



P.O. Box 29793 – 00202 Nairobi

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**Email:** [info@stoptbkenya.org](mailto:info@stoptbkenya.org)

## **REQUEST FOR PROPOSAL**

### **CONDUCTING AN EXTERNAL STATUTORY AUDIT**

**REF NO: STPK/RFP/ESA/002/09/2020**

#### **Background Information:**

Stop TB Partnership-Kenya is a national membership Organization which brings together national government and non-governmental organizations (NGOs), affected communities and academic institutions, private sector and other civil societies in Kenya with a single mission of engaging them in TB prevention and care. Specifically, the mission to spearhead a nationwide year-round doorstep-reaching platform for all Kenyans to individually and collectively address social determinants of TB and other poverty-related diseases through identified ten target settings.

#### **Purpose of Engagement:**

Stop TB Partnership Kenya seeks to hire a firm to conduct the statutory audit and assist with preparation of financial statements for fiscal years 2016 to 2019. The successful firm will conduct the audit at our offices located at Afya annex. This engagement will be led by Chief National Coordinator with support from the Finance and Administration Officer.

#### **Scope of Work**

The Stop TB Partnership Kenya fiscal year runs from 1st January to 31<sup>st</sup> December.

Therefore, Stop TB Partnership Kenya is due to conduct verification of its accounts according to Kenya laws and applicable regulations.

To undertake this assignment, the chosen firm is expected inter alia to possess the following core competencies and perform the following tasks:

1. Conduct in accordance with International Standards on Auditing and best local practices applicable to not-for-profit organizations in Kenya.
2. Assist with preparation and review of financial statements
3. To conduct transaction testing and conduct verification of the existence, ownership and valuation of assets and liabilities as considered necessary.
4. To obtain an understanding of the accounting systems and internal control systems in order to assess their adequacy and accuracy.

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5. To establish whether proper books of accounts have been maintained by the Organization
6. Adhere to professional auditing standards as adopted in Kenya
7. Demonstrate staff capacity and sound knowledge of the NGO accounting
8. Demonstrate knowledge of NGO sector operation

**Deliverables**

The services listed above will be contracted under a fixed price contract, where they will be submitted as individual packaged deliverables.

The deliverables will be submitted as follows:

<b>Deliverable</b>	<b>Delivery Method</b>
1. A one-hour entry meeting, audit timeline discussion and methodology.	One to one meeting at our offices located at the KNH grounds.
2. Financial transactions and other document review.	In person – work from our STP-K offices.
3. Submission of the following DRAFT documents/reports for STP-K management review and response/feedback: <ol style="list-style-type: none"> <li>a) An independent Audit opinion on the Financial Statements</li> <li>b) Feedback on financial statements review</li> <li>c) A detailed management letter with recommendations.</li> </ol>	Via e-mail
4. A two-hour final meeting with STP-K going over the deliverables and responding to any follow-up questions	Online or one to one meeting
5. Submission of the following FINAL documents/reports to STP-K board and management: <ol style="list-style-type: none"> <li>a) An independent Audit opinion on the Financial Statement</li> <li>b) A detailed management letter with recommendations for STP-</li> </ol>	In hard copy signed and stamped by company’s authorized personnel.

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**Cost Proposal Considerations and Terms of Payment**

The following information on STP-K operations shall guide you in coming up with the realistic cost and time proposal estimates:

		<b>Stop TB Partnership - Kenya</b>
1	Number of offices	1
2	Number of staff	2
	i.    FY2017	
	ii.   FY2018	4
	iii.  FY2019	3
3	Estimated level of turnover in	KES 730,921.15
	i.    FY2017	
	ii.   FY2018	KES 1,275,400.00
	iii.  FY2019	KES 10,072,787.00
4	Bank Account:	One Kes A/C and One USD A/C

The cost proposal must be in Kenya Shillings and must include all applicable local taxes.

Payment will be made upon completion of the works and acceptance of all deliverables.

Once the deliverables have been accepted by STP-K, the contractor may then submit an invoice.

STP-K has no obligation, under any circumstances, to accept services that do not meet the minimum quality standards, as required by her and her donor(s)

**Required documentation**

Submission checklist:

1. Registration documents including ownership details.

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2. Income tax compliance & VAT certificates
3. Technical Proposal – containing information about background of firm, past performance-references, personnel, audit methodology and audit timeline (signed and stamped)
4. Detailed quote in Kenya Shillings/cost proposal (signed and stamped)

#### **Proposal Submission Procedure**

Interested firms or individuals who meet the minimum requirements indicated above should send their technical proposals to the Chief National Coordinator, Stop TB Partnership Kenya through [vacancies@stoptbkenya.org](mailto:vacancies@stoptbkenya.org) with the subject “Statutory Audit” on or before 5.00pm 20th September 2020.

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