



Organization of African instituted Churches Organisation des Eglises d'Institution Africaine

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15th October, 2019

CALL FOR EXPRESSION OF INTEREST FOR AUDIT SERVICES

Introduction

The Organization of African Instituted Churches (OAIC) is an association of African Instituted Churches (AICs) which was founded in 1978. The International Headquarters of the OAIC is located in Nairobi Kenya. The mission of the OAIC is to bring the African Instituted Churches together in fellowship, to equip and enable them to preach the Good News of Jesus Christ in word and deed.

OAIC works in seven African Regions namely: East Africa, Southern Africa, Madagascar, the Democratic Republic of Congo, West Africa Francophone, West Africa Anglophone and Nigeria. These Regions are represented in the International Executive Committee which meets annually. At country level, OAIC works through Chapters.

The need for audit services is part of the OAIC policy requirement to ensure competitiveness, relevance, efficiency and also to conform to best practices.

The OAIC's financial year runs 1st January- 31st December and the successful firm will start with the 2019 books of accounts.

Requirements for the External Audit Services

In order to be considered as an auditor to the OAIC, the firm must fulfill the following minimum requirements:-

- i. Must be a medium sized firm, preferably a firm of two partners or at most three partners who must be in good standing,
- ii. They (partners) must be God fearing,
- iii. Must be able and willing to provide value addition services (taxation, investments, risk assessments etc) to the OAIC without necessarily billing the Organization,
- iv. Must have been in practice for an uninterrupted period of not less than five years,
- v. Must have unquestionable integrity,
- vi. Must have knowledge in program/project audits and in particular faith based organizations as well as a thorough knowledge of global organizations' operations.

The capability of the audit firm

The firm should:-

- i. Provide a brief capability statement justifying its suitability for the assignment. Global network or International affiliation advantages if any should be disclosed.
- ii. State its understanding of the Terms of Reference, operations and the services of the Organization

- iii. Provide a profile of the proposed team, covering the Partner, Audit Manager and support staff.
- iv. Provide a profile of major clients with operations comparable to those being required under the Terms of reference.
- v. State its experience in providing audit services to clients with global operations.
- vi. The firm should state the methodology that will be applied to carry out the audit assignments including the estimated audit completion time.
- vii. The audit firm should state the charging rates proposed for these terms of reference.
- viii. The firm must have a demonstrated ability to handle special audits.
- ix. Details of additional or complementary products and or service offered if any.

Application process

Interested audit firms that meet the above requirements are encouraged to apply in confidence.

The application must be submitted to the OAIC on or before the 5th November, 2019 by 5.00pm in a sealed envelope clearly marked - '**Application for Audit Services**'

The application should be addressed to:

**The Chairman,
Finance and General Purpose Committee,
Organization of African Instituted Churches (OAIC),
P.O. Box 21736, 00505, Nairobi.**