



**KENYAN SECTION OF THE INTERNATIONAL COMMISSION OF JURISTS
(ICJ-KENYA)**

CALL FOR PROPOSALS: INSTITUTIONAL AUDIT

NOVEMBER, 2018

1.0 INTRODUCTION

ICJ Kenya seeks a professional accounting/CPA firm for the provision of annual external auditing services for the three financial years ending 31st December 2018 to 31st December 2020.

2.0 ORGANIZATIONAL BACKGROUND

Established in 1959, The Kenyan Section of the International Commission of Jurists (ICJ Kenya) is an autonomous national section of the International Commission of Jurists, based in Geneva, Switzerland. ICJ Kenya is a not for profit non-partisan, membership organization. Our more than 600 members include lawyers and judges who use their membership to promote the ideals which ICJ Kenya stands for. Our mission is to protect human rights, and promote the rule of law and democracy in Kenya and across Africa through the application of legal expertise and international best practices.

3.0 OBJECTIVE OF THE AUDIT

ICJ Kenya conducts its external audit exercise annually. The organization's financial year runs from 1st January to 31st December.

The objectives of the audit are to enable the auditor express an opinion on the financial statements of ICJ Kenya. The audit will cover all the financial transactions of ICJ Kenya in a given financial year. The ICJ Kenya current annual average expenditure is at Kshs 158million only.

The External Auditor shall make observations with respect to the efficiency of the financial procedures, the accounting system, internal financial controls and, in general, the administration and management of the Organization.

4.0 SCOPE OF THE AUDIT

The auditor is expected to:

1. Conduct the institutional audit in accordance with International Standards of Auditing.
2. The audit shall involve performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected shall depend on professional judgment, including the assessment of the risks of material misstatement of the financial statements.
3. Evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made.
4. Evaluate the overall presentation of the financial statements.

5.0 DURATION OF THE AUDIT

ICJ Kenya rotates its auditors every three years. The appointed auditor shall audit the statements for the year ended 31st December 2018 with possibility of re-appointment for the subsequent two years.

6.0 REPORTING/KEY DELIVERABLES

The key deliverables for the auditor will include the following:

- a) Report of the independent auditor as part of the financial statements.
- b) Letter for management giving comments and observations on accounting records, procedures, systems and controls that were examined, provide specific deficiencies and areas of weakness in the systems and controls and make recommendations for improvement. The letter should also point out other matters that the auditor considers pertinent.

7.0 AUDITOR'S EXPERIENCE AND QUALIFICATIONS

The Auditor will deploy adequate staff with appropriate professional qualifications and suitable experience with International financial reporting standards, and with experience in auditing the accounts of entities comparable in size and complexity to ICJ Kenya. In addition the audit team will have:

- Appropriate experience with audits of operations financed by the donors. At least one senior member of the fieldwork team either a manager/supervisor should have such experience.
- Demonstrate sufficient knowledge of relevant laws, regulations and rules in Kenya. This includes but not limited to taxation, social security and labour regulations, accounting and reporting, and
- Fluency in English

8.0 SUBMISSION OF PROPOSALS

To submit their Expression of Interest, firms interested should meet the following basic criteria:

- Be registered with the Institute of Certified Public Accounting of Kenya and its partners must hold current practicing certificates.
- Must have at least two partners who are in good standing record with ICPAK and be full time practitioners.
- Should have a high-level understanding of the International Financial Reporting Standards (IFRSs) and the International Standards on Auditing (ISAs) and their practical application to financial reporting and auditing.

- Should have been in operation for not less than 8 years.
- Should have at least 3 charity organizations or NGOs references among its client base and be willing to introduce their clients for reference checks
- Should demonstrate experience in auditing donor funded projects
- Can demonstrate capacity to provide efficient external audit services in adherence to agreed timeframes.
- Can demonstrate capability to advice on the improvement of existing and emerging management controls and governance processes.

9.0 Technical Capacity

All applicants must provide the following as part of the audit proposal;

- Confirmation of the firms' understanding of the standard terms of reference for a statutory audit and its capacity and capability to deliver on them.
- **Company Structure** - The company structure, including staffing numbers, positions, functions and responsibilities.
- **Personnel** - CVs of key staff proposed to undertake the assignment (including partners, managers & supervisors practicing certificates where applicable).
- **Work History and Performance** - A list of at least three past & current clients with appropriate referees/references familiar with your work in donor funded projects audits
- **Statutory Compliance** - Show compliance with all the applicable statutory and professional regulations (valid tax compliance certificate and business permit).
- **Fees** – Indicative audit fees on the basis of audit scope of work as per the scope of work.
- Quality assurance by ICPAK will be an added advantage

Firms meeting the above criteria are requested to submit their proposals in plain sealed envelopes to the following address on or before **COB Tuesday 27th November 2018**.

The Executive Director
ICJ Kenya
Laikipia Town Houses, No. 4
Laikipia Road, Kileleshwa
P.O. Box 59743-00200 Nairobi Kenya

For any inquiries kindly email to **finance@icj-kenya.org** and copy **margaret.murrigu@icj-kenya.org**. Kindly note that late applications will not be considered.