

## Request for Proposal (RFP)

### Statutory Audit Services for the Financial Year Ending 31st December 2025

#### A. Introduction and Organizational Profile

Farm Africa is a leading international non-governmental organization (NGO) working to reduce poverty in rural eastern Africa. We empower farmers to grow more, sell more, and sell for more by improving yields, accessing markets, and adding value to produce. Our work emphasizes environmental sustainability and financial resilience.

Farm Africa Kenya operates under a robust and clearly defined governance framework. As a branch of Farm Africa, the organization's ultimate governance and strategic oversight rests with the UK Board, which is responsible for ensuring adherence to international standards of accountability and best practice. In addition, Farm Africa Kenya is subject to the regulatory oversight of the Kenya Board, which ensures compliance with local statutory and governance requirements. This dual structure provides a strong system of checks and balances, reinforcing our commitment to transparency, accountability, and continuous improvement in financial management and organizational effectiveness.

#### Our Focus



##### Environment

safeguarding the environment for years to come.



##### Agriculture

developing agricultural expertise for long-term change.



##### Business

boosting business to drive prosperity.

#### Our Values

##### ▼ Expert

Deep expertise and insightful evidence-based solutions are at the heart of everything Farm Africa does.

##### ▼ Grounded

Positive change starts with Africa's people, so our experts work closely with local communities, engaging them in every level of decision-making.

##### ▼ Impactful

We take a long-term view so we can deliver lasting changes for farmers and their families.

##### ▼ Bold

We model innovative new approaches and are not afraid to challenge strategies that are failing.

#### B. Objectives and scope of the audit

The objective of this audit is to:

- Express an independent opinion on the financial statements in accordance with statutory & IFRS requirements.
- Submit the audit report to the Board of Farm Africa Kenya, the Kenya Revenue Authority (KRA), and the NGO Coordination Board.
- Provide a management letter highlighting internal control weaknesses, referencing Farm Africa's finance manual, procurement manual and best practices.

**Scope of Work Includes:**

- Financial operations (2025 income approx. KES 1.2B)
- Procurement and cash management
- Human resources (approx. 85 staff)
- General administration
- Compliance with donor agreements and reporting requirements
- Risk management and internal controls
- Asset and inventory management

The audit will cover the financial year from 1st January to 31st December 2025.

**C. Technical Requirements and Firm Capabilities**

Proposals must include the following:

- Demonstrated experience in program/project audits and international NGO operations.
- Number of years in operation and any international affiliations.
- Resumes of key staff (Partner, Audit Manager, Support Staff).
- References from Kenya-registered NPOs affiliated with international organizations.
- Audit methodology and estimated completion time (including staff hours breakdown).
- Internal quality control procedures and quality assurance program (e.g., last independent review).
- Additional services offered (e.g., advisory support with KRA or NGO Coordination Board).
- Experience with donor-funded projects (e.g., EU, Mastercard Foundation, USAID, DFID, etc).
- ICPAK membership numbers and valid audit licenses.

**D. Proposal Submission Requirements**

In addition to the above, proposals must include:

- Cover letter signed by the audit partner.
- Conflict of interest declaration.
- Certificate of registration.
- Audited financial statements for the past 3 years.
- ICPAK certificate of good standing.
- Valid KRA tax compliance certificate.
- Detailed audit fee proposal, including:
  - Staff levels and hourly rates
  - Itemized listing of all other expenses

**E. Tendering Process**

The selection process will be competitive and aligned with Farm Africa's procurement procedures.

**Evaluation Criteria:**

- Technical Proposal – 40%
- Relevant Experience – 30%
- Financial Proposal – 30%

Only shortlisted firms will be invited to present their proposals.

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Kodhek Close at Hurlingham.  
Tel: +254 (0)721 576531 / 734 721208. NGO Council No. 0129

Final selection will be made by the Country Director &/or Board of Farm Africa Kenya. The selected firm will enter a formal written contract.

Farm Africa reserves the right to reject any or all proposals or negotiate terms with the selected firm.

## **F. Application Process**

Interested firms should submit their proposals by **30<sup>th</sup> September 2025, 5:00 PM** via email to: [procurementkenya@farmafrica.org](mailto:procurementkenya@farmafrica.org)

Subject: **Application for Statutory Audit Services**

All applications must be submitted electronically. Proposals should not exceed **35 pages**.

For queries, contact:

[FinanceKenya@farmafrica.org](mailto:FinanceKenya@farmafrica.org)

Deadline for queries: **17<sup>th</sup> September 2025, 2:00 PM**.