



INVITATION FOR EXPRESSION OF INTEREST FOR PROVISION OF INTERNAL AUDIT SERVICES

Internal Audit Services For the year 2025

1. Introduction.

Ukaguzi Regulated N-WDT Sacco Society Limited

is inviting qualified suppliers to submit an Expression of Interest (EOI) to provide Internal Audit Services for 2025 (the "Services") in line with the requirements of the Sacco Societies regulatory Authority, the Society By-laws and Cooperative Societies Act.

All information, which will be provided in pursuance of this invitation for EOI, including any documents, written or oral material that will be in response to query(ies)/clarification(s) related to this invitation for EOI, is considered confidential, proprietary information and must not be disclosed to anyone outside of your firm without prior written approval. All proposals and other documentation submitted in response to this invitation for EOI:

- (i) become the Sacco's property;
- (ii) will not be returned by the Sacco; and
- (iii) must be clearly marked as confidential, •if your firm considers any material or information contained in its proposal or other documentation confidential.



2.Sacco's Background.

The Society is a regulated Non- Withdrawable Deposit taking Society, established and registered in 1974, under the Cooperative Societies Act Cap 490 of the Laws of Kenya. It is also registered in accordance with the Sacco Societies Act No. 14 of 2008 and its attendant Regulations. The purpose of the Society is to mobilize financial resources for provision and lending of market driven products and services. Further information about the Society can be obtained from the Society website www.ukaguzi.or.ke

Indicative Scope of Services and Resources Requirement

Reporting to the Supervisory Committee the Internal Auditor will be responsible for the following:

1. Formulation, coordination and implementation of all audit policies and work plans
2. Reviewing and reporting on the adequacy of internal control systems and recommending to management mitigating actions to be taken,
3. Reviewing relevant management reports and reports from external auditors concerning non-compliance and weaknesses in accounting and operational controls;
4. Preparing and presenting to the Supervisory Committee internal quarterly audit reports to establish compliance with internal control systems, procedures and statutory requirements;
5. Liaising with the external auditor as necessary;
6. Acts as the Secretary to the Supervisory Committee and attend Board meetings when necessary.
7. Formulation and implementation of the Internal Audit unit strategic plan;



8. Ensuring compliance with national and international audit and accounting standards and give advice to the Board.
9. Monitor/Assess the code of conduct of the Society and establish if there is a need to develop ethical standards and procedures for the following areas.
 - o Efficient and effective procedures for handling and reporting complaints;
 - o Efficient and effective procedures for handling and reporting complaints;
 - o Investigating members' complaints and making recommendations for redress;
10. Keeping abreast with regulatory changes in the SACCO environment and industry standards;
11. Performing such other duties as may be assigned or delegated by the Board.

Information to Bidders

Your bid should clearly indicate and demonstrate the following

1. The firm's profile (Country of Incorporation/Registration, Address, Contact Person, Phone No., Email, Website, Market Position, Awards, etc.)
2. Specific qualifications and experiences in delivering similar services
3. Methodology, technology and expertise to perform the captioned assignment
4. Other relevant information.



5. Project references (Please provide at least three cases to demonstrate the firm's technical qualifications and experiences in delivering services to Saccos or equivalent. The required information including period, client, role of the firm, and contract value

Bidders must submit 2 hard copies and a soft copy of their proposal to the address below by 5.00pm on Monday 31st January, 2025.

Contact Information

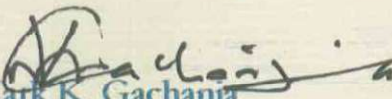
Benjamin Chumba – ukaguzisacco@yahoo.com

Telephone 0759693454 or 0714124335

All hard copies relating to this RFP should be mailed directly to the address below.

**The Chairman,
Ukaguzi Regulated Non-WDT SACCO Ltd,
3rd Floor Anniversary Towers,
University Way,
P. O Box 61055-00200,
NAIROBI.**

Yours Faithfully,


Mark K. Gachanja

Hon. SECRETARY

For and on behalf of the Board.

January 14, 2025