

TERMS OF REFERENCE

EXTERNAL AUDIT SERVICES FOR THE FINANCIAL YEAR 2024

1. INTRODUCTION

Zizi Afrique Foundation (ZAF), registered in 2018, is a not-for-profit company committed to improving learning outcomes for children and youth furthest behind. Zizi contributes to the nurturing of a generation of children and youth who are well equipped with the skills for learning, skills for living and skills for working. Zizi consolidates and shares evidence with an aim of informing policy change and improving practice to accelerate the outcomes of learning and training.

2. BACKGROUND TO THE ASSIGNMENT

The Zizi Afrique Foundation's Board of Directors maintains accurate accounting records in compliance with the International Financial Reporting Standard (IFRS) for Small and Medium-sized Entities and the Companies Act of Kenya. They ensure that the financial statements provide an accurate and fair representation of the foundation's financial position. To achieve this, they establish internal controls to minimize the risk of significant errors in the financial statements. ZAF's management is actively involved in evaluating the foundation's ability to continue operating and disclosing any relevant concerns.

Considering this context, the objective of the external auditor is to provide reasonable assurance that the financial statements are free from material misstatements, whether resulting from fraud or error. Their goal is to issue an auditor's report that expresses their professional opinion on the accuracy and reliability of the financial statements.

3. SCOPE OF WORK OF THE EXTERNAL AUDITOR OR AUDIT FIRM

Zizi Afrique Foundation hereby invites proposals for the provision of statutory external audit services for the financial year 2024.

The selected auditor or audit firm will be responsible for the following:

- Conducting an independent audit of Zizi Afrique's operations in accordance with International Standards on Auditing, applicable laws, and Financial Reporting Standards.
- Expressing an opinion on the preparation of financial statements, including whether they are in accordance with the applicable financial reporting standards and frameworks, whether proper books of accounts have been maintained, and whether the accompanying financial statements present a true and fair view of the organization's financial position.
- Reviewing and evaluating the organization's internal control and risk management systems, providing recommendations to management and the Board on their adequacy and effectiveness, and proposing improvements.
- Reviewing the adequacy and robustness of the organization's financial systems and related infrastructure.
- Providing additional value-added services, such as tax advice and assistance with filing annual corporate tax returns.

4. ELIGIBILITY CRITERIA

The bidding auditor or audit firms must meet the following criteria:

- Be duly registered with the Institute of Certified Public Accountants of Kenya (ICPAK), and the partners must hold a current Practicing Certificate.
- Partners of the audit firm should have a good standing record with ICPAK.
- The firm should have been in operation for a minimum of ten years and must have undergone a Quality Assurance Review by ICPAK in the last financial year.

- The firm should demonstrate capacity, capability, and experience to undertake the audit within the required timelines and in line with IFRS, ISA, and IPSAS standards.
- The firm must have an up-to-date website.
- The firm must have a proven experience in auditing large not-for-profit organizations and corporations in Kenya, and elsewhere in Africa
- Confirm the availability of senior members of the audit firm to participate in the audit.
- Demonstrate a clear understanding of the scope and unique aspects of the audit for non-profit organizations, multi-donor funded programs etc.

5. TENDER SUBMISSION

The audit firms or individuals that meet the above criteria are requested to submit their proposals as follows:

- Demonstrate the firm's understanding of the Terms of Reference (TOR), along with its capacity and capability to deliver on the TOR.
- Clearly outline the methodology, work plan, timelines for undertaking and completing the assignment, and the expected deliverables.
- Provide a list of appropriate references to demonstrate the experience specified in the TOR.
- Provide profiles of key staff who will be involved in the audit, including their qualifications, ICPAK membership status, and experience in auditing
- Provide a detailed breakdown of fees, including the total estimated cost and any potential out-of-scope costs.

The bidding auditor or audit firms should also include the following documents with their proposals:

- Proof of registration with ICPAK and Partners' Practicing Certificates.
- Confirmation of having undergone a Quality Assurance Review by ICPAK.
- Confirmation that the firm, partners, and key staff are not aware of any conflicts of interest with respect to this assignment.

Proposals should be submitted to jobs@ziziafrique.org copying esikutwa@ziziafrique.org by the close of business on Friday, 14th November 2024.