

DIOCESE OF NGONG

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November 27th, 2018

**RE: REQUEST FOR QUOTATION PROVISION OF EXTERNAL AUDIT SERVICES FOR THE PERIOD
JANUARY - DECEMBER 2018**

INTRODUCTION

The purpose of this proposal is to request for provision of the external audit services to Catholic Diocese of Ngong for the period January-December 2018.

BACKGROUND

Catholic Diocese of Ngong (CDON) is a faith based organisation established in 1959 as a prefecture It covers the counties of Kajiado and Narok. It attained Diocesan status in 1976 with the late Bishop Collin Davies as the first Bishop. He was succeeded by Bishop Cornelius Schilder from 2003 to 2009. In April 2012 the Diocese was blessed with the first African Bishop, John Oballa Owaa, who still leads the Diocese to date.

The Vision Statement of the Diocese: **A loving Community of God living fulfilled lives**

The Mission Statement: **Transforming lives through evangelisation, pastoral care and social-economic development.**

CDON has a secretariat where the administrative duties are undertaken from. The diocese also runs some donor funded projects and has a pastoral centre.

OBJECTIVES AND SCOPE

- Financial audits are requested for the financial year ended 31st December, 2018
- The auditor will be involved in drafting and printing the financial statements
- The scope of financial audit is the Secretariat whose annual turnover in year 2017 was KES 127 (One hundred and twenty seven) Million

THE AUDITOR'S RESPONSIBILITIES SHALL INCLUDE THE FOLLOWING:

1. Conducting independent financial audit of the books of accounts of the CDON Secretariat in line with International Standards on Auditing and International 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 CDON Secretariat has maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of the Diocese.
3. Reviewing and evaluating the CDON Secretariat internal control and risk management system and advising Management and the Diocesan Finance Council on adequacy / effectiveness of the system, and proposals for its improvement.

4. Preparation of a comprehensive management letter including the auditor's findings and recommendations relative to the internal accounting and administrative controls, compliance with laws and regulations as applicable, and adherence to the Generally Accepted Accounting Principles.
5. Providing any other value-addition services consistent with the audit of CDON Secretariat

BIDDING AUDIT FIRMS WILL BE REQUIRED TO MEET THE FOLLOWING CRITERIA:

1. Be registered with Institute of Certified Public Accountants of Kenya (ICPAK) and its partners must hold a current Practicing Certificate.
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.

DURATION OF THE AUDIT EXERCISE

The duration of the exercise is expected to be two weeks to commence in the first week of March 2019. A letter of engagement will be issued with payments made as per the terms of the contract. If the selected firm performs satisfactorily for the 2018 audit, it is anticipated that the same firm will be engaged to perform the audit for 2 succeeding years.

TENDER SUBMISSION

Firms meeting the above criteria are requested to submit their proposals as follows:

- 1) Proof of registration with ICPAK and Partners' Practicing Certificates;
- 2) Confirmation of having undergone a Quality Assurance Review by ICPAK;
- 3) Confirmation that neither the firm, nor any of its partners or key staff, have faced any disciplinary action by ICPAK or other professional bodies;
- 4) 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 company.

AUDIT COST

Please provide estimate of fees for the services to be provided.

Proposals should be submitted on or before 14th December 2018 at 4.00 pm to the following email address:

bishop@ngongdiocese.org, dfa@ngongdiocese.org, finance@ngongdiocese.org

Yours sincerely in Christ,

Fr Francis Anthony Ndungu

Diocesan Finance Administrator – Catholic Diocese of Ngong

Cc BISHOP – Catholic Diocese of Ngong