



AFRICA INLAND CHURCH  
**KAPSOWAR HOSPITAL**

**P.O. Box 68 - 30705, Kapsowar**

## **EXPRESSION OF INTEREST FOR EXTERNAL AUDITORS**

### **Background**

AIC Kapsowar Mission Hospital (AICKMH) is seeking the provision of a statutory external audit services for financial year 2024 from a reputable firm.

The hospital is based in Kapsowar Town, Elgeyo Marakwet County, a 130-bed level 5 (referral) hospital and also runs a Medical Training College offering Diploma and Certificate Courses.

The successful firm will be required to perform audit for the period January to December and submit a final report not later than 30<sup>th</sup> March 2025.

### **Duties and Responsibilities of the Auditor**

The external auditor shall be required to:

1. Conduct independent audits of the hospital's operations in line with International Standards on Auditing and International Financial Reporting Standards.
2. Express an opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable financial reporting standards and frameworks, whether the hospital has maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position and performance of the hospital.
3. Review and evaluate internal control system and advising Management and the Hospital Board on adequacy/effectiveness of the system and proposals for its improvements
4. Assess utilization of resources for effectiveness, efficiency and economy as well as identification of opportunities for improvement.
5. Ensure the organization adheres to corporate governance requirements and applicable legislations.

### **Required Profile of the Audit Firm**

Bidding firms will be required to meet the following criteria:

1. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and must hold a current Practicing Certificate.
2. Should have been in operation for a period of at least five years.
3. Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required time lines

### **Request for Proposal Submission**

Firms meeting the above criteria are requested to submit their proposals as follows:

**a) Technical Proposal containing:**

1. Confirmation of the firm's understanding of the Terms of Reference (TORs) and its capacity and capability to deliver on the TORs;
2. The methodology, work-plan and timelines for undertaking and completing the assignment, and the deliverables;
3. Appropriate references to demonstrate the experience specified in the TOR;
4. The CVs of key staff proposed to carry out the assignment

**b) Financial Proposal indicating the proposed fees for a regular audit and any incidental expenses.**

**c) Other Requirements**

1. Proof of registration with ICPAK and copies of Partners' Practicing Certificates;
2. Details of at least three (3) prior audit assignments, including the contact details of the references
3. A list of clients for which the firm has performed similar assignments
4. A schedule outlining tentative dates for completion of the audit process

**d) Evaluation of Proposals**

Submitted proposals will be evaluated by AICKMH Board and will take into account inter-alia, the following evaluation criteria:

- The audit firm is independent and has no conflict of interest with regard to any other work performed by the firm for AICKHH.
- The firm adheres to the instructions in this call.
- The firm's qualifications, experience, size and location.
- The firm's past experience and performance on comparable external audit engagement
- The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- References from persons knowledgeable of the firm's ability to fulfill the terms of the contract
- Adequacy of Audit Approach, including the specific approach to the entity wide review of internal controls and the risk assessment model.
- Cost

Send your proposal by **5:00pm Tuesday 15th November 2024** in a sealed envelope, addressed to:

**The Board Chairman**

**AIC Kapsowar Mission Hospital,**

**P.O Box 68-30705, Kapsowar**