



## MOVING THE GOALPOSTS

### REQUEST FOR PROPOSALS: EXTERNAL AUDIT SERVICES

CLOSE DATE & TIME: 1<sup>st</sup> December 2023

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## Organizational Background

MTG is a pioneer in football for girls' empowerment in Kenya's Coast Region. Started in 2002 in Kilifi, the women-led organization works towards a fair, just and inclusive world where girls' and young women's rights are acknowledged, respected and realized. It employs a rights-based and sports (football) approach and focuses primarily on education, sexual and reproductive health and rights, economic empowerment and leadership development. By positively influencing and equipping communities to provide safe spaces and opportunities for girls and young women, MTG contributes to the facilitation of girls to achieve their full potential. More than nine thousand girls (aged 9 – 25 years) participate in MTG programming annually in Kilifi, Mombasa, Kwale and Tana River counties.

### Introduction:

MTG is soliciting proposals from qualified firms to conduct the interim and annual audit for the organization from the year 2024 to the year 2028. MTG recognizes the value of audit on the financial reporting structures and financial report correctness that value audit is provided by the external auditors. The external auditor will work under the direction of the Finance Manager and directly in collaboration with the members of the Senior Management Team and the finance department team.

This RFP is being issued to obtain proposals from highly professional and experienced auditors whom:

- Deliver high-quality audit services as outlined below with skill, integrity, confidentiality, accuracy and expertise,
- Are knowledgeable concerning Non-Governmental Organizations and community-based organizations focusing on girls and young women programming, their administration and operations, procedures and policies, including in-depth knowledge of audit and finance and the best practices and can demonstrate this,
- Are subject matter experts in current legislative compliance in financial reporting and auditing requirements NGOs and/or CBOs,
- Are led by qualified partners and consists of a proficient team that can deliver quality audit work and reports, and is able to guide in the implementation of audit recommendations,
- Can demonstrate their legal and professional registration, number of years in operations and key achievements with clientele that they have worked with in the past,
- Offer services on a competitive fee basis.



## Purpose

The purpose audit is:

- Provide Audited Financial statements indicating if accounting standards have been applied and whether they reflect a true and fair view of the financial position of the organization
- Management Letter where matters that are not material to the financial statements, but which the auditors wish to communicate may be reflected for management action

## Objectives

The objectives of the Organizational Review are:

- Conduct in accordance with International Standards on Auditing and best local practices applicable to not-for-profit organizations in Kenya.
- Review and provide guidance based on findings on the audit of the financial statements.
- To conduct transaction testing and conduct verification of the existence, ownership and valuation of assets and liabilities as considered necessary.
- To obtain an understanding of the accounting systems and internal control systems to assess their adequacy and accuracy.
- To establish whether proper books of accounts have been maintained by the Organization
- Examine and ascertain that proper books/records of accounts have been maintained and are in agreement with the supporting documents.
- Assess the books and financial reports and evaluate whether the reports give a true and fair view of financial operations and the position of the organization
- That the expenditure has been incurred in accordance with the grant agreements and approved budgets
- Evaluate the accounting systems for gaps, lapses and/or shortfalls, and ascertain their reliability and the accuracy of financial reports.
- Provide an independent opinion on the financial statements in compliance with IFRS and ISA.
- Provide an independent opinion on whether MTG complies with all the governing laws and regulations.
- Explore and offer professional advice on tax matters, emerging issues in the organizational context and system improvements inclusive of the accounting system.

## Proposal outline

Submitted proposals are to include the following:

- A cover letter, signed and dated, summarizing the qualifications of the firm to engage in this audit.
- A profile of the partners and auditors who would be assigned to the audit, and an identification of the key contact person for the audit engagement. A complete CV of the individuals who would be assigned to complete the intended audit to be included as an appendix to the submission.
- A copy of the registration certificates outlining ownership details, and certificates in compliance with regulatory bodies and local governments
- A copy of the pin certificate, VAT certificates and tax compliance
- Audited financial statements for the firm for the last two years



- Copies of three testimonials from clients that have worked with the firm in the last two years
- Summary of donors whose funds the audit firm has audited
- A statement by the firm on how and to what extent they will keep the finance sub-committee apprised of the changes in the accounting standards, relevant practices and legislations affecting the entity.
- A statement of how the firm maintains independence from the entity they are auditing
- An outline of fees which will include detailed information on all expenses required and all contractual information.

### **Proposal Submission**

Firms and Individuals interested in offering a proposal for the work, to submit a PDF electronic copy of the EOI directed to the Executive Director at [humanresource@mtgk.org](mailto:humanresource@mtgk.org). Submissions must be received on or before 5:00 pm local time on 1<sup>st</sup> December 2023. Ensure that the subject is clear with EOI - External Auditor on the email subject.