



REQUEST FOR PROPOSALS:

PROVISION OF EXTERNAL FINANCIAL AUDIT SERVICES

BACKGROUND

Fadhili is a Christian organization registered in Kenya as a Trust. The organization works through strategic partnerships to design, promote, and implement innovative and sustainable projects that aim to achieve holistic transformation in rural communities.

Fadhili's mission is anchored in creating lasting impacts through community empowerment, development, and social support programs.

Fadhili Trust undertakes projects in relation to Socio-economic empowerment, Climate change Adaptation, Education support, health with maintain steaming themes on sustainability and Gender.

PURPOSE AND SCOPE OF THE ASSIGNMENT

The purpose of this call is to request for provision of the statutory external audit services to Fadhili Trust for 3 years for the period ended 31 Mar 2025.

The scope of the external audits encompasses financial statements, internal controls, and the overall management of Fadhili Trust

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. Reviewing adequacy of the organization's Information Systems and related infrastructure.
5. Submit a report to the Fadhili Trust Board providing an opinion on the organisation's financial statements and a comprehensive report on its operations.
6. Filing of Fadhili Trust 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 letters from 2 or more 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 organisation.

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@fadhilitrust.org , procurement@fadhilitrust.org

The deadline for submission of the proposal is **30th, July, 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 a date to be communicated. For any questions, send an email to info@fadhilitrust.org