

**REQUEST FOR EXPRESSION OF INTEREST:**  
**PROVISION OF AUDITING SERVICES FOR LIVING WATER SERVICE**  
**CENTRE - KENYA**

**DATE OF EXPRESSION OF INTEREST: 13<sup>TH</sup> MAY 2019**

**CLOSING DATE: 5<sup>th</sup> June 2019, 4. 00P.M**

**Background:**

Living Water Service Centre (LWSC) is the Kenyan affiliate of Living Water International (LWI), headquartered in Texas – USA. LWI is a global Christian non-governmental organization. Its programs are clustered into three key sectors namely; water access, hygiene & sanitation promotion and Christian witness, boosted by extensive community engagement.

LWI works in 21 international locations including:

Angola, Burkina Faso, Central African Republic, El Salvador, Ghana, Guatemala, Haiti, Honduras, India, Kenya, Liberia, Mexico, Nicaragua, Nigeria, Peru, Rwanda, Sierra Leone, Uganda, Zambia, and Zimbabwe.

LWI works in Africa was established with a clear vision to help people who lack water get safe sustainable water and the gospel of Jesus Christ.

**Who We Are:**

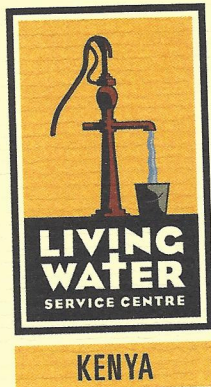
Living Water Service Centre (LWSC) is the LWI affiliate in Kenya.

- Living Water Service Centre (LWSC) exists to demonstrate the love of God by helping communities acquire desperately needed clean water, and to experience "living water"—the gospel of Jesus Christ—which alone satisfies the deepest thirst. It all began in 1990, when a group of people from Houston, Texas traveled to Kenya and saw the desperate need for clean drinking water. They returned to Houston and founded a 501(c)3 non-profit: Living Water International (LWI).
- Living Water Service Centre (LWSC) legally registered in Kenya in 2011. LWSC implements interventions in water access, hygiene & sanitation promotion and Christian witness, boosted by extensive community engagement.

P.O Box 404-00621  
Nairobi, Kenya  
Tel: +254 723 749 380  
Kenya@water.cc  
www.water.cc

**JOHN 4:10-14**



**Offices:**

LWSC has its Head Office in Nairobi, Kenya and a program operation office in Kisumu. It's main area of operation is Kisumu and Butere. The total workforce is around 15 staff, operating both within Nairobi office and Kisumu program area.

**Scope:**

The audit shall cover all activities of the Organization (Living Water Service Center) from 1st January 2018 to 30<sup>th</sup> July 2019, with the possibility for re – appointment by the Board, upon successful and satisfactory audit process and report.

The Auditor shall:

1. Audit the related activities in respect to the projects.
2. Audit the related activities in respect to the organization operations.
3. Issue an audit opinion considering the books of accounts and the statements for the period January 2018 to June 2019 as will be reported by Living Water Service Center Management.

To achieve the audit objective mentioned above the audit shall cover:

1. Finances – (Income Approx. US \$ 700,000/- FY 2018)
2. Procurement
3. Cash Management
4. Human Resource and General Administration
5. Follow up on previous audit recommendations.
6. Any other issue that the Auditor may deem fit in carrying out the audit work.

**Requirements:**

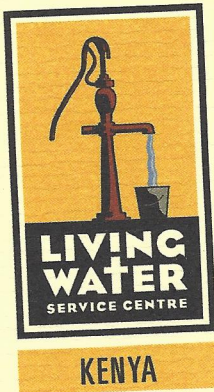
Qualified firms meeting the following requirements are required to submit their Expression of Interest which should include -:

1. Operation capacity to manage audit exercise in Nairobi at the agreed time.
2. Minimum 7 years relevant experience in provision of audit services to Non-Governmental Organizations (NGOs)
3. Your proposed audit methodology/ Approach.

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**Submission:**

The Expression of Interest should include;

1. The total number of professionals employed which should be distinguished by designation –audit partner, audit manager, audit senior, audit assistant etc, as well as their credentials.
2. Brief description of nature and extent of audit services rendered to at least 5 major audit clients and description of firms experience in providing audit services to and nature of audit service rendered.
3. Brief description of nature and extent of audit services rendered, and description of the firms experience in providing audit services to, and nature of audit service rendered to at least 3 INGO with project activities that includes, water access, hygiene & sanitation promotion and/ or Christian witness.
4. The proposed audit fees for the period January 2018 to June 2019.

Shortlisted firms will be invited to present their proposal (by 10<sup>th</sup> June 2019) after which a final evaluation will be made based on demonstrated ability to meet the needs and the fee proposal.

Complete Expression of Interest (EOI) documents clearly marked:

**“EXPRESSION OF INTEREST FOR PROVISION OF AUDITING SERVICES  
FOR LIVING WATER SERVICE CENTER - KENYA”,**

Should be sent to the address below in print or electronic format or hand delivered, on or before

**Wednesday 5<sup>th</sup> June 2019**

**THE: COUNTRY DIRECTOR  
LIVING WATER SERVICE CENTRE  
P. O. BOX 404 - 00621  
NAIROBI.**

**Email: Kenya.jobs@water.cc**

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