	<ul style="list-style-type: none"> • Consideration of appeals, if any to be filed within 7 days. • Announcement/presentation of Fellowship recipients by the Institute.

14.2 Conferment of Honorary Fellow

In line with SPMA, the Council may from time to time, confer Honorary Fellows as may be prescribed.

14.3 Confidentiality & Sensitivity

All parties involved in this process shall be expected to uphold the integrity of this process, by ensuring the highest levels of confidentiality and sensitivity as required. Leakage of information that may compromise the process on nomination, application, evaluation and conferment shall lead to disqualification of parties in involved.

16.0 REVOCATION

The Council may at its discretion withdraw the Fellowship or Commendation or Honorary Award from the member(s) of the Institute (or non-member for an Honorary Award), 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 (6) months or more without the option of a fine,
- 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 either by the provisions of the SPMA or by failing to maintain good standing with KISM.

15.1 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 fair process 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 fair 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, and
- (vi) Any other rights under the Constitution.

In that regard, the Council or the Registration 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 CEO/Secretary to the Council.

17.0 APPEALS (TO BE HANDLED BY THE APPEALS COMMITTEE)

- 1) Where the due process has been completed, a Fellow or Honorary Member, shall be notified of the intention to withdraw the Fellowship or Commendation, or Honorary Award. The notice shall include the reasons for withdrawal.
- 2) The withdrawal shall not take effect until all appeal processes have been fully exhausted.
- 3) If a Fellow or Honorary Member decides to appeal the decision, an independent Ad-Hoc Appeals Committee will be established by the Council whose primary role shall be to review, hear and determine 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 Appeals Committee's decision shall be communicated to the Council, whose recommendation will be formally adopted.

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 national print 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.

18.0 REVIEW AND AMMENDMENTS

This Policy shall be reviewed and or amended after every **three (3) years** and/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**