



Makerere  
University  
Retirement  
Benefits  
Scheme

# MAKERERE UNIVERSITY RETIREMENT BENEFITS SCHEME

## ADVERT

The Makerere University Retirement Benefits Scheme (MURBS) is a Scheme for Makerere University staff. MURBS was established under irrevocable trusts with effect from 1 April 2009. MURBS is governed by a Board of Trustees in accordance with the Scheme's Trust Deed and Rules as amended 30 May 2023. MURBS is a Mandatory Employer-Based Scheme that is licensed by the Uganda Retirement Benefits Regulatory Authority (License No. RBS.0005).

### CALL FOR PROPOSALS FOR CONSULTANCY SERVICES TO EVALUATE THE PERFORMANCE OF THE BOARD OF TRUSTEES FOR THE FINANCIAL YEAR ENDING 30 JUNE 2023

**MURBS is inviting individuals or firms who can provide Board Evaluation Consultancy Services to the Scheme for the Financial Year 2022/23.**

#### **a) Background to the Consultancy**

MURBS is committed to delivering a high quality of service to its members, beneficiaries and other stakeholders through continuously improving its processes, systems and effectiveness. This is partly achieved through the Annual assessment of the performance of the Board as required under the MURBS Board of Trustees Charter and the URBRA Act, 2011.

Accordingly, MURBS would like to appoint to appoint a competent consultant to undertake a performance evaluation of its Board of Trustees for the Financial Year ending 30 June 2023.

#### **b) Objectives of the Consultancy**

The consultancy will be guided by specific objectives as follows: -

- i) Evaluate the performance of the Board (at individual and Board level) in delivering on its mandate under the Trust Deed and Rules and the Law;
- ii) Evaluate the performance of Board Committees in delivering their delegated and independent mandates under the Board Charter;

- iii) Examine or assess the strengths and weaknesses of the Board, both at individual and Board levels; and,
- iv) Identify and make recommendations for improvement across the assessment levels.

#### **c) Additional Information**

Eligible applicants should obtain the Request for Proposal (RFP) document from the MURBS Website; <https://murbs.mak.ac.ug> or visit the Scheme Office located at Lincoln Flats B4, Makerere University, or request the RFP by sending an email to [info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug) (**Note:** only email requests made between **8:00 a.m.** and **4:00 p.m.** during working days shall be responded to).

Proposals should be delivered no later than **12:00 pm on 10 July 2023** to the address below;

**The Principal Pension Officer  
Makerere University Retirement Benefits Scheme  
Lincoln Flats B4, Makerere University  
P.O. Box 7827,  
Kampala  
Tel: +256 (414) 531472**

**OR**

Send an Email to: [info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug)

### CALL FOR EXPRESSION OF INTEREST (EOI) FOR THE POSITION OF AN INDEPENDENT TRUSTEE

**MURBS is inviting Eligible Individuals to submit their Expression of Interest to join the MURBS Board of Trustees in the capacity of an Independent Trustee.**

#### **a) Board of Trustees' Mandate**

MURBS' mandate as laid down in its Trust Deed and Scheme Rules (As Amended 30 May 2023) is to provide retirement benefits to members and/or beneficiaries of the Scheme and to Invest the funds held by the Scheme in accordance with the Investment Policy Statement and Guidelines provided by the Board of Trustees.

#### **b) Purpose of the Appointment**

The Board of Trustees of MURBS consists of Seven (7) Trustees, one of whom is the Independent Trustee. In accordance with Article 7, h, v) of the MURBS Trust Deed and Scheme Rules (**As Amended 30 May 2023**), the Independent Trustee shall be appointed by the other Trustees.

#### **c) Eligibility Criteria for the Independent Trustee of MURBS**

Individuals interested in this role should satisfy the following Eligibility Criteria: -

- i) Meet the MURBS Fit and Proper Criteria (**Download the form from the MURBS website at <https://murbs.mak.ac.ug/>**);
- ii) A minimum of a Postgraduate qualification in any of the disciplines; Strategy Planning and Management; Pension Administration and Management; Finance or Commerce, Investments; Insurance, Statistics, Actuarial Science, Economics, Mathematics,

Literature, or Law;

- iii) At least 3 years' experience as a member of the Board of Directors of a Reputable Entity with assets not less than Ushs 50bn or at least 3 years' experience as a Trustee of a Reputable Retirement Benefits Scheme whose Fund value is not less than Ushs 50 bn; and,
- iv) Not a member of staff of Makerere University or a member of Makerere University Council in the last five (5) years.

#### **d) Responding to this Call**

- i) Eligible Individuals should obtain the Call For Expression of Interest (EOI) from the MURBS website; <https://murbs.mak.ac.ug> or visit the Scheme Office located at Lincoln Flats B4, Makerere University, or request the EOI Document by sending an email to [info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug) (**Note:** only email requests made between **8:00 a.m.** and **4:00 p.m.** during working days shall be responded to).
- ii) Submit the EOI; Updated CV, Academic Qualifications and Proof that one meets the Eligibility criteria in Section c) no later than **12:00 pm on 10 July 2023** addressed to;

**The Chairperson, Board of Trustees  
Makerere University Retirement Benefits Scheme  
P.O. Box 7827, Kampala  
Lincoln Flats B4, Makerere University  
Tel: +256 (414) 531472**

**OR**

Send an Email to: [info@murbs.mak.ac.ug](mailto:info@murbs.mak.ac.ug)

**MURBS reserves the right to accept or reject any Proposal or EOI submitted.**