

# VORSTER FORB MANAGEMENT CONSULTANTS

## Company Profile

### Executive Summary

Established in 2002, Vorster Forb Management Consultants stands as a trusted partner for organizational transformation across Kenya and East Africa. We deliver comprehensive management consultancy services spanning corporate governance, strategic development, financial management, taxation, and business process optimization. Our client portfolio encompasses SMEs, corporate entities, cooperative societies, NGOs, and government organizations seeking measurable value creation through rigorous analysis and practical implementation.

#### Core Differentiators:

- 20+ years of proven consultancy excellence
- Registered KRA Tax Agents (Kenya Revenue Authority)
- NITA-accredited training provider
- ICPAK member consultants (Institute of Certified Public Accountants of Kenya)
- Multi-sector expertise across public and private domains

### Company Information

**Legal Name:** Vorster Forb Management Consultants

**Year of Establishment:** 2002

**Registration:** [Company Registration Number]

**Headquarters:** Galexon House, 5th Floor

Golf Course Centre

Off Mbagathi/Ngumo Road

Nairobi, Kenya

#### Contact Information:

Email: [forbmanagement@gmail.com](mailto:forbmanagement@gmail.com)

Phone: +254 722 853 849

Phone: +254 729 088 918

Phone: +254 783 173 388

#### Professional Affiliations:

- Kenya Revenue Authority (KRA) - Registered Tax Agents
- National Industrial Training Authority (NITA) - Registered Training Provider
- Institute of Certified Public Accountants of Kenya (ICPAK) - Members in Good Standing

### Our Mission

To provide value-driven consultancy services to a diverse range of clients across Kenya and East Africa, delivering measurable outcomes through rigorous analysis, strategic insight, and practical implementation that drives sustainable organizational performance.

## Our Vision

To be recognized as the premier management consultancy firm in Kenya, East Africa, and beyond, known for delivering quality, accurate, and timely services that empower decision-makers to achieve transformational results.

## Core Values

**Customer Focused:** We prioritize client satisfaction and retention through responsive service delivery and tailored solutions that address unique organizational challenges.

**Integrity:** We uphold the highest ethical standards in all engagements, maintaining confidentiality, transparency, and professional objectivity.

**Sustainability:** We design solutions that create long-term value while respecting environmental and social responsibilities aligned with sustainable development goals.

**Professionalism:** Our consultants maintain rigorous professional standards through continuous learning, adherence to best practices, and regulatory compliance.

**Environmental Stewardship:** We observe Environmental Management and Audit Scheme (EMAS) principles, recognizing the critical importance of maintaining planetary health for anthropogenic use.

## Service Portfolio

### 1. Corporate Governance

We design and implement governance frameworks emphasizing transparency, independence, accountability, and integrity. Our services include:

- Corporate governance framework design and implementation
- Director responsibilities and shareholder relations structuring
- Board effectiveness assessments and governance audits
- Environmental, Social, and Governance (ESG) compliance advisory
- Corporate social responsibility (CSR) strategy development
- Stakeholder engagement frameworks aligned with SDGs

**Value Proposition:** Organizations achieve regulatory compliance, enhanced reputation, improved decision-making processes, and sustainable stakeholder relationships through robust governance structures.

### 2. Strategic Development

We provide systematic strategic planning services covering the complete development lifecycle:

**Phase 1 - Strategic Analysis:**

- Mission, vision, and strategic intent formulation
- Environmental analysis (PEST framework)
- Corporate appraisal (SWOT analysis)
- Stakeholder expectations assessment
- Quantified performance measures establishment

**Phase 2 - Strategic Choice:**

- Strategic options generation
- Evaluation for acceptability, suitability, and feasibility
- Resource requirement assessment
- Risk analysis and mitigation planning

**Phase 3 - Strategic Implementation:**

- Resource planning and allocation
- Operational plan development
- Organizational structure design
- Change management frameworks
- Cultural transformation roadmaps
- Performance monitoring systems

**Value Proposition:** Clients achieve alignment between organizational capabilities and market opportunities, ensuring efficient resource deployment and measurable progress toward strategic objectives.

### **3. Business Process Re-engineering (BPR)**

We conduct fundamental redesigns of business processes to achieve dramatic improvements in cost efficiency, service quality, and delivery speed.

**Methodology:**

1. Current-state assessment and bottleneck identification
2. Future-state design focused on customer outcomes
3. Prototype development and testing
4. Phased implementation with stakeholder engagement
5. Continuous monitoring and optimization

**Application Areas:**

- Operational workflow optimization
- Cost reduction initiatives
- Quality management system development
- Service delivery speed enhancement
- Process standardization and automation

**Value Proposition:** Organizations achieve 30-60% efficiency improvements through streamlined processes that eliminate redundancies while improving output quality and customer satisfaction.

### **4. Enterprise Resource Planning (ERP) Implementation**

We design and deploy integrated ERP systems that unify organizational functions:

**Integration Scope:**

- Inventory management and optimization
- Procurement and supplier relationship management
- Manufacturing and production planning
- Financial operations and reporting
- Human resource management
- Customer relationship management

**Implementation Approach:**

- Requirements analysis and system selection
- Demand-pull model configuration for inventory optimization
- Real-time data integration across business functions
- User training and change management
- Post-implementation support and optimization

**Value Proposition:** Clients achieve real-time visibility across operations, reduced inventory carrying costs, improved supply chain responsiveness, and data-driven decision-making capabilities.

## **5. Training and Development (NITA Registered)**

As a NITA-registered provider, we deliver accredited training programs across all management levels:

**Program Catalog:**

- Corporate Governance and Strategic Management
- Financial Management and Investment Appraisal
- Working Capital Management
- Risk Management Framework Development
- Leadership and Performance Management
- Customer Relationship Management (CRM)
- Revenue Collection Skills
- Tax Planning and Compliance
- Project Management
- Business Process Optimization

**Training Methodology:**

- Needs assessment and customization
- Interactive workshops combining theory and practical application
- Case study analysis from relevant sectors
- Post-training support and implementation guidance
- Performance evaluation and certification

**Value Proposition:** Organizations develop high-caliber human capital, improve employee performance, reduce operational errors, and enhance productivity through structured skills development.

## **6. Taxation Services (KRA Registered Agents)**

As registered KRA agents, we provide comprehensive tax advisory and compliance services:

**Service Offerings:**

- Annual tax return preparation and filing
- Monthly VAT returns and refund processing
- Tax compliance certificates
- KRA e-TIMS/TIMS system implementation
- PAYE and payroll management
- Housing training levy compliance
- Capital gains tax advisory
- Withholding tax (WHT) management
- Turnover tax (TOT) compliance
- Tax planning and optimization strategies
- Deferred tax calculations
- Tax dispute resolution

**Value Proposition:** Clients achieve full regulatory compliance, minimize tax liabilities through strategic planning, avoid penalties and interest charges, and maintain positive relationships with KRA.

## **7. Financial Management and Audit (ICPAK Members)**

Our ICPAK-member consultants deliver professional accounting and financial management services:

**Service Offerings:**

- Bookkeeping and accounting services
- Financial reporting (IFRS compliance)
- Audit and assurance services
- Financial management advisory
- Cash flow management and optimization
- Working capital analysis
- Profitability analysis and cost management
- Financial operations governance
- Internal control system design
- Management information systems for decision support

**Value Proposition:** Organizations achieve accurate financial reporting, regulatory compliance, improved profitability, enhanced cash flow management, and actionable insights for strategic decision-making.

## **8. Project Management**

We provide professional project management ensuring delivery within quality specifications, budget constraints, and timeline commitments:

**Methodology:**

- Project initiation and charter development
- Comprehensive planning and resource allocation

- Execution management with quality control
- Continuous monitoring and progress reporting
- Risk identification and mitigation
- Stakeholder communication and engagement
- Project closure and lessons learned documentation

#### **Application Areas:**

- Infrastructure development projects
- System implementation projects
- Organizational change initiatives
- Process improvement projects
- Technology deployment projects

**Value Proposition:** Clients achieve predictable project outcomes, optimized resource utilization, minimized risk exposure, and stakeholder satisfaction through systematic project governance.

## **9. Additional Specialized Services**

#### **Due Diligence and Business Valuation:**

- Comprehensive business valuation for M&A, ownership changes, and liquidation
- Due diligence investigations
- Risk assessment and identification
- Fair market value determination

#### **Environmental Impact Assessment:**

- Environmental footprint analysis aligned with COP26 goals
- Carbon footprint measurement
- Resource utilization assessment
- Sustainability strategy development

#### **Secretarial Services:**

- Company registration and incorporation
- Annual returns filing
- Share transfer processing
- Statutory compliance management
- Corporate records maintenance

#### **Revenue Collection Systems:**

- Collection framework design
- Internal control implementation
- Reconciliation mechanism development
- Cash management optimization

#### **Investment Appraisal:**

- NPV and IRR analysis
- Payback period calculations
- Risk-adjusted return assessment
- Capital budgeting advisory

## **Our Approach**

## **Discovery Phase**

We begin every engagement with comprehensive organizational assessment, understanding your business operations, strategic objectives, operational challenges, and stakeholder expectations.

## **Analysis Phase**

Our consultants conduct rigorous analysis using industry-proven frameworks (PEST, SWOT, financial ratio analysis, process mapping) to identify improvement opportunities and strategic options.

## **Collaboration Phase**

We engage management and relevant stakeholders to discuss findings, validate assumptions, refine recommendations, and ensure alignment with organizational realities.

## **Implementation Phase**

We execute agreed solutions with active involvement of client staff, providing hands-on support, training, and change management to ensure sustainable adoption.

## **Monitoring Phase**

We deliver independent reports on implementation progress, measuring outcomes against defined success criteria and providing ongoing optimization recommendations.

# **Competitive Advantages**

## **1. Expertise and Talent Management**

Our team comprises highly qualified consultants with extensive cross-sector experience. We maintain technical excellence through continuous professional development and adherence to evolving best practices.

## **2. Technology Infrastructure**

We utilize modern software and digital systems that enable efficient service delivery, real-time collaboration, and adherence to client deadlines.

## **3. Client-Centric Service Delivery**

Customer satisfaction drives our operational philosophy. We prioritize responsiveness, flexibility, and value creation to maintain long-term client relationships.

## **4. Regulatory Compliance Excellence**

Our professional registrations (KRA, NITA, ICPAK) ensure clients receive services that meet the highest regulatory and professional standards.

## 5. Multi-Sector Experience

We have successfully served clients across manufacturing, services, agriculture, technology, NGO, government, and cooperative sectors, bringing diverse insights to every engagement.

### Client Portfolio (Representative Sectors)

- **SMEs:** Growth strategy, financial management, tax compliance
- **Private Sector Corporations:** Corporate governance, ERP implementation, process optimization
- **Cooperative Societies:** Governance frameworks, financial management, regulatory compliance
- **Non-Governmental Organizations:** Project management, financial reporting, donor compliance
- **Government Entities:** Strategic planning, capacity building, revenue optimization
- **County Governments:** Revenue collection systems, financial management, staff training

### Quality Assurance

We maintain rigorous quality standards through:

- **Professional Certification:** All consultants maintain active professional memberships and certifications
- **Continuous Learning:** Regular training on emerging regulations, technologies, and best practices
- **Peer Review:** Internal quality control processes including senior consultant review of deliverables
- **Client Feedback:** Systematic collection and integration of client feedback for continuous improvement
- **Confidentiality Protocols:** Strict adherence to professional confidentiality standards

### Corporate Social Responsibility

We recognize our obligation to contribute positively to society and the environment:

- **Environmental Stewardship:** We advocate for sustainable business practices and environmental management systems
- **Community Engagement:** We support local communities through pro bono advisory services to community organizations
- **Professional Development:** We mentor young professionals entering the consultancy and accounting fields
- **Ethical Business Practices:** We maintain zero-tolerance policies for corruption, fraud, and unethical conduct

### Why Choose Vorster Forb?

**Proven Track Record:** 20+ years delivering measurable results across diverse sectors and organizational scales.



**Regulatory Credibility:** Official registrations with KRA, NITA, and ICPAK membership provide assurance of professional standards.

**Tailored Solutions:** We customize our approach to your unique context rather than applying generic templates.

**Practical Implementation:** We don't just deliver reports—we partner with you through implementation to ensure sustainable change.

**Value for Investment:** Our services generate measurable returns through cost reduction, revenue enhancement, risk mitigation, and operational efficiency.

**Timely Delivery:** We respect deadlines and maintain transparent communication throughout engagements.

## Contact Us

### Schedule a Consultation:

Email: [forbmanagement@gmail.com](mailto:forbmanagement@gmail.com)

Phone: +254 722 853 849 | +254 729 088 918 | +254 783 173 388

### Visit Our Office:

Galexon House, 5th Floor  
Golf Course Centre  
Off Mbagathi/Ngumo Road  
Nairobi, Kenya

**Office Hours:** Monday - Friday, 8:00 AM - 5:00 PM EAT

## Testimonials

*"Vorster Forb transformed our financial reporting systems, enabling us to achieve full IFRS compliance while reducing month-end closing time by 60%. Their practical approach and hands-on support made the difference."*

— Finance Director, Manufacturing Sector

*"The strategic planning facilitation provided by Vorster Forb helped us clarify our vision and develop actionable plans that we're now successfully implementing. The process was inclusive and genuinely transformational."*

— Executive Director, NGO Sector

*"Their KRA compliance support has been invaluable. We've achieved consistent compliance while optimizing our tax position through their strategic planning advice."*

— Managing Partner, Professional Services Firm

*This document is confidential and proprietary. Unauthorized reproduction or distribution is prohibited.*

**Document Version:** 1.0

**Last Updated:** January 2025

**Prepared By:** Vorster Forb Management Team