

## **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 spaces. CISP is advertising for office spaces measuring; 1 room 11ft by 10ft, 3 rooms 10ft by 10ft, a meeting room 11ft by 10ft (for 6 personnel), a washroom, 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. Manyani 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 One Hundred and Twenty-One Thousand Only (Ksh. 121,000) 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 spacious office extension has the below features;
- 1a room: 11ft by 10ft accommodates 1 personnel (1 lockable desk, 1 comfortable chair and 1 visitor's chair)
- 1b room: 10ft by 10ft accommodates 1 personnel (1 lockable desk, 1 comfortable chair and 1 visitor's chair)

- 1c room: 10ft by 10ft room accommodates 2 personnel (2 lockable desks and 2 comfortable chairs).
- 1d room: 10ft by 10ft room accommodates 2 personnel (2 lockable desks and 2 comfortable chairs).
- Meeting room: 11ft by 10ft with a meeting table, six wooden chairs, and filing storage. The office will comfortably accommodate six personnel at one given time.
- 1 toilet space.
- 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 a power outage.
- 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 4)
- 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 and private spaces**





Picture 2: Common shared spaces