



# *Haki na Uongozi Bora*

## **CENTRE FOR ENHANCING DEMOCRACY AND GOOD GOVERNANCE**

**Provision of External Audit Services,**

**2024.**

### **Request for Expression of Interest**

#### **1. INTRODUCTION**

The Centre for Enhancing Democracy and Good Governance (CEDGG) is a grass root civil society organisation that works to empower vulnerable and marginalized citizens to claim their rights in local development and governance processes. CEDGG has been in operation since the year 2001 and legally exists as a Non-Governmental Organization. Our head office is in Nakuru Town-Nakuru County, in the Republic of Kenya. Our programme work covers mainly the Rift valley region.

**In compliance with its institutional policies and legal requirements for the non-profit sector, CEDGG is seeking a qualified and experienced audit firm to express their interest in providing audit services for the year 2024.**

#### **DUTIES AND RESPONSIBILITIES OF THE AUDITOR**

The auditor's responsibilities shall include the following:

- a. Conducting independent audit of CEDGG activities/ operations in line with International Standards on Auditing and International Financial Reporting Standards;
- b. 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 CEDGG has maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of CEDGG;
- c. Reviewing and evaluating CEDGG's internal control and risk management systems and advising the Board on adequacy / effectiveness of the systems, and make proposals for improvement;
- d. Reviewing adequacy of CEDGG's Information Systems and related infrastructure;
- e. Providing any other value-addition services consistent with the audit.

The audit of CEDGG Financial records will be carried out in accordance with International Standards on Auditing (ISA), and will include such tests and auditing procedures as the auditor will consider necessary under the circumstances. Special attention should be paid by the auditor as to whether:

- a) Funds granted to CEDGG have been used in accordance with the conditions of the relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which the financing was provided;
- b) Goods, works and services financed have been procured in accordance with the relevant financing agreements including specific provisions of CEDGG Procurement Policies and Procedures;
- c) All necessary supporting documents, records, and accounts have been maintained in respect of all project activities, including expenditures reported using Statements of Expenditure. The auditor is expected to verify that respective reports issued during the period were in agreement with the underlying books of account;
- d) Designated Accounts (if used) have been maintained in accordance with the provisions of the relevant financing agreements and funds disbursed out of the Accounts were used only for the purpose intended in the financing agreement;
- e) National laws and regulations have been complied with, and that the financial and accounting procedures approved for the project (e.g. operational manual, financial procedures manual, etc.) were followed and used;
- f) Financial performance of all project are satisfactory;
- g) Assets procured from project funds exist and there is verifiable ownership by CEDGG/Donor partner or beneficiaries in line with the financing agreement.

## **2. 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. The firm's partners and or associates must hold up-to-date Practicing Certificates.
- 2) Have at least three partners who must be of 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 operation for a period of at least five years and undergone a Quality Assurance Review by ICPAK.
- 4) Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required time lines.
- 5) Demonstrated experience in auditing of records for Non-profit making organization.

### **Other Requirements:**

The auditors must be completely impartial and independent from all aspects of management financial interests in CEDGG or those of its implementing/supervising agency or directly related entities.

The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have financial or close business relationships with any staff / Board of Directors of CEDGG.

The auditors should disclose any relationship that might possibly compromise his/her independence during the conduct of the audit.

All EOIs *including cost of services* should be addressed to the;

**The Chief Executive Officer,  
Centre for Enhancing Democracy and Good Governance,  
P.O. Box 15801-20100  
Nakuru.**

Or -mailed to: [bids@cedgg.org](mailto:bids@cedgg.org) to reach us by 8<sup>th</sup> of October 2024.