

REFERENCE NUMBER: TIK/A4T/001/2019

PROJECT TITLE: Annual Audit

DEVELOPMENT PERIOD: 10 Working Days

LOCATION: Nairobi

DEADLINE FOR SUBMISSION: 15TH February 2019

Background

Transparency International Kenya (TI-Kenya) is a not-for-profit organization with a vision of a transparent and corruption free society through transforming the society and institutions by supporting the development of high integrity leadership in all sectors and at levels. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that are bound by a common vision of a corruption free world.

Transparency International Kenya (TI-Kenya) wishes to engage the services of an audit firm for the purpose of auditing the Action for Transparency Programme, as stipulated in the agreement between Fojo Media Institute and Sida. The audit shall be carried out in accordance with international audit standards issued by IAASB¹. The audit shall be carried out by an external, independent and qualified auditor (Approved Public Accountant/Authorized Public Accountant or equivalent).

II. Objectives and scope of the audit

The objective is to audit the Financial report for the period January 2018 to December 2018 as submitted to Sida and to express an audit opinion according to ISA 800/805 on whether the financial report of “Action for Transparency (A4T)” is in accordance with Sida's instruction for financial reporting as stipulated in the agreement between Fojo Media Institute and TI-Kenya; and Sida special terms of audit (Annex IV) to the agreement between TI-Kenya and Fojo Media Institute.

III. Additional assignment; according to agree upon procedures 4400 in the individual Terms of reference to be approved by Sida

The Auditor shall be expected to:

- Share with us his/her work plan and expected timelines
- Share with us the audit team members

¹ The International Auditing and Assurances Standards Board (IAASB)

- Get acquainted with donor requirements by familiarization with the donors funding agreement
- Perform timely field audit which shall include but not be limited to
 - Sampling
 - Documents vouching, testing, interviewing staff
 - Confirmations and getting other explanations as may be ideal for giving an independent opinion on the project financial statement, based on the International Standards on Auditing and International Financial Reporting Standards.
- Follow up whether salary costs debited to the project are recorded throughout the duration of the year in a systemized way and examine whether the salary costs can be verified by sufficient supporting documentation.²
- Based on materiality and risk the auditor shall examine whether there is supporting documentation related to incurred costs
- Follow up whether TI-Kenya has implemented the following recommendations from the assessment of internal control/systems audit.
- ORG's compliance with rules and regulations in regard to taxes (e.g. PAYE)³ and social security fees.
- Follow up whether the cooperation partner has adhered to the procurement guidelines annexed to the agreement
- TI-Kenya shall give the auditor access to all legal documents, correspondence, and any other information associated with the project and deemed necessary by the auditor. Confirmation should also be obtained of amounts disbursed and outstanding at Fojo.
- The auditor should familiarize himself with TI-Kenya accounting software Microsoft Dynamics Navision.
- This term of reference is effective for this exercise unless further communication is made in future.

IV. Follow up of funds that are channeled to implementing partners

TI-Kenya has no agreements with any implementing partners

V. The reporting

- The scope of the audit shall be stated in the report and the methodology used shall be presented.

² If the budget includes salary costs to be debited to the project, the auditor shall always examine salary costs as stipulated here.

³ Pay As You Earn

- The reporting shall be signed by the responsible auditor (not just the audit firm) and title.
- The reporting from the auditor shall include an audit report report/management letter with audit findings and weaknesses identified during the audit process. The auditor shall regardless of materiality quantify the amount for costs missing sufficient supporting documentation. The auditor shall make recommendations to address any weaknesses identified. The recommendations should be presented in priority.
- Measures taken by TI-Kenya to address weaknesses identified in previous audits shall also be presented in the audit report/management letter.
- The additional assignment according to agreed upon procedures under paragraph III shall be reported in a separate part in accordance with the terms of reference.

VI. Timelines and Payment

- Work must be completed within 10 working days after approval.
- The payment agreed upon shall be made after submission of the final report

VII. Submission of Bids

The deadline for submission of expressions of interest is **15TH FEBRUARY 2019**. Applications should be sent by email to **procurement@tikenya.org**. Please indicate **“TIK/A4T/001/2019– Auditor (A4T) 2019”** in the subject line of your email application.

VIII. Complaints Process

This call for Expression of Interest does not constitute a solicitation and TI-Kenya reserves the right to change or cancel the requirement at any time during the EOI process. TI-Kenya also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will be issued in accordance with TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and final tender award can be addressed, in writing, to the Executive Director and the TI-Kenya Tender Complaints Committee.