

READVERTISEMENT REQUEST FOR PROPOSALS:

PROVISION OF EXTERNAL FINANCIAL AUDIT SERVICES

BACKGROUND

The Early Childhood Development Network for Kenya (ECDNeK) is a membership organization that was established in September 2015. This was after a realization of a gap in coordination of Early Childhood Development (ECD) initiatives in Kenya provided by various actors and organizations that were engaged in service provision, capacity development, research and advocacy. Subsequently, in September 2019, the network was registered with the NGO's Coordination Board of Kenya as a non-profit organization.

The ECD Network for Kenya undertake programs in relation to research in ECD, Nurturing Care for ECD advocacy, effective partnerships and coordination. This ensures strengthening of multi-sectoral collaboration among actors and in the end promote access, quality and holistic ECD programs for children in Kenya. Although incepted in 2015, the network was launched in 2016 during the 1st National ECD stakeholders' conference, and registered in 2019 as a nonprofit non-governmental organization. ECDNeK secretariat is hosted in Kenyatta University's (KU's) Department of Early Child-hood and Special Needs Education, in Kenya.

The ECD Network for Kenya is managed by a Board of nine Directors, and under it, is a secretariat headed by the Executive Director. The Board was constituted in 2019 and convenes on a quarterly basis, with Annual General Meetings with members.

The purpose of this call is to request for provision of the statutory external audit services to ECDNeK for the financial year 2025.

OUR VISION

The vision of ECDNeK is Strong multi-sectoral collaborations advancing Nurturing Care for Early Childhood Development in Kenya.

OUR MISSION

Our mission is to promote, support and sustain an enabling environment for the implementation of Nurturing Care for Early Childhood Development through research, advocacy, effective partnerships, and coordination.

DUTIES AND RESPONSIBILITIES OF THE EXTERNAL AUDIT FIRM

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

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 ECDNeK 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 organizations.

TENDER SUBMISSION GUIDELINES.

Firms meeting the above criteria are required 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. Reference letter from an organization they have audited in the past to demonstrate having the experience and expertise 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: info@ecdnetworkforkenya.org ***Consultants and firms that had earlier applied are encouraged to re-apply.***

The deadline for submission of the proposal is **13th January, 2025 at 5pm East African time.** *Applications received after the deadline will not be accepted.*

Only shortlisted bidders will be invited to present themselves for an interview at ECDNeK offices at a date to be communicated. For any questions, send an email to info@ecdnetworkforkenya.org