



Kenya National Highways Authority

Quality Highways, Better Connections

**Barabara Plaza, Block A & C, Jomo Kenyatta International Airport (JKIA), Off Airport South Road, along Mazao Road,
P.O Box 49712 - 00100 Nairobi, Tel 020 - 4954000 / 0700 423 606 Email dg@kenha.co.ke / Website www.kenha.co.ke**

Registration process.

Acknowledgement of receipt of an idea

This email serves as an acknowledgement receipt of your idea, titled [Idea Title]. We appreciate your commitment to fostering innovation.

Your idea has been assigned a unique Idea Tracking Number: [Tracking Number]. Use this number to access real-time updates on the evaluation process via the Idea Tracking button on your dashboard.

Remember to check your Messages icon for correspondences related to your idea, including feedback or requests for additional information.

Your submission will receive careful consideration. Should you have any questions or need assistance, reach out to us through the portal's messaging system.

Thank you for your participation, and we look forward to exploring the potential of your idea further.

Sending of One Time Password to the idea Author

As part of our enhanced security measures, we have the one-time password (OTP) verification process. To proceed, please access the online portal at [Website URL] and enter the following OTP: [OTP Code]. This unique code is time-sensitive and should be entered promptly to ensure a seamless verification experience. Do not share the code with anyone.

Evaluation stage.

First scenario –The idea has passed the Committee evaluation stage

We are delighted to inform you that your submitted idea, titled [Idea Title], has successfully passed the evaluation stage conducted by our esteemed committee of subject matter experts. Your innovation has demonstrated potential and aligns with our organization's objectives.

We will provide regular updates regarding the outcomes of the subsequent approval stages to enable you to actively participate in shaping and refining your idea further.

Second scenario – The idea has failed at the committee evaluation stage

Thank you for submitting your innovative idea, titled [Idea Title], to our Authority. We sincerely appreciate your efforts and the time you dedicated to developing and sharing your vision with us.

After a thorough evaluation conducted by our esteemed committee of subject matter experts, we regret to inform you that your idea did not pass the evaluation stage. While it did not meet the



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criteria for progression at this time, please be assured that each submission was evaluated with utmost diligence and fairness.

Should you wish to receive a more detailed feedback on the evaluation results or seek guidance for further development, please do not hesitate to reach out to us.

Third Scenario – Additional Information Needed.

After careful evaluation by our committee of subject matter experts, we have determined that your idea holds promise; however, to make a final determination, we require some additional information to be able to thoroughly assess the feasibility and potential impact of your idea.

You will receive a detailed message detailing the additional information/clarifications we require. We kindly request your prompt attention to ensure a comprehensive evaluation and consideration of your idea.