



READVERTISEMENT REQUEST FOR PROPOSALS: PROVISION OF EXTERNAL FINANCIAL AUDIT SERVICES

BACKGROUND

Women Educational Researchers of Kenya (WERK) is a not-for-profit professional membership association founded in 1994 as an ad hoc group of women researchers in education and the social sciences. WERK strives to contribute towards the entrenchment of the principles of equity, justice & peace in Kenya for the betterment of the lives of girls and women, boys and men in Kenya by linking research to advocacy and action. Our activities are two prong: through our membership, we have established a track record in conducting rigorous, large scale, innovative & cutting edge research & applying it to advocacy & policy reform; and through our Secretariat, we are engaged in the implementation of evidence-based multi-year education action research projects which address access to education, equity in education, transition and completion strategies, learning outcomes, life skills and mentorship.

The purpose of this proposal is to request for provision of the statutory external audit services to WERK for the financial year 2023.

OUR VISION

The vision of WERK is society in which women and girls enjoy the right to quality, inclusive and equitable life.

OUR MISSION

Our mission is to work in partnership with others to conduct educational and social research that inform advocacy, advisory and actions.

DUTIES AND RESPONSIBILITIES OF THE EXTERNAL AUDIT FIRM

The auditor's/Audit firm responsibilities shall include the following:



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1. Conducting independent audit of the Organization's operations in line with International Standards on Auditing, applicable laws and Financial Reporting Standards.
 2. Expressing an opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable financial reporting standards and frameworks, whether the organization maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of the organization.
 3. Reviewing and evaluating the organization's internal control and risk management system and advising Management and the Board on adequacy / effectiveness of the system, and proposals for its improvement.
 4. Prepare a management letter.
 5. Reviewing adequacy of the organization's Information Systems and related infrastructure.
 6. Filing of WERK annual income tax returns for the period under review.
 7. Providing any other value-addition services such as tax advice

REQUIRED PROFILE OF THE AUDIT FIRM

Bidding firms will be required to meet the following criteria:

1. Be registered with Institute of Certified Public Accountants of Kenya and its partners must hold current Practicing Certificate.
2. Partners of the audit firm should have good standing record with ICPAK.
3. The firm should have been in operation for a period of at least five years and those who have undergone a Quality Assurance Review by ICPAK is an added advantage.
4. Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required time lines.
5. Should show capacity and experience in conducting Audit services for Non-profit organisations.



TENDER SUBMISSION GUIDELINES.

Firms meeting the above criteria are requested to submit their proposals as follows:

- i. Confirmation of the Firm understanding of the Terms of Reference (TOR) and its capacity and capability to deliver on the TOR;
- ii. The methodology, work-plan and timelines for undertaking and completing the assignment, and the deliverables;
- iii. Appropriate references to demonstrate having the experience specified in the TOR;
- iv. The CVs of key staff proposed to do the assignment.
- v. Financial Proposal indicating the proposed fees and expenses.

Bidding firms should also submit the following documents with their Proposals:

- a. Proof of registration with ICPAK and Partners' Practicing Certificates;
- b. Confirmation of having undergone a Quality Assurance Review by ICPAK if available;
- c. Confirmation that the firm and / or its partners and key staff are not aware of any conflict of Interest which may exist with respect to the Company.

The proposal subject line should clearly read, **"Request for Proposals - External Auditors."** Mode of submission: **ONLY electronically submitted proposals will be accepted.**

Applications should be submitted to the following email: jobs@werk.co.ke. **Consultants and firms that had earlier applied are encouraged to apply.**

The deadline for submission of the proposal is **16th February, 2024 at 5pm East African time.** Applications received after the deadline will not be accepted.

Only shortlisted bidders will be invited to present themselves for interview at WERK offices at a date to be communicated. For any questions, send an email to info@werk.co.ke not later **than 2 days after the date of the advert.**