



**KITALE COMMUNITY ADVANCEMENT PROGRAMME (KAP)**  
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**EXPRESSION OF INTEREST – EXTERNAL ANNUAL STATUTORY FINANCIAL AUDIT**  
**SERVICES - 2022/2023 PERIOD**

**Kitale Community Advancement Programme (KAP)** invites interested audit firms to submit a proposal (Expression of Interest) for carrying out its annual statutory financial audit, starting with the period ending 30 June 2023. The audit of KAP's financial statements must be performed in accordance with International Standards on Auditing and other relevant guidelines.

Registered as a National NGO in Kenya and operating primarily in Trans-Nzoia County, KAP is a community education and counselling programme whose aim is to mitigate the impact of societal breakdown by preventing and managing violence and trauma, abuse and addiction, behaviours promoting HIV/AIDS and environmental degradation. It achieves this by empowering people from the 'grassroots communities' level to fight these problems in their own lives and those of others by giving them knowledge and skills as well as a concerned and helping human heart.

KAP's budget averages at about Kshs. 12 million in cash per year with an additional component of non-cash donations and in-kind contributions.

The following deliverables are expected:

- Audit Report with Annual Financial Statements
- Management Letter

The audit is expected to be completed by 31<sup>st</sup> August 2023. In addition, it is expected that a meeting of the auditor and selected members of KAP's management shall be held at the beginning of the audit and also at the end of the field audit to discuss the draft version of the financial statements.

**The proposal should include:**

1. Background and experience in auditing nonprofit (NGO) clients;
2. The size and organisational structure of the auditor's firm;
3. Evidence of registration by ICPAK;
4. A proposed timeline for preparation, fieldwork and final reporting;
5. Proposed audit fee;
6. Profile of the company and CV, academic and professional qualifications of the partners and other personnel to conduct the audit;
7. Contacts (email and phone numbers) of at least three recent reputable clients of similar nature for reference.

The proposal must be received **latest by the 27<sup>th</sup> January 2023, 5 pm**. Please send it to the email address provided below. If you have any questions or would like further clarification, please contact Jacinta van Luijk: [kitalectyadvancementprogramme@gmail.com](mailto:kitalectyadvancementprogramme@gmail.com) or [kapkitale@gmail.com](mailto:kapkitale@gmail.com), or call 0731 477 774. We look forward to receiving your proposal.

Yours sincerely,

Jacinta van Luijk  
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