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REQUEST FOR EXPRESSION OF INTEREST FOR THE PROVISION OF EXTERNAL AUDIT SERVICES FOR TERRY CHILD SUPPORT AND YOUTH RESOURCE CENTRE

TENDER NO. TCS&YRC01/2022

ORGANIZATION PROFILE

Terry Child Support & Youth Resource Centre (TCS & YRC) is a non-partisan, not for profit, organization that was established in 2002 as a CBO and registered on 22nd May 2007 as an NGO under registration number OP.218/051/2006/0506/4488. The organization secures opportunities for OVC, the youth, and vulnerable groups by addressing Health, Education, Economic Empowerment, Gender-Based Violence, and Advocacy issues among them. Its Offices are in Machakos County, Kathiani Sub County.

Terry Child Support & Youth Resource Centre's Mission is Working with people in vulnerable conditions to improve their health, social and economic status through the provision of basic needs, advocacy and networking for sustainable development.

Terry Child Support & Youth Resource Centre runs a number of programmes that are aimed at empowering the community; our programmes have reached nearly 7,000 orphaned and vulnerable children (OVC) and over 1,000 households across Machakos County. Some of our current programmes include;

1. Gender Based Violence (GBV) Rescue and Recovery Centre (Terry Children's Home)

The centre takes in children who have survived the worst forms of GBV including defilement, commercial sex work, trafficking, etc. At the Centre, the child survivors are provided with their basic needs including but not limited to food, shelter, clothing, education and psychosocial support.

2. Speak It Loud (SIL) Programme on Gender Based Violence Advocacy and Mitigation

This programme provides a platform for young men and women, boys and girls to speak out on issues of GBV affecting them. It creates safe spaces in sporting clubs, schools and in the community for them to share their experiences with GBV and to seek support and justice.

3. Youth programmes

These aim to provide youth-friendly services that respond to their challenges in matters pertaining to health, psycho-social support, interpersonal relations, gender based violence and legal protection. These youth programmes include; Sports for social change, life skills training, GBV support groups, youth volunteer desk among other youth initiated and led activities.

All the accounting is done by qualified accountants using donor provided template and excel worksheet and is done solely from the main office which is the sole location the audit is expected to be conducted from, This does not mean however that Other Locations are excluded for this matter, should this be necessary for the audit.

Terry Child Support & Youth Resource Centre's overall income comprises at least 95% drawn from grants and donations with donors ranging from federal agencies such as, corporates, individual donors amongst others. The annual average grant income for Terry Child Support & Youth Resource Centre is Ksh.20 Million with average annual expenditure matching the same.

The output of this audit is expected to be used for statutory purposes including submission to the NGO Co-ordination Board.

INTRODUCTION

Terry Child Support and Youth Resource Centre (TCS&YRC) seeks to engage a reputable independent qualified audit firm to carry out annual statutory external audit of its books of account for the financial year ended 31st December 2022. Thereafter, based on satisfactory performance of the audit firm, the contract is expected to be renewed for a further two years to cover the financial years ending 31st December 2023 and 31st December 2024.

The external auditor shall be expected to maintain independence from Terry Child Support & Youth Resource Centre throughout the contracting period ensuring their integrity, objectivity and professional scepticism is not compromised.

OBJECTIVE OF THE ENGAGEMENT

The objective of the audit is to provide an opinion as to whether the financial statements of TCS&YRC in all material respects, reflect a true and fair view of the financial position, performance, and cash flows of the organization.

This fulfillment of the above objective will include but not limited to:

1. Conducting of the audit services in accordance with the International Standards of Auditing (ISAs).
2. Provision of an audit report that shall include an independent audit opinion on the financial statements including the Balance sheet of Terry Child Support & Youth Resource Centre

3. Preparation of such other income and expenditure schedules as Terry Child Support & Youth Resource Centre shall deem necessary as constituting part of the annual report and financial statements.
4. Assessment of the Terry Child Support & Youth Resource Centre compliance to provisions of applicable laws, organizational policies, contracts, grant agreements and relevant regulatory authorities
5. Evaluation of the multiple grants to ascertain that the financial statements including the balance sheet fairly present the income received, costs incurred, assets purchased, and in-kind donations and technical assistance received for each grant during the applicable financial year.
6. Review of the appropriateness, adequacy, and operational effectiveness of the internal control systems of Terry Child Support & Youth Resource Centre and highlight any deficiencies.
7. Provision of an audit management letter setting out findings, implications and recommendations for improvements whilst accommodating management comments and conducting follow up of status of implementation of prior year audit recommendations and corrective action plans.

ELIGIBILITY CRITERIA

Bidding firms will be required to meet the following criteria:

1. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and its partners must hold a current Practicing Certificate.
2. Have at least two full time partners who must be in good standing with ICPAK, while the Firm and its Partners should not have been subject to any disciplinary action by ICPAK or other related professional bodies.
3. Should have been in practice for a period of at least five years.
4. Should have a physical address and a valid business permit
5. Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required timelines taking note of statutory timelines such as annual return submissions to the NGO Co-ordination Board.
6. The firm should have demonstrable experience in auditing non profit organizations/humanitarian organizations with multiple funding mechanisms and sources including restricted and unrestricted funds.

7. The audit firm and its staff should be independent of Terry Child Support & Youth Resource Centre and this independence will be required to be subsequently affirmed in the engagement letter.

DELIVERABLES

The expected deliverables from the external audit engagement shall be:

1. An audit report reflecting opinion on whether the financial statements including the balance sheet reflect a true and fair view of the financial position of Terry Child Support & Youth Resource Centre.
2. Filing of annual returns with the NGO Board on time
3. Filing of the annual income tax returns with KRA on time
4. Tax advisory services through the period of the contract.
5. Management letter with audit findings the auditor deems necessary for management attention and action

The above deliverables shall be expected to be presented in the English language and in the reporting currency, Kenya Shillings.

How to apply

SUBMISSION GUIDELINES

The proposal for provision of audit services shall include a technical proposal and a financial proposal.

Technical Proposal

The technical proposal shall at a minimum set out:

1. The inception report
2. The proposed approach, methodology and workplan of the proposed audit services
3. The quality control measures for the audit engagement
4. Experience in audit of non governmental organizations/humanitarian organizations
5. Key personnel to be involved in the audit, their qualifications and experience and their level of involvement expected in the engagement e.g. audit partner, manager, senior, assistants etc.
6. References from at least 3 non governmental organizations/humanitarian organizations whom the firm previously provided audit services in the last 5 years

Financial proposal

All responsive technical proposals shall proceed to financial proposal evaluation.

The financial proposal should be itemized to indicate the audit fees, applicable taxes and estimated disbursements and should be denominated in Kenya Shillings.

The financial proposal shall set out the proposed fees for the provision of external audit services for the financial year ended 31st Dec 2022 and an estimate for the subsequent two years.

Attachments

The following are required attachments, copies of which must be submitted as part of response to this EOI:

1. Audit firm certificate of registration
2. PIN Certificate
3. Valid tax compliance Certificate
4. Valid ICPAK practicing license for the audit firm and for at least two partners of the audit firm
5. Most recent Certificate of good standing with the Institute of Certified Public Accountants Kenya.
6. Signed declaration of accuracy and authenticity of the information provided in the proposal submitted.
7. Signed Anti-fraud and anti- corruption practices declaration
8. Signed declaration of independence of the audit firm i.e., lack of conflict of interest between Terry Child Support & Youth Resource Centre and the audit firm and its staff
9. CVs of proposed audit team.

The technical and financial proposals shall be addressed to:

The Director

Terry Child Support & Youth Resource Centre

P.O. Box 2422-90100,

Machakos

The technical and financial proposals shall be submitted to the following email: terrychild2010@yahoo.com on or before 28th September 2022 11:59 hours EAT.

Late submissions will not be considered.

Consent: By applying for this consultancy, I hereby consent Terry Child Support & Youth Resource Centre to collect, process and store my data in accordance with the privacy policy. I understand I may withdraw my consent by writing back to the email address provided in this consultancy advert to withdraw my application at any time.