

REQUEST FOR PROPOSALS

PROVISION OF EXTERNAL AUDIT SERVICES – REF: PASGR/FAC/01/2023

1. Introduction

The Partnership for African Social and Governance Research (PASGR) is an independent, non-partisan Pan-African not-for-profit organisation established in 2011 and located in Nairobi, Kenya. Currently engaged in more than 26 African countries, PASGR works to enhance research excellence in governance and public policy that contributes to the overall wellbeing of women and men. In partnership with individual academics and researchers, higher education institutions, research think tanks, civil society organisations, business, and policy communities both in the region and internationally, PASGR supports the production and dissemination of policy relevant research; designs and delivers suites of short professional development courses for researchers and policy actors; and facilitates the development of collaborative higher education programmes.

PASGR's vision is '*a vibrant African social science community addressing the continent's public policy issues*' with a mission of *advancing research excellence for governance and public policy in Africa* is delivered through three core programmes: Higher Education, Research & Policy, and Professional Development and Training.

PASGR's major Donors and Funding Partners include: the Foreign, Commonwealth & Development Office (FCDO), the Hewlett Foundation, Carnegie Corporation of New York, British Council, MasterCard Foundation, Open Society Foundation, French Development Agency, International Development Research Centre (IDRC) – Canada among others.

2. Background

PASGR is seeking services of a professional accounting/CPA firm for the provision of Annual External Auditing services for the period ending December 31, 2023.

To submit an Expression of Interest, firms interested should meet the following basic criteria:

- Be registered with the Institute of Certified Public Accounting of Kenya and its partners must hold current practicing certificates.
- Must have at least two partners who are in good standing record with ICPAK and be full time practitioners.
- Should have a high-level understanding of the International Financial Reporting Standards (IFRSs) and the International Standards on Auditing (ISAs) and their practical application to financial reporting and auditing for International Not for Profit organizations.
- Should have been in operation for not less than 15 years.
- Should have at least 5 charitable organizations or Not for Profit references among its client base and be willing to introduce their clients for reference checks.

- Should demonstrate experience in auditing international donor funded projects especially for the donors specified above.
- Can demonstrate capacity to provide efficient external audit services in adherence to agreed timeframes.
- Can demonstrate capability to advice on the improvement of existing and emerging management controls and governance processes.

3. Technical Capacity

All applicants must provide the following as part of the audit proposal:

- Confirmation of the firms' understanding of the standard terms of reference for a statutory audit and its capacity and capability to deliver on them.
- **Company Structure** - The company structure, including staffing numbers, positions, functions and responsibilities.
- **Personnel** - CVs of key staff proposed to undertake the assignment (including partners, managers & supervisors practicing certificates where applicable).
- **Work History and Performance** - A list of at least five past & current clients with appropriate referees/references familiar with your work in donor funded projects audits, at the minimum the donors listed above.
- **Statutory Compliance** - Show proof of compliance with all the applicable statutory and professional regulatory bodies e.g., valid tax compliance certificate, current business permits, current quality assurance and practicing certificates by ICPAK.
- **Professional indemnity** - The partners of the firm should have professional indemnity. A copy of the current certificate should be attached.
- **Fees** – Indicative audit fees on the basis of audit scope of work as per the TOR.
- **The methodology** - work-plan and timelines for undertaking and completing the assignment, and the deliverables.

4. Response to the EOI

Independent Audit Firms meeting the above criteria are requested to submit their proposals of **not more than 15 pages technical (excluding all attachments) and financial proposal (separate)** to bids@pasgr.org by **COB Wednesday September 20, 2023.**

Any inquiries can be sent to the same email and shall be collectively responded too **not later than Wednesday September 13, 2023.** Kindly note that late applications will not be considered, and canvassing will lead to automatic disqualification.