



# COMPANY PROFILE



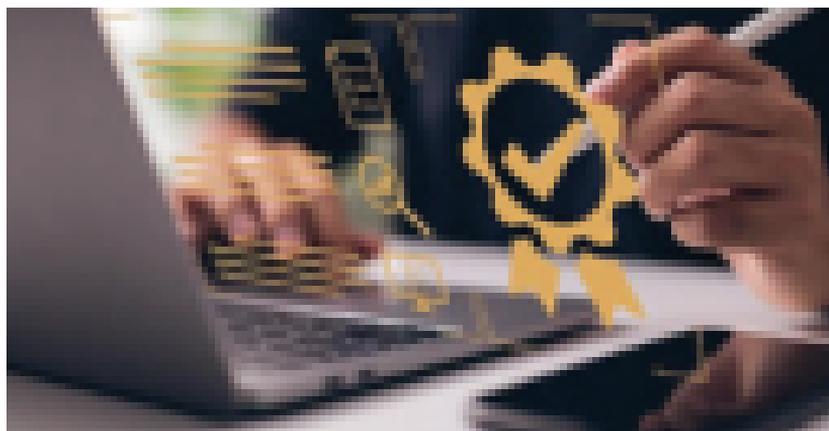
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## ABOUT BUTMAS-CHEILIT

Butmas-Cheilit (BC) is a dynamic and multidisciplinary consulting firm based in the UK in London. Founded with a strong commitment to professional excellence, we specialise in providing integrated solutions in Digital Services, Project Resource Services, and Environmental Management. We help clients achieve a sustainable business of strategy, time and resources, making us a reliable partner for both private and public sector clients.

Our prime business is delivering client-focused services that meet international standards, ensuring compliance, operational efficiency, and sustainable growth for our clients.



## OUR VISION AND MISSION



### Our Vision

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To be the leading provider of professional consulting services in Tanzania and across East Africa, recognized for quality, compliance, and client satisfaction.



### Our Mission

To deliver innovative and practical consulting solutions that empower organizations and promote legal, operational, and environmental excellence.



## OUR CORE VALUES



**Customer  
Satisfaction**



**Integrity and  
Transparency**

**OUR  
CORE  
VALUES**



**Excellence in  
Service**



**Teamwork and  
Collaboration**

A blue-tinted background image featuring a fountain pen and a stack of books. The pen is positioned diagonally across the upper right portion of the frame, with its nib pointing towards the bottom left. Below the pen, several books are stacked horizontally, their spines visible. The overall aesthetic is professional and academic.

## OUR CORE SERVICES

We offer comprehensive and personalized legal services tailored to meet the diverse needs of individuals, corporate clients, institutions, and government agencies.

Our legal team combines deep knowledge of Texas law with practical experience across multiple industries and sectors. Our core legal practice areas include:





1

## CORPORATE & COMMERCIAL LAW

- Company formation and structure
- Mergers and acquisitions (M&A)
- Joint ventures and shareholder agreements
- Corporate governance strategy
- Commercial contracts, drafting and negotiations

2



## LABOUR AND EMPLOYMENT LAW

- Compliance with the Employment and Labour Relations Act and related regulations.
- Drafting and review of employment contracts and HR policies.
- Regulate compliance at the Commission for Workmen and Labourers (CWL) and Labour Court.
- Labour termination status and disciplinary procedures.
- Trade union and collective bargaining matters.

## DISPUTE RESOLUTION & LITIGATION

- Civil and commercial disputes before all levels of Kenyan courts.
- Labour dispute litigation and arbitration.
- Mediation and out-of-court settlements.
- Enforcement of local and foreign judgments and arbitral awards.



## REGULATORY COMPLIANCE

101

### REGULATORY COMPLIANCE ELECTIVE

- Managing regulatory demands and training requirements
- Sector-specific compliance (payments, finance, energy, retail, etc.)
- Environmental compliance and risk assessments

102

### REAL ESTATE & LAND LAW

- Land acquisition and due diligence
- Conveyance and registration of title
- Real estate project structuring
- Land dispute resolution



101

## TAXATION & INCOME TAX

- Tax planning and practice
- Assistance with ITR audits and objections
- GST, PFMS and income compliance

102

## INTELLECTUAL PROPERTY LAW

- Trademarks and patent operations
- IP protection and enforcement
- Licensing agreements

# Due Diligence

100.

## LEGAL DUE DILIGENCE

- Legal advice for corporate restructuring and investment
- Risk assessment for mergers, acquisitions, and real estate transactions

101.

## INNOVATION & TRADE PATENTS

- Start-up and venture patent applications
- Idea processing and appeals
- Compliance with regulations for startups

102.

## COMPANY SECRETARIAL SERVICE

- Annual filings and compliance with SECs
- Board meeting documentation and record keeping
- Corporate governance advisory

As a Human Resource (HR) Company, we offer a wide spectrum of Human Resource (HR) services related to meet the varying needs of organisations at various scales.

Our HR services is provided in legal assistance, strategic workforce planning, and operational efficiency to support our clients in attaining optimal organisational performance.



# HR

1

## HR POLICY DEVELOPMENT AND COMPLIANCE

- Drafting and reviewing HR policies and employee handbooks
- Aligning internal policies with the Employment and Labour Relations Act (p. 16), the Labour Act, and relevant legislation (p. 16) for HR & IT industry
- **Review** legal compliance with disciplinary procedures, processes

2

## RECRUITMENT AND TALENT ACQUISITION

- Drafts and executes various activities including job description development, advertisement, candidate sourcing, interviewing, and onboarding
- Executive search and recruiting for senior level roles
- Researches staffing solutions for short and long-term projects





## 14

### WORKFORCE PLANNING AND HR STRATEGY

- Organizational structuring and job grading
- Workforce planning aligned with business objectives
- HR audits and needs assessments

## 15

### EMPLOYEE RELATIONS AND INDUSTRIAL RELATIONS

- Managing workplace conflict and grievance解决 mechanisms
- Representing employees in employee relations dispute resolution and arbitration (ERD) processes
- Evaluating workplace management and disciplinary hearings



## PERFORMANCE

### PERFORMANCE MANAGEMENT SYSTEMS

- Designing and implementing performance appraisal frameworks
- KPIs and goals being aligned with organizational objectives
- Training on performance review techniques and performance based reward systems

### TRAINING AND CAPACITY BUILDING

- Customized in-house training programs in HR compliance, labor law, leadership, team building, and workplace ethics
- Workshops on sexual harassment, workplace diversity, and employee wellness



## COMPENSATION AND BENEFITS STRUCTURING

Salary benchmarking and grading systems

Designing employee benefits packages (insurance, investments, pension schemes)

Payroll support and compliance with statutory obligations (PAYE, P45, HMRC)

## HR OUTSOURCING AND RETIRED SERVICES

Full or partial outsourcing of HR functions

Monthly administered HR advisory support for SMEs and NGOs

Case management and employee re-structuring



02

## EMPLOYEE AND LABOUR COMPLIANCE SUPPORT

- Risk point and remedial point processing
- Awareness and compliance training for corporate staff
- Advice on involvement and labour union regulations.

03

## OCCUPATIONAL HEALTH & SAFETY (OHS) SUPPORT

- HR cooperation with workplace health and safety compliance.
- Incident reporting procedures and risk mitigation strategies.
- OHS policy drafting and employee consultation.

## 03.

# ENVIRONMENTAL MANAGEMENT, HEALTH & SAFETY (EMHS)

As BETHKOR Group's (B) Company (B) Group, we are dedicated to providing sustainable management, environmental protection, and workplace safety across various sectors.

Our Environmental Management, Health & Safety (EMHS) services are tailored to help organizations comply with regulatory standards, minimize environmental impact, and foster safe, healthy working environments.





## I.

### ENVIRONMENTAL IMPACT ASSESSMENT (EIA) & ENVIRONMENTAL AUDIT (EA)

- ✦ Preparation and submission of EIA reports in accordance with NEPA guidelines.
- ✦ Structuring Environmental Audits for existing projects to assess compliance and recommend improvements.
- ✦ Strategy/Environmental Licenses and Permits.

## II.

### ENVIRONMENTAL RISK ASSESSMENT & MITIGATION

- ✦ Identification, evaluation, and mitigation of environmental risks.
- ✦ Development of Environmental Management Plans (EMPs).
- ✦ Risk assessment, management and mitigation strategies.



# OCCUPATIONAL HEALTH & SAFETY (OHS) COMPLIANCE

## OCCUPATIONAL HEALTH AND SAFETY COMPLIANCE

Develop and implement an occupational health & safety (OHS) policy.

Conduct risk assessments and safety inspections.

Ensure safety and reporting alignment with OHS and all standards.

## WASTE AND POLLUTION MANAGEMENT

Identify, measure, and monitor waste management plans.

Assess water and air pollution emissions.

Reduce overall strategies and cleaner production techniques.



01

## ENVIRONMENTAL LICENSING & REGULATORY COMPLIANCE

- Identify and obtain licenses, permits, and regulatory approvals from HHS, EPA, and other agencies.
- Legal compliance audits and representation on regulatory matters.
- Monitoring and reporting on pertinent environmental and safety regulations.

02

## WORKPLACE HEALTH PROMOTION & TRAINING

- Capacity building on health and safety practices.
- Employee training on emergency procedures, fire safety, and use of personal protective equipment (PPE).
- Health assessments and ergonomic risk assessment.



101

## SUSTAINABILITY AND CLIMATE CHANGE ADVISORY

- Integration of sustainability practices into business operations
- Carbon footprint analysis and climate risk strategy
- ESG (Environmental, Social, and Governance) reporting support

102

## CONSTRUCTION & INDUSTRIAL SAFETY SUPERVISION

- Safety supervision on construction sites and industrial operations
- Preparation of Environmental, Environmental and Social Management Plans (EESMP)
- Accident/incident investigation and reporting



Our real estate team offers expert services in property development, acquisition, and investment advisory. Whether you're an individual, corporate, public, or foreign, we provide advice and assistance to help you make efficient and legally compliant decisions.

#### Our services include:

- Real estate feasibility studies and project planning
- Property valuation and investment analysis
- Legal advisory on regulatory uncertainties
- Site selection, development permits, and project coordination
- Real estate financing advisory
- Corporate real estate and land use consulting



We provide financial advisory, compliance, and auditing services to help organizations strengthen their internal controls, operational efficiency, and meet statutory obligations.

#### Our services include:

- Financial and internal auditing (financial, compliance, and operational)
- Preparation and review of financial statements in accordance with IFRS
- Tax planning, advisory and IFRS-compliance support
- Financial due diligence for mergers, acquisitions, and joint ventures
- Risk management and internal control evaluation
- Business planning, forecasting, and investment analysis

## OUR TEAM OF EXPERTS

At INSTITUTE CONNECT, we assemble world-class, our success is drawing a multidisciplinary team of professionals with deep sector knowledge and practical experience. Each team member plays a critical role in delivering high-quality, compliant, and client-focused transactions. Our team includes:

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**Mr. Robert C. Williams**  
Managing Director



**Kenneth A. Williams**  
Operations Director



**Mr. Nathaniel P. Williams**  
Lead Analyst & Strategist



**Mr. Nathaniel P. Williams**  
Lead Analyst & Strategist



**Nathaniel P. Williams**  
Lead Analyst & Strategist



**Robert C. Williams**  
Managing Director



**Robert C. Williams**  
Managing Director



**Nathaniel P. Williams**  
Lead Analyst & Strategist



**Nathaniel P. Williams**  
Lead Analyst & Strategist



**Ms. Sarah J. Williams**  
Lead Analyst & Strategist



## JOHNSON M. RUTECHULA

Managing Director

Mr. Rutechula Johnson is an experienced Project Executive with extensive experience with those that oversee/steer a portfolio of projects at the Technical Services Agency (TSA/NSA/CSS). Over the course of his career he has successfully managed major cost and infrastructure development projects, particularly those involving land reclamation, transportation, treatment, and utility projects. He has consistently inspired a synergy between national expertise and local capability ensuring that development initiatives are implemented efficiently while safeguarding the rights and welfare of affected communities.

Mr. Johnson has managed a multi-million-dollar national network operations in the preparation and implementation of Resettlement Action Plans (RAPs) in compliance with both African Development Bank (ADB) and World Bank safeguard standards. He has overseen similar processes such as prior action, social impact assessments, and grievance management mechanisms, demonstrating skills in worker retention and stakeholder engagement. Additionally, Mr. Johnson has played a vital role in monitoring construction activities to ensure adherence to environmental, social and contractual obligations. He has demonstrated competence in construction project management.

Additionally, Mr. Johnson holds a Bachelor's Degree in Industrial Engineering from the Institute of Technology, Kenya, where he was the President for his undergraduate team. He has a reputation for his strong grounding in human resources and organizational management. He is currently enhancing his academic qualifications by pursuing a Master of Arts in Sociology at the University of Central Florida, where he is teaching his students and research staff, particularly in understanding social structures and community dynamics. His national proficiency spans across both Africa, USA, and Asia, enabling him to provide evidence-based solutions to project challenges.

Beyond his public sector career, Mr. Johnson also an entrepreneur and owner of the private sector firm known as the Managing Director of JIMBI Insurance Limited, a company that delivers insurance construction and supply projects across the country. Furthermore, he is the Managing Director of RUTARA CONSULTING Co., LIMITED, a newly established Multidisciplinary Consulting firm offering professional solutions in Human Resources, Legal Affairs, Safety & Environment, Project and Management consultancy. Through these leadership roles, he continues to contribute to national development by bridging technical expertise, strategic management, and social responsibility.



## KASIM SAID MASIMBO

Consultant – Labour Law & Mining  
Legal Advisory

Kasim Said Masimbo is a seasoned Human Resources Specialist and Consultant with over 20 years of progressive professional experience spanning education, labour relations, human resource management, and consultancy. He holds a Bachelor of Science in Labour and Industrial Relations and is currently pursuing a Master of Science in Strategic Human Resources Management at the Institute of Social Studies, the only Institute in the region dedicated to discipline-based consultancy, organizational development, and employee relations, shaped through extensive public-private and consultancy experience.

Kasim began his career as a Teacher and Lecturer within Moshi and Kilimanjaro Districts, where he fostered leadership, mentoring, and organizational development skills. He later served as a State Labor Officer with ChOCORWA State & Revenue Department as Project Coordinator and Programme Officer of TAMCO WOP, 2011-2016.

Over the years, he coordinated international labour projects in collaboration with the Forum for International Cooperation (FOC) Building Workers International (BWI) and Industrial AI, focusing on mining workers' unions.

With over 10 facilitated worker rights advocacy managed-throughout-research, led union registration and represented capacity-building programs, strengthening his expertise in labour relations and employee advocacy.

Currently, Kasim is the Founder and Co-ordinator/Project and HRMS Consultant of KILIMANJARO CONSULTANCY COMPANY, limited, a multi-disciplinary consultancy firm providing services in Human Resources, Legal, Trade, Safety & Environment (HSE), and Management consultancy. He leads strategic labour engagements, facilitates compliance interventions, labour relations support, and operational restructuring for clients across Tanzania. He also provides specialized advisory services in mining law and local content regulations, having accompanied companies in the Morogoro Region with regulatory compliance, licensing, and sustainable operations.

Beyond his consulting profile, Kasim is the Founder of KILIMANJARO CONSULTANCY COMPANY limited, a Board Member at BARI, and Director & CEO of KILIMANJARO COMPANY LTD. His leadership prioritizes grassroots capacity building, a strong commitment to community development, with excellent communication, negotiation, and problem-solving skills. He continues to support operations in strengthening companies, fostering harmonious labour relations, and achieving sustainable growth across multiple sectors in Tanzania.





## GOODLUCK P. MCHWERE

Lead, Legal & Compliance

Goodluck Peter Mchwere is a highly skilled Advocate, legal Practitioner, and Development Program Officer with over 7 years-of-professional experience in law, human rights advocacy, child protection, project management, gender issues, and organizational capacity building. He is an Advocate of the High Court of Tanzania, Commissioner for Child, and an experienced professional in both legal practice and civil society program management.

He holds a Post Graduate Diploma in Legal Practice from the Law School of Tanzania and a Bachelor of Laws (LL.B.) from the University of Dodoma. He has further enhanced his expertise through numerous professional trainings in leadership, human rights, gender, child protection, data analysis, ADR, and project monitoring & evaluation.

Professionally Goodluck has served with Wellfield - CAC Tanzania for over 8 years in various capacities including Long Distance Sponsorship Program Officer, IT Manager, and Project Manager where he demonstrated strong skills in project coordination, community engagement, economic-management, and ICT systems support. Currently, he works as a Programme Officer at JIYAMA LA KATIBA TANZANIA (JAKATTA), focusing on project planning, stakeholder engagement, monitoring & evaluation, and legal advocacy.

In addition, he provides consultancy services in Human Resource Management, Mediation, Arbitration, and Legal Research, and has experience in training facilitation and organizational development. His proven track record shows strong ability to work with government institutions, NGOs, communities, and international partners.

Goodluck is passionate about justice, human rights, gender equality, and community empowerment, with excellent communication, leadership, and problem-solving skills.



## EMMANUEL P. MUHINDI

HRM/HR Consultant | Trainer

Emmanuel is a seasoned Human Resource Professional and Consultant with over 12 years of proven experience in Human Resource Management, Labour Relations, and Administration across diverse industries. Having worked in various roles, consulting, and infrastructure development, He holds a Bachelor's Degree in Industrial/Labour Relations and has undergone several professional trainings in labour laws, relation crisis management, organizational change, performance management, and workplace compliance.

With over 7 years of HR and Administration leadership in the relation industry and 12 years supervising urban infrastructure development projects under JICA, Emmanuel has built strong expertise in HR systems setup and audit, talent acquisition, training, employee relations, performance management, and compliance with Tanzania BODD laws and international standards.

As a consultant, Emmanuel has supported more than 50 clients across various sectors, working on HR strategy, workplace compliance, organizational restructuring, and HR policy drafting. He is skilled in policy development, contract management, disciplinary and termination procedures, compensation and benefits design, foreigner work permits, and HR compliance. His approach focuses on fostering inclusive, compliant, and high-performing workplaces that align employee capabilities with organizational goals.

Emmanuel is recognized for his ability to blend theoretical knowledge with hands-on practical experience, ensuring that businesses not only remain compliant with legal frameworks but also thrive through innovation, employee engagement, and operational efficiency.



P.O. Box 79871, Dar es Salaam, Tanzania



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Contacts

## OUR KEY CUSTOMERS

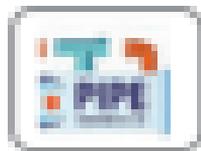
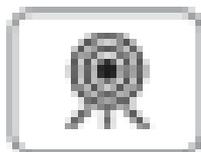
At Pötsch, we're proud to have served a diverse portfolio of clients across sectors such as farming, manufacturing, retail, hotels, non-governmental organisations, and government institutions. We are grateful for our professional, confidentiality, and results-oriented approach.

Here are some of our valued clients:

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## MEET OUR KEY CLIENTS



## OUR OFFICE ENVIRONMENT



RECEPTION



RECEPTION & WAITING



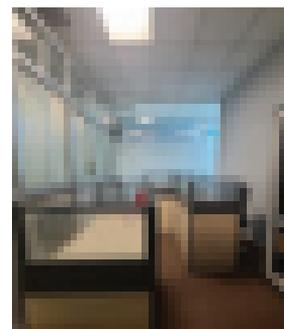
RECEPTION



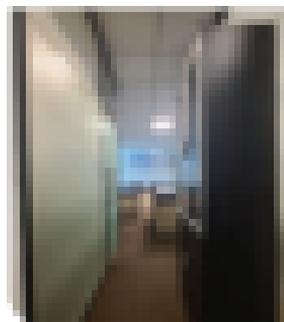
CONFERENCE ROOM



LEGAL OFFICE



OFFICE



OFFICE CORRIDOR



MANAGING DIRECTOR OFFICE



OPERATION MANAGER OFFICE



## YOUR CHOICE RUFFALO CONSULTING (R) COMPANY LLC



### EXPERIENCED PROFESSIONALS

Our team is composed of world-class experts, futurists, and innovators with a wealth of sector knowledge.



### TAILORED SOLUTIONS

We understand that every client is unique, and provide customized solutions aligned with your goals and industry requirements.



### COMPLIANCE AND RISK MITIGATION

Our team proactively audits the law and updates operations and regulatory needs.



### COMMITMENT TO EXCELLENCE

We are dedicated to delivering results with the highest level of professionalism and integrity.

## OUR CONTACTS



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