Stretchers Youth Organization
(SYO)
Terms of Reference
for
Auditor
Background
Stretchers Youth Organization is a membership, youth led community based organization that was started in 2011 with the aim of raising dialogue through advocacy, community mobilization, capacity building, artistic expression and service linkage on reproductive health, human rights, good governance and skills development among women and young people at the coastal counties of Kenya to address societal issues ranging from teenage pregnancies, high rate of HIV/AIDS among adolescents and young people, high rate of unemployment, human rights violation and bad/poor governance.

Vision
A healthy society where every voice counts.

Mission
To promote health rights and good governance among youth and women by integrating capacity building, advocacy and information sharing through linkage to services for sustainable society.

Thematic Areas
The strategic area of focus for SYO’s programmes, services, resources and networks exist to support:
- Sexual Reproductive Health
- Human Rights and Good Governance
- Skills Development and Entrepreneurship

Our activities
- Peer to peer sessions
- Community outreaches
- Focused Group Discussions
- One-on-one discussions
- Condom distribution
- Policy advocacy
- Online campaigns/sessions
- Referrals and follow-ups

Objectives and Scope of the Audit
The objective of the audit is for the auditors to conduct audit reviews as follows:

1. The auditors shall express an independent professional opinion as to whether the financial statements present fairly, in all material respects, the financial position of SYO in accordance with the International Financial Reporting Standards (IFRS).

2. The audit shall be carried out in accordance with the International Standards on Auditing (ISAs) as issued by the International Federation of Accountants (IFAC).

3. Management letter: The Auditor should submit a management letter after the completion of the audit in which auditors will:
   i. Identify specific deficiencies or areas of weakness in systems and controls,
and make recommendations for their improvement;

ii. Examine on test basis that appropriateness of supporting documents, records and books of accounts relating to all project activities;

iii. Include management responses to audit findings and recommendations;

iv. Examine, assess and report on compliance with the terms and conditions of the agreement between funding partners and SYO and applicable laws and regulations within accounting and taxes;

v. The auditor shall report the identified amount in case there are any missing supporting documents;

vi. Any matters that come to the auditor’s attention during the audit that might have a Significant impact on the organization

4. The audit reports:

i. Shall contain details of the method and scope of audit and assurance that the audit was performed in accordance with International Standards of Auditing and by a qualified auditor

ii. Shall contain the audited annual Financial Statement

iii. Shall be signed by the auditor responsible stating the title

iv. Shall be written in English

v. Shall be issued in soft copy for circulation to SYO Board of Directors and 3 hard copies will be produced and delivered to SYO for approval, signing and filing.

Responsibility for Preparation of Financial Statements
The responsibility for preparation of the annual financial statements lies with the SYO Board of Directors and Management committee.

i. SYO Management committee will prepare the books of accounts in accordance with IFRS

ii. Management committee is responsible for implementation of accounting, administrative and financial procedures documented in the SYO policy manuals

iii. SYO financial year end runs from 1 January to 31 December

iv. Rotation of auditors will be done at least after 3 years at the discretion of the SYO management and Board of Directors.
NB: SYO reserves the right to terminate the engagement should it deem necessary before 3 years

Qualification of the Audit Firm

The Audit firm **MUST** meet the following qualifications to be considered;

i. Demonstrate that the firm holds the requisite knowledge, skills and competencies required to perform its responsibilities with due professional care

ii. The firm must have been in operation continuously for the last ten years - eight years of which were carrying out auditing and taxation duties in Kenya

iii. The firm must have at least five years of experience in Auditing Not for Profit organizations

iv. The firm must be registered in Kenya and adhere to all legal requirements to operate in Kenya

v. The firm must be registered by the relevant regulating accounting/Auditing body registered in Kenya

The following document is mandatory requirements for all proposal submissions;

i. A copy of Certificate of Registration/Incorporation

ii. Valid Tax Compliance Certificate

iii. Company Profile or detailed CVs of the firm’s Partners

iv. ICPAK Certificate of Good standing

Selection Criteria
SYO will do the adjudication after the proposal submission deadline. In addition to the above mandatory documents, the selection criteria will include the following:

i. Experience of your firm in relation to the scope of audits for non-Profit organization

ii. A list of similar non-profit organizations served by your firm. The firm will be required to provide at least two recommendation letters from the past audited Not for Profit clients

iii. Your staff assignments and availability to complete the audit on a timely basis

iv. Participation of senior audit personnel assigned to the engagement
v. Depth of Technical Resources (CV of the assigned team leader)

vi. Audit firm staff stability history - what assurances can you provide regarding the assignment of your permanent personnel to the engagement

vii. Proposed fee for the engagement including a schedule for additional services that may be necessary beyond the scope of the audit engagement. The proposal should indicate anticipated fees for the second and third year

viii. Detailed audit plan/methodology including your approach to risk and fraud detection

ix. Estimated number of hours to complete the audit by classification of your employees, i.e. partners, senior, junior

x. Time Requirements.

The SYO Reserves the Right to reject any and all proposals submitted.

Only shortlisted audit firms will be contacted. Please note that this RFQ contains full Terms of Reference, hence no further tender documents are available.

Proposal Submission

Deadline for submissions is 6th December 2019
Interested firms should make their applications by sending a letter of interest, attaching all the mandatory documents listed above to Email: info@stretchersyouth.org

For inquiries:
Email: info@stretchersyouth.org and CC:j.atito@stretchersyouth.org