THE EAST AFRICAN
WILD LIFE SOCIETY

30th October 2026

Attn: The Managing Partner

Dear Sir/Madam,

RE: CALL FOR SUBMISSION OF PROFILES AND PROPOSALS FOR AUDIT SERVICES

The East African Wild Life Society (EAWLS) prides herself on being the voice of conservation in Kenya, Tanzania and Uganda for over 60 years. We are one of the oldest membership-based, public benefit conservation organization in East Africa having being established in 1961 through a merger of the Kenyan and Tanzanian Wildlife Societies (both formed in 1956) and wildlife lovers from Uganda. We strive to promote the protection of our natural heritage, threatened species and habitats through our unrivaled experience and conservation expertise.

EAWLS takes a lead role in facilitating and contributing to the formulation and implementation of policies and laws on natural resource management with a view to safeguarding ecosystems and the biodiversity therein for the socio-economic welfare of the people of East Africa. We focus our conservation programmes on four main thematic areas: Wildlife, Forests, Wetlands and Marine life. We have a strong community-based approach where we work closely with grassroot institutions.

We also produce the widely read and loved Swara Magazine since 1956. With it, we aim to create collaborative space for sharing information, enabling useful connections and stimulating better public understanding and debate.

The highest organ of the Society is the Annual General Meeting (AGM) which is composed of all the members.

Requirements for Audit Proposal:

1. Please provide a quotation of the fee for the delivery of an organizational audit for three years i.e.
    - April 2026 – March 2027
    - April 2027 – March 2028
    - April 2028 – March 2029

    The organizational audit shall be accompanied by a report showing the findings made during the audit process.

2. You are free to suggest other services that you can provide, such as tax advice, but any quotation of the fee for such options must be separate.

3. You should provide information indicating the depth of your experience to provide audit services together with a description of similar assignments, availability of appropriate skills among staff, etc. Experience in the audit of Public Benefit Organizations will be an advantage.

4. Additional information:

   - EAWLS annual revenue of Less than 80 million.
   - Member numbers: 1,000
   - Assets: Ksh.196M out of which land & buildings are valued at Ksh.195M
   - Staff members: 30 pax
   - Accounting system: SAGE Evolution 200; Payroll system SAGE Evolution 300
   - The entire audit will be conducted from our Nairobi offices and no travel will be needed.
   - You can also visit our website to see additional information on what we do.

Complete Profiles and proposals (not exceeding 20 pages in total) should be submitted electronically to info@eawildlife.org with AUDIT PROPOSAL on the Subject line by **Friday 13th November 2026** to the attention of:-

The Executive Director
East African Wild Life Society
Riara Road, Nairobi.
P.O. Box 20110 – 00200
Nairobi, Kenya