



USIU-AFRICA REGULATED NON-WDT SACCO SOCIETY LIMITED

REQUEST FOR PROPOSAL – PROVISION OF STATUTORY EXTERNAL AUDIT SERVICES

TENDER NO. EXT-AUDIT /USIU-A/NWDT/001/ 2025

The USIU-Africa Regulated Non-WDT SACCO Society Limited is sourcing for an auditor to provide statutory external audit services for the financial year end **December 2025**.

In this regard, you are invited to submit your proposal for the provision of **STATUTORY EXTERNAL AUDIT SERVICES**.

Interested audit firms that meet the requirements as stated in the attached RFP are requested to submit their proposals on or before **Thursday 13th February, 2025**.

DUTIES AND RESPONSIBILITIES OF THE AUDITOR

The auditor's responsibilities shall include the following:

- 1) Conducting independent audit of USIU-Africa SACCO activities / operations in line with International Standards on Auditing and International Financial Reporting Standards.
- 2) Expressing an opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable financial reporting standards and frameworks, whether USIU-Africa Regulated NWDT SACCO has maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of the company.
- 3) Reviewing and evaluating the USIU-Africa SACCO internal controls and risk management system and advising Management Board and Presentation of financial reports during AGM on the improvement of existing and emerging management controls and governance processes.
- 4) Reviewing adequacy of USIU-Africa SACCO Information Systems and related infrastructure.
- 5) Providing any other value-addition services consistent with the audit of the SACCO.

REQUIRED PROFILE OF THE AUDIT FIRM

Bidding Firms will be required to meet the following criteria:

- 1) Be registered with Institute of Certified Public Accountants of Kenya and its partners must hold a current Practicing Certificate.
- 2) Have at least one partner who must be of good standing with ICPAK, while the Firm and its Partners should not have been subject to any disciplinary action by ICPAK or other related professional bodies.
- 3) Should have been in operation for a period of at least ten years
- 4) Should demonstrate that it has the capacity, capability and experience required to undertake the audit within 20-25days.
- 5) Should demonstrate experience in auditing for SACCO's of Institutions of higher learning.
- 6) Should demonstrate experience in auditing ERP Systems
- 7) The firm must have a physical address in Kenya and a valid business permit.
- 8) The firm should hold a current Tax compliance certificate.

SUBMISSION

Firms meeting the above criteria are required to submit their proposal as follows:-

1. An understanding the term of reference and its capacity and capability to deliver the terms of reference.
2. The methodology, work plan and time line for undertaking and completing the assignment and deliverables
3. Financial proposal indicating the proposed fee and expenses.

Prices quoted should be inclusive of all taxes, must be in Kenya Shillings and should remain valid for 60 days. Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number, tender name and be addressed to:

**The Chairman,
USIU-AFRICA NWD Management Board
P. O. Box 14634- 00800
NAIROBI.**

THIS SHOULD BE DEPOSITED IN THE TENDER BOX LOCATED AT USIU-AFRICA MAIN GATE A

**P.O. Box 14634 – 00800
NAIROBI, KENYA
Tel: 3606 296 Fax: 3606101**