



TERMS OF REFERENCE External Auditor 2020

DUTY STATION:	Nairobi, Kenya
APPOINTMENT TYPE:	Consultancy
DEADLINE	17 th February 2021

1.0 Introduction:

WIIS – HoA primary focus is on advancing role of women and men in promoting peace and security within the horn of Africa. The organization envisages advancing and encouraging the empowerment of women and men towards right based and gendered approach to peace and security. With increasing cases of conflict in Horn of Africa, women continue to bear the brunt of effect of violence. WIIS therefore places women at the apex of playing a critical role in identifying, mitigating and responding to conflicts in the community as well as uplifting their voices to be active participants in the prevention and peacebuilding efforts.

WIIS is therefore seeking a qualified auditor for a two year term ending 2022.

1.1. Requirements for the External Audit Services

- a) The firm should be approved by ICPAK.
- b) The firm must have at partners with good standing with ICPAK
- c) The firm should have been in practice for a period of not less than 2 years.
- d) The partners must be full time practitioners.
- e) The firm must have a physical address and valid practising licences.
- f) The firm must have at least 2 years' experience in audit of Not-for-Profit organizations
- g) The firm must demonstrate sufficient quality control measures.
- h) The firm must have at least three referees who must be its clients.
- i) A detailed company profile showing the list of clients.
- j) Partners and key staff curriculum vitae.
- k) The firm must be able to provide tax consultancy services and secretarial services.

1.2. Mandatory Proposal Requirements

The technical proposal should indicate the methodology and workplan for the assignment. The financial proposal should have as separate items the audit fees, taxes and other estimated charges to be incurred.

1.3. Expected deliverables for the audit

- a) **Audit Report:** The auditor will issue an independent auditor's report for the Institution's financial statements for the year 2020 which shall capture the audit opinion as to whether there is fair presentation of the financial statements in all material aspects.
- b) **Management letter:** The management letter indicating observations made from the audit engagement and recommendations as a result of the observations.

1.4 SUBMISSION OF BIDS:

Interested audit firms that meet the above requirements should send both Technical and Financial Proposals as one attachment to info@wiishoa.org on or before **17th February 2021**.

Please indicate "**External Auditor**" in the subject line of your email application.