



# NAIROBI STAFF UNION

## **REQUEST FOR PROPOSAL FOR THE PROVISION OF EXTERNAL AUDIT SERVICES TO THE UN NAIROBI STAFF UNION**

### **FINANCIAL YEAR 2018**

#### **1. BACKGROUND:**

##### **1.1. About UN NAIROBI STAFF UNION (Union)**

The UN Nairobi Staff Union is a Labor Union representing Staff of three UN agencies namely UNHABITAT, UNEP and UNON. All staff members of the three agencies are automatic members of the Union.

Dues-paying members enjoy additional privileges such as the ability to run for Union office, to serve as a Staff Representatives on statutory committees, and to receive Financial Assistance from the Union benevolent fund. Dues are optional and used to operate on a sliding scale until 31 Dec 2018 when it was standardized at USD 8.00 per member.

##### **1.2. Mandate / Purpose**

- A) To **promote** the objectives of the Charter of the United Nations;
- B) To promote and safeguard the **rights, interest, welfare, responsibilities** and **obligations of the members** of the staff of -the UNHABITAT; the United Nations Environment Programme (UNEP); and the United Nations Office at Nairobi (UNON)
- C) To maintain relations and co-operation with staff Unions and similar bodies of other inter-governmental Unions of the United Nations Secretariat and of the specialized agencies of the United Nations.

##### **1.3. Membership**

All staff of the UNHABITAT, United Nations Environment Programme (UNEP) and United Nations Office at Nairobi (UNON) are members of the Nairobi Staff Union by virtue of their staff status.

## **2. SCOPE OF WORK**

**2.1** The successful bidder will be required to perform the following types of external audits:

- Risk based audit
- Compliance audit
- Performance audit

**2.2** The scope of external audit work entails testing and evaluating the adequacy and effectiveness of the Union's systems of internal control and to make recommendations.

- a) Review the effectiveness and efficiency of the financial processing system.
- b) Appraise the effectiveness and efficiency with which resources are employed and identify opportunities and gaps to improve operating performance and efficiency.
- c) Review the reliability and integrity of the financial and operating information and the means used to identify, measure, classify and report such information.
- d) Review the systems established by the Council to ensure compliance with those policies, laws, regulations and controls that could have a significant impact on operations and determine whether the Union follows its financial, administrative and management procedures and other relevant legislation that governs the Union.
- e) Ensure that the Union adheres to the corporate governance requirements as prescribed in the Union's internal rules and regulations.
- f) Review operations or programs to ascertain whether the results are consistent with established objectives or goals and whether the operations or programs are being carried out as planned.
- g) Ascertain whether all necessary supporting documents, records, and accounts have been kept in respect of the Union's activities in accordance with the Union's operations and financial rules.
- h) Ascertain whether the Union's Accounts have been prepared in accordance with consistently applied International Financial Reporting Standards (IFRS)
- i) Ascertain whether the Unions has an internal control structure and other control systems to provide reasonable assurance that it is managing its resources in accordance with applicable laws, regulations, policies and procedures;

**2.3** Execution of the audit assignment will be as follows:

- a) Assignments are to be performed in accordance with the International Standards on Auditing (ISA).
- b) The execution of each assignment shall be in accordance with the instructions that the bidder will get from the client.
- c) In carrying out the work, the successful bidder must ensure their staff maintain objectivity by remaining independent of the activities they audit.

### **3 TECHNICAL REQUIREMENTS**

3.1 Explanation of the approach to performing an external audit, including the audit methodology, nature, timing and extent of audit procedures to be performed;

3.2 Demonstration of experience and expertise of external auditing with non-governmental bodies;

3.3 Providing an activity plan (project plan) of actions to achieve the objectives of the external audit function, specifying budgeted hours, timelines and sequence for its audit procedure and level of staff to be assigned;

3.4 Incorporating CV's of the proposed professional staff of the core management team proposed for the engagement and the authorized representative submitting the proposal. Key information should include the position of the individual in the company, the role that the individual will have in the engagement, number of years' experience, all tertiary and professional qualifications, professional memberships, experience, and degree of responsibility held in various assignments during the last three (3) years.

3.5 Proof of experience in performing external audit services: list current and past clients where the bidder carried out external audit along with the name of the Union, contact person, designation, contact number, nature of the external audit service and length of the appointment for non-governmental Unions where you have rendered external audits services in the last three (3) years.

### **4 EVALUATION CRITERIA**

Proposals will be evaluated in two parts. The technical proposal shall bear 70% of the total marks while the financial proposal shall bear 30% of the total marks.

a) Proposals should make clear about the relevant skills, experience and capacity of the participant, in respect of this particular TOR

b) Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the TOR

c) Proposals should clearly indicate whether bid participants have the capacity to meet the requirements of the TOR

## **5 OUTPUT**

Management letter to include a statement of audit findings, opinion and recommendations affecting the financial statements, internal control, Accounting systems, legality of actions, and any other material matters.

## **6 APPLICATION**

- a) Name of the Firm
- b) Contact Person(s)/Authorized signatories
- c) Registered Address
- d) Tel No./Fax No
- e) Name of the Lead/Managing Partner
- f) Legal status of the Firm
- g) Date of incorporation/Registration No.
- h) Details of Partners
- i) Reg. No., Name of Partners, Age, Qualification, Full time/Part-time Experience
- j) Number of Qualified Staff:
- k) List of Assignments handled in last 10 years
- l) Audit Firm organizational Chart (to be enclosed)

## **7. SUBMISSIONS**

E-mail tender documents Titled “Expression of Interest for External Audit Assignment” should be submitted and received on or before Friday 26th July 2019. 2.00PM:

**UN Nairobi Staff Union**

**Attention: Caroline Karia**

**e-mail: [kariac@un.org](mailto:kariac@un.org)**

### **Note to Bidders:**

No direct calls or contacts are allowed. Canvassing will lead to automatic disqualification