



## ARE YOU INTERESTED IN AN OFFICE SPACE?

**Who we are:** CISP – Comitato Internazionale per lo Sviluppo dei Popoli (International Committee for the Development of Peoples) is a rights-based international NGO established in 1983 in Rome. CISP implements humanitarian, rehabilitation and development projects through its cooperation with public and private local actors in over 30 countries globally. Since 1997 CISP has been working in Kenya to carry out projects in areas of development by supporting national and county authorities to provide quality, equitable, transparent and accountable services in various sectors. Over the past 23 years, CISP Kenya has expanded its activities across more than 12 Counties in both rural and urban areas in various sectors of intervention, including Agriculture and Food Security, Conservation, Livelihoods, Health and Nutrition, Protection (children, refugees, GBV), Education (early childhood, university), Governance, and Arts and Culture.

### Objective

To obtain a partner preferably working for a not-for-profit organisation to share the office space. CISP is advertising for an office space measuring 7m by 3.2 m with 3 workstations (for 3 personnel) and adequate storage space in a serene environment. CISP promotes an inclusive, safe, friendly, equitable and hard-working office environment—we are looking for a partner who shares similar values and working culture as ours.

### Location and Contacts:

PHYSICAL ADDRESS: NO. 117 MANYANI ROAD, OFF JAMES GICHURU RD., LAVINGTON.  
P.O. BOX 39433 – 00623 NAIROBI, KENYA.  
TEL. +254 733 441 441, 0775 149 900, 0717 149 900

The office sits on an exquisite 1.5-acre property with mature trees and well-manicured gardens perfect for outdoor meetings and lunch breaks. Manayani East Road is a quiet road gated at James Gichuru and Kabarsiran Avenue intersections, ensuring security. The office space is also easily accessible through James Gichuru and Waiyaki way.

### DOSH Compliant:

CISP is registered with the Directorate of Occupational Safety and Health Services in Kenya and is compliant with Occupational Safety & Health Act, 2007 and Government Guidelines and Protocols on COVID-19 Prevention and Mitigation, in addition to the organisational COVID-19 Standard Operating Procedures.

### Affordable

There are no legal fees. The costs involve a one-time refundable deposit with a monthly contribution of Kenya Shillings Eighty Thousand (80,000) all-inclusive.

### Serviced

The office space is designed for an organisation looking to have a practical, convenient, and serene workspace. CISP will take care of utilities, cleaning and maintenance.

### Inclusions:

- The office is a spacious 7m by 3.2m room with two large windows, three lockable desks, three comfortable office chairs and two cabinets. The office will comfortably accommodate three personnel at one given time (or more personnel on a rotational basis).
- 24-hour security guards
- Freshwater, tea and coffee are provided to your team and visitors throughout business hours

- High-speed WiFi internet and backup generator in case of power outage.
- Receptionist service and waiting area for your visitors
- Accessible and bookable on-demand meeting rooms, including a large boardroom
- Access to all shared spaces, including a fully fitted kitchen and a serene garden with multiple seating areas.
- Parking Spaces (at least 2)
- Shared Gents and Ladies washrooms.

**How to book an appointment to view the office:**

If interested, please send your appointment request through either of the following options.

- Via e-mail to [teresia.kamande@cisp-ngo.org](mailto:teresia.kamande@cisp-ngo.org) and cc [kenya@cisp-ngo.org](mailto:kenya@cisp-ngo.org) with the e-mail subject: "Request for viewing of office space"
- Via telephone, please get in touch with Teresia Kamande on +254720591734.

**PHOTO GALLERY**



**Picture 1: Front view of the office - green and serene environment**



**Picture 2: Ample parking available for staff and visitors**



**Picture 3: Outside seating for four people. Ideal for breaks and meetings for small groups. WiFi reaches the garden area**



**Picture 4: Outside seating in the garden, ideal for lunch and meetings.**



**Picture 5: Tranquil and peaceful environment**



**Picture 6: Impressive office entrance that welcomes visitors with a grand winding staircase**



**Picture 6: Available office room for rent that is fully furnished to comfortably seat at least three staff members or more staff if on rotation**



**Picture 7: Spacious room measuring 7m by 3.2m**