

## **REQUEST FOR PROPOSAL FOR AUDITING SERVICES**

### **PURPOSE**

The purpose of this contract is to obtain the services of an independent Certified Public accounting firm to perform a Financial and Compliance annual audit of the Kilimanjaro Blind Trust Africa (KBTA). The audit will cover KBTA's fiscal year ended 30<sup>th</sup> June 2020, with a possibility to extend the contract for up to three additional years.

### **BACKGROUND**

Kilimanjaro Blind Trust Africa (KBTA) is an international charitable trust registered in Kenya for Africa. Currently it operates in 5 countries: Kenya, Tanzania, Uganda, Rwanda and Malawi. KBTA's focus is on the visually impaired learners and youth to ensure Braille literacy, quality education and employability of young visually impaired graduates. It works in the technology and innovation space in order to provide assistive devices, training to learners, teachers and technicians and providing learning tools for Braille users.

### **PROPOSAL PREPARATION**

Instructions and Information Required in Your Proposal In order to facilitate the review process and obtain the maximum degree of comparison, your proposal should include the following information:

### **SECTION I - PROPOSAL**

Title Page Showing the request for proposal (RFP) subject, name of firm, address, telephone and email address, name of contact person, and date of submission. A one- or two-page summary stating the firm's understanding of the work to be done and making a positive commitment to perform the work within the provided standards and reasonable time period. Include a Table of Contents with clear identification of the contents of the document section and page number.

### **Profile**

Include background information on the firm, including location of office(s) and the number of partners, managers, supervisors, seniors, and other professional staff for both the firm as a whole. Describe the range of services provided by your firm, including extent of audit, tax, management consulting, and other services as applicable. State whether the firm has faced any professional/disciplinary issues by Institute of Certified Public Accountants of Kenya (ICPAK) or any regulatory or licensing agency in the past five years, and detail the circumstances leading to the discipline and the sanctions imposed on the firm and what the current situation is. Include copies of all professional & tax compliance requirements for key personnel.

### **Experience of Firm**

Describe experience that is relevant to the proposed services, such as recent experience with other NGO's in the disability sector, other NGO's that operate outside Kenya. Provide recommendations from organizations served by your firm in the last five years and types of services rendered to each. Detail your firm's experience in providing auditing and tax services to companies in the not for profit sector, as well as associations of a comparable size to ABC Organization, including those with international memberships.

### **Technical Approach and Scope of Work**

A clear description of the approach and methodology for implementing the work.

### **Organization and Management**

This subsection should show the team proposed for the work identified (including identification of persons assigned to individual tasks). Include a description of how the audit would be conducted. That is, describe the phases of the audit and the use of technology to increase efficiency and reduce costs.

### **Services to Be Performed**

Your proposal is expected to cover the following services:

- (i) Annual audit to be completed in compliance with the above filing requirement and meetings with audit committee and or board of directors, as necessary.
- (ii) Tax filings for the organization and related foundation.
- (iii) Half year reviews of internally prepared financial statements.

### **Qualifications and Experience of Staff**

Include a list of personnel to be used on this project and their qualifications. Brief resumes or CVs, including education, experience, type of clients served, and any other pertinent information must be included for each of the key personnel to be assigned for direct work on the assignment.

### **SECTION II - COST PROPOSAL**

Include a cost statement showing proposed fees to perform the audit service. This information should include a table identifying each level of staff hours planned for the audit at the proposed rates and an itemized listing of all other expenses or fees proposed. List the assumptions upon which the fee may be based, if any. That is, identify any conditions that would cause the firm to request a change in the proposed fee.

### **EVALUATION PROCEDURES**

KBTA will evaluate proposals on a qualitative basis. This includes our review of the firm's proposal and the documentation attached herein:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.
2. Qualifications and experience of firm
3. Qualifications and experience of staff to be assigned to the assignment. Education, position in the firm, and years and types of experience will be considered
4. Fees - Cost of audit

*For questions on this Request For Proposal, please write to [admin@kilimanjaro-blindtrust.org](mailto:admin@kilimanjaro-blindtrust.org).*

*Please submit your proposal on or before May 31 2020.*