November 2021

Request for Audit firms’ application

**Kenya office**

We are reviewing our audit arrangements for the year ending 31st December 2021. The purpose of this letter is to invite your firm to apply for the provision of audit services with effect from 1st January 2022 and to advise you of the process which we will adopt to select the firm for appointment.

Each firm will be required to submit a written application setting out your capabilities, the key elements of your service and team, as well as your proposed fee by close of business on 19th November 2021.

**The application should cover the following areas:**

* Details of your firm
	+ A description of your firm
	+ Membership to the IAASB (International Auditing and Assurance Standards Board
	+ Adherence to the IAS (International Accounting Standard) and or IFRS (International Financial Reporting Standards)
	+ Group audit experience while consulting with group auditors based in other geographical regions. Provide references
	+ Industry experience and client base (Both for profit and not-for-profit experience. Provide references
* Resourcing
	+ Partners and managers
	+ Structure and location of team
	+ The time the key team members will commit to the appointment
	+ Succession planning and steps to ensure staff continuity
* Approach
	+ Strategy and planning
	+ Control and co-ordination
	+ Key audit risks and how you would approach these
	+ Broader business needs and risks and how you could assist with these
	+ Reporting
	+ Timetable
	+ Transition
* Quality assurance
	+ Overall approach to quality assurance
	+ Approach to dealing with emerging accounting issues
	+ Processes that your firm will employ to address matters related to client satisfaction, performance measurement and continuous improvement
* Independence and governance
	+ Approach to potential conflicts
	+ Policies on independence, rotation, and compliance with regulatory and professional bodies
	+ Disclosure of actions recorded against the Firm and any actions pending
* Fees
	+ Fee proposal
	+ General overview of schedule and timing of billings
	+ Basis for agreeing fees for other audit related services
	+ Basis for agreeing fees in future years
* Additional services
	+ Additional services you offer which you feel may be of use or interest to us
	+ Additional services you provide free of charge to support your audit services

**The process and timescale for selection is summarised as follows:**

|  |  |
| --- | --- |
| Date | Stage |
| 19th November | Application close |
| 22nd – 26th November  | Evaluation of applications and shortlisting |
| 6th – 10th December | Presentations to selection panel |
| 20th - December | Preferred supplier notified |
| 1st January 2022 | Contract starts |

**Return of application documents**

Your proposal should be sent by close of business on 19th November by email to HRAfrica@devinit.org with the words 'Request for Audit application' in the subject header.

**Background**

Development Initiatives (DI) is an independent international development organisation that focuses on the role of data in driving poverty eradication and sustainable development.

Our vision is a world without poverty that invests in human security and where everyone shares the benefits of opportunity and growth.

Since DI began in 1993 our expertise and passions have been rooted in the role data can play. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively. And we want to help others use data to improve decision-making and drive better results.

DI’s structure consist of Development Initiatives Poverty Research Limited (DIPR) – a ‘not-for-profit’ UK company limited by guarantee with a registered branch office in Nairobi, Kenya – and DI International Limited (DII) – a ‘for-profit’ UK company limited by shares. DII undertakes consultancy assignments with Kenya as a branch office.

For further information, please visit our website: <http://devinit.org/>