



# INVESTMENT AWARDS 2018

## FUND MANAGERS AWARDS CATEGORIES AND JUDGING CRITERIA

Every year Think Business, with support from various partners, bring you the annual Think Business Investment Awards.

The objective of this awards scheme is not only to celebrate the companies and individuals setting trend and breaking boundaries in the investments sector, but also to provide the much needed information to the general public by documenting and publishing facts, analysis and commentary on the the on goings of the capital and securities markets in Kenya.

We are thus pleased to inform you that the 2018 awards will be held on **Friday 7<sup>th</sup> December 2018 at Villa Rosa Kempinski.**

Over the next few weeks our judging process partners PKF will be receiving and vetting entries to ensure that participating organizations meet the set eligibility criteria. The entries will then be adjudged by an expert panel drawn from the industry.

The awards strategic objective is to recognize and reward outstanding performance of companies as reflected in their audited financial statements. Equally the awards also shine a spotlight on companies that have greatly contributed to the growth of the sector through technological innovations, good corporate governance, social impact and sustainability, education and great customer service.

Entries submission open on the **15<sup>th</sup> October and close on the 15<sup>th</sup> November 2018.** Submit entries to [judges@thinkbusiness.co.ke](mailto:judges@thinkbusiness.co.ke).

**Note: No late entries will be accepted**

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Think Business Africa

## **Eligibility**

- Each award category has its eligibility criteria. Kindly refer to it to ensure you are entered in the most appropriate categories
- Entries must be for projects that have been implemented within the previous 12 to 18 months.
- The judges reserve the right to amend the judging criteria, change the maximum allocated score for any criteria, accept or reject entries.
- Where entry is submitted jointly by one or more parties, the judges have the authority to assess and determine if the entry was really a joint effort.

## **Submission Guidelines**

- Download the online entry form and fill as indicated, use separate forms for each awards category.
- Make sure it is clear what individual, department, company (or companies in the case of joint entries), you are entering. You can enter more than one project or program in a category.
- For each category explain, in not more than 1000 words why the entry warrants an award making sure to provide relevant information for each parameter.
- Each category has its own judging criteria and parameters. Ensure that you provide information for each parameter as indicated in each award category.
- Pay attention to the maximum score awarded for each parameter.
- Attach relevant reference/supporting details including photos, videos as well as customer testimonials where applicable and available.
- If measurable targets were achieved, it is important to provide that evidence, i.e what the target was, if and how it was achieved.

**All information contained in the entries shall not be disclosed to any third-parties**

## Award Categories and Judging Criteria

### 1. Fund Manager of the Year: Overall

#### Who qualifies to enter?

This category is open to all registered Fund Managers, asset managers, pension funds, insurance companies and any other bodies involved in managing assets and institutional investments. Entrants must be licensed by either the Capital Markets Authority or the Retirements Benefits Authority as a Fund Manager.

#### Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	4%
Professional experience - What is the average working experience of the board members?	3%
Professional diversity- How many different professionals are on the board?	3%
Gender - What is the ratio of Female: Male board members	2%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2017)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	4%
Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
<b>Sub total (Pro-rated to 50% of the total)</b>	<b>86%</b>
B. Other Parameters	Max. Score
Average Return on Investment on each Asset Class over the last 5 years y-o-y.	10%
Performance of each Fund over the last 18 months. Composites are required to demonstrate the performance of every discretionary fund managed	10%
Innovation in technology, client service and communication to clients	10%
Allocation Criteria and Spread of Assets	5%
Value of assets under management.	10%
Demonstration of Compliance and Risk Management policies in place	5%
<b>Sub total (Pro-rated to 50% of the total)</b>	<b>50%</b>
<b>TOTAL (A+B)</b>	<b>100%</b>

## 2. Fund Manager of the Year: Pensions

### Who qualifies to enter:

This category is open to all registered Fund Managers, asset managers, pension funds, insurance companies and any other bodies involved in managing Pension Funds. Entrants must be licensed by the Retirement Benefits Authority as a Fund Manager.

### Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	4%
Professional experience - What is the average working experience of the board members?	3%
Professional diversity- How many different professionals are on the board?	3%
Gender - What is the ratio of Female: Male board members	2%
Appointments Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2017)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	4%
Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
<b>Sub total (Pro-rated to 50% of the total)</b>	<b>86%</b>

B. Other Parameters	Max. Score
Average Return on Investment on each Asset Class over the last 5 years y-o-y.	10%
Performance of each Fund over the last 18 months. Composites are required to demonstrate the performance of every discretionary fund managed	10%
Innovation in technology, client service and communication to clients	10%
Allocation criteria and spread of assets	5%
Value of assets under management.	10%
Demonstration of Compliance and Risk Management policies in place	5%
<b>Sub total (Pro-rated to 50% of the total)</b>	<b>50%</b>
<b>A+B TOTAL</b>	<b>100%</b>

### 3. Fund Manager of the Year: Money Market

#### Who qualifies to enter:

This category is open to Fund Managers, asset managers, pension funds, insurance companies and any other bodies involved in Money Markets.

#### Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	4%
Professional experience - What is the average working experience of the board members?	3%
Professional diversity- How many different professionals are on the board?	3%
Gender - What is the ratio of Female: Male board members	2%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2017)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	4%
Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
<b>Sub total (Pro-rated to 50% of the total)</b>	<b>86%</b>

B. Other Parameters	Max. Score
Average Return on Investment on each Asset Class over the last 5 years y-o-y.	10%
Performance of each Fund over the last 18 months. Composites are required to demonstrate the performance of every discretionary fund managed	10%
Innovation in technology, client service and communication to clients	10%
Allocation criteria and spread of assets	5%
Value of assets under management.	10%
Demonstration of Compliance and Risk Management policies in place	5%

Sub total (Pro-rated to 50% of the total)	50%
TOTAL (A+B)	100%

#### 4. Fund Manager of the Year: Equity

##### Who qualifies to enter;

This category is open to Fund Managers, asset managers, pension funds, insurance companies and any other bodies involved in Equity Markets.

##### Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	4%
Professional experience - What is the average working experience of the board members?	3%
Professional diversity- How many different professionals are on the board?	3%
Gender - What is the ratio of Female: Male board members	2%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2017)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	4%
Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
Sub total (Pro-rated to 50% of the total)	86%

B. Other Parameters	Max. Score
Average Return on Investment on each Asset Class over the last 5 years y-o-y.	10%
Performance of each Fund over the last 18 months. Composites are required to demonstrate the performance of every discretionary fund managed	10%
Innovation in technology, client service and communication to clients	10%

Allocation Criteria and Spread of Assets	5%
Value of assets under management.	10%
Demonstration of Compliance and Risk Management policies in place	5%
Sub total (Pro-rated to 50% of the total)	50%
<b>A+B TOTAL</b>	<b>100%</b>

## 5. Fund Manager of the Year: Fixed Income

### Who qualifies to enter;

This category is open to Fund Managers, asset managers, pension funds, insurance companies and any other bodies involved in Bond Market.

### Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	4%
Professional experience - What is the average working experience of the board members?	3%
Professional diversity- How many different professionals are on the board?	3%
Gender - What is the ratio of Female: Male board members	2%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2017)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	4%
Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
Sub total (Pro-rated to 50% of the total)	86%

B. Other Parameters	Max. Score
Average Return on Investment on each Asset Class over the last 5 years y-o-y.	10%
Performance of each Fund over the last 18 months. Composites are required to demonstrate the performance of every discretionary fund managed	10%
Innovation in technology, client service and communication to clients	10%
Allocation Criteria and Spread of Assets	5%
Value of assets under management.	10%
Demonstration of Compliance and Risk Management policies in place	5%
Sub total (Pro-rated to 50% of the total)	50%
<b>A+B TOTAL</b>	<b>100%</b>

## 6. Investment Managers: Alternative Investments & Private Equity

### Who qualifies to enter;

This category is open to all investment managers and any entities involved in private equity or alternative investments.

Private equity here is refers to medium to long term shareholder capital investment in private companies as opposed to publicly listed companies. Alternative Investments could refer to REITS, hedge funds, real estate, commodities and other unclassified asset classes in Kenya.

### Judges will be looking at:

A. Corporate Governance Parameters	Max. Score
Age diversity What is the average age of board members?	4%
Academic qualifications - How many board members are graduates or have professional qualifications.	4%
Professional experience - What is the average working experience of the board members?	3%
Professional diversity- How many different professionals are on the board?	3%
Gender - What is the ratio of Female: Male board members	2%
Appointments - Do you have transparent and documented procedures for appointment of new Board members (e.g nomination committee)?	5%
Do you have an induction framework for new board members?	5%
Do you have continuous skills development program?	5%
Performance Do you conduct annual performance evaluation of Board members, (including the CEO and Company Secretary)?	5%
Do you have clear policies and procedures for remunerating the board of directors?	5%
Board Charter - is it periodically reviewed and made public?	5%
Code of Ethics - do you have documented ethical standards and do you ensure it is complied with	5%
How many board meetings do you have in a year (in 2017)?	5%
Do you have a clear guideline on the removal or exit of an existing board director?	5%
Is there a term limit for the board of directors?	5%
Do you have an Internal Audit committee	4%



Do you have a Risk Management committee	4%
Do you have a Finance and Investment committee	4%
Do you have a Governance committee	4%
How many other board committees relevant or specific to your organization do you have?	4%
<b>Sub total (Pro-rated to 50% of the total)</b>	<b>86%</b>

B. Other Parameters	Max. Score
Average Return on Investment on each Asset Class over the last 5 years y-o-y.	10%
Performance of each Fund over the last 18 months. Composites are required to demonstrate the performance of every discretionary fund managed	10%
Innovation in technology, client service, communication to clients and products	10%
Staff qualification and experience in the industry	5%
Value of assets under management.	10%
Demonstration of Compliance and Risk Management policies in place	5%
<b>Sub total (Pro-rated to 50% of the total)</b>	<b>50%</b>
<b>A+B TOTAL</b>	<b>100%</b>

## 7. Overall outstanding industry contribution

### Who qualifies to enter;

This category is open to all players in the investments markets and securities exchange in Kenya

Winner will be based on the judges assessment of individuals who has made the greatest contribution to the growth of the capital and investments landscape in Kenya

Note: For any feedback regarding the awards categories and judging criteria, contact [judges@thinkbusiness.co.ke](mailto:judges@thinkbusiness.co.ke) or visit our website [www.thinkbusinessafrica.com](http://www.thinkbusinessafrica.com)