



## **REQUEST FOR PROPOSALS – EXTERNAL AUDIT SERVICES**

### **Introduction:**

The National Coalition of Human Rights Defenders-Kenya (NCHRD-K), currently Defenders Coalition requests proposals for provision of external audit services for the year ending 31<sup>st</sup> December 2021.

The Defenders Coalition is the national coalition of Human rights defenders in Kenya that works to strengthen the capacity of Human Rights Defenders (HRDs) to work effectively and to reduce their vulnerability to the risk of persecution by advocating for a favourable legal and policy environment in Kenya.

Our mission is to Champion the safety, Security and wellbeing of human Rights defenders focusing on four main areas as follows:

1. Supportive policy, legal and institutional Framework of HRDs.
2. HRDs protection ( Safety and security)
3. Social Economic Wellbeing of HRDs
4. Institutional Development

The **external audit of Defenders Coalition for the year ended 31 December, 2021** is an internal governance requirement necessary to ensure that the management, with delegated authority of the trustees, have discharged their legal responsibilities in respect of preparing the annual report and financial statements, and subjecting them to the correct level of external scrutiny. For Defenders Coalition, funding is obtained on the strength of audits and the donors are therefore a major interested party.

### **Main Objectives of the audit:**

The objective is to carry out an independent audit of the books of accounts in accordance to International Financial Reporting Standards (IFRS), and to express an independent opinion in accordance to International Standards of Auditing (ISA700). In addition, the auditor is expected to review whether financial reports are in agreement with instructions as stipulated in agreements between Defenders Coalition and its donors.

### **Auditor's duties & responsibilities:**

1. Review income received and expenditures incurred for the period.
2. Verify accuracy and completeness of income and expenditures, ensuring all requisite supporting documentations exist.
3. Review the adequacy and effectiveness of our internal controls and risk management system, and advise management and the Trustees on proposals for improvements.
4. Review compliance with financial procedures through sample verification and testing process.
5. Review compliance with statutory requirements.

### **Auditor's profile:**

1. Qualified CPA-K and holders of active Practicing Certificates issued and registered by the Institute of Certified Public Accountants of Kenya (ICPAK).
2. Quality Assurance Review of the firm must have been conducted by ICPAK.
3. A minimum of five years practicing experience.
4. Relevant experience and capacity in carrying out audits of similar organizations.
5. Shall not be a relative to a Trustee, staff or Advisory Council member of Defenders Coalition.

### **Application procedure:**

Interested firms that meet the above minimum requirements are encouraged to send their applications alongside copies of the following documents *to the address below and by 8 January 2022*: -

1. Registration Certificate issued to the firm by ICPAK.
2. Membership Certificates of the audit partners issued by a recognized professional accountancy body (ICPAK, ACCA etc.).
3. A list and contacts of at least five organizations where similar audits have been carried out.

The Chair  
Board of Trustees  
Defenders Coalition  
P.O. Box 26309-00100  
Nairobi  
Email: [info@defenderscoalition.org](mailto:info@defenderscoalition.org)  
Website: [www.defenderscoaliton.org](http://www.defenderscoaliton.org)

### **Any form of canvassing shall lead to automatic disqualification.**

Defenders Coalition is an equal opportunity employer, committed to ensuring diversity, inclusivity and gender equality within our organization and work. Defenders Coalition, thus will recruit/award the consultancy to the most qualified person /company irrespective of race,

color, marital status, sexual orientation, religion, gender, ethnicity. Only successful candidates will be contacted.