



REQUEST FOR PROPOSALS

EXTERNAL AUDIT SERVICES

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PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

1.2. SUMMARY

MMWCA invites your organisation to submit a financial and technical proposal for the registration of Mara Conservancies as a legal entity. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

RFP issue date: 21st November 2019

RFP closing date and time: 4th December 2019, 17:00 EAT

Estimated contract award date: 11th December 2019

1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the

procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD

Proposers are to direct any questions regarding the RFP to the MMWCA contact Patrick Waringa patrick@maraconservancies.org. No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 4th December 2019, 17:00 EAT.

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. AMENDMENTS TO RFP DOCUMENTS

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS

Proposers must submit their proposal to MMWCA no later than 4th December 2019, 17:00 EAT by email to: procurement@maraconservancies.org. The subject heading of the email should be 'RFP for Provision of External Audit services by [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

1.8. LATE AND INCOMPLETE PROPOSALS

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.10. VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

1.11. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.12. CONFIDENTIALITY

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

1.13. SUBMISSION REQUIREMENTS

All interested person(s)/firm should submit technical and price proposals by the deadline. Deadline: 17:00 EAT, December 4th 2019

Proposals should be emailed to: procurement@maraconservancies.org and copy to contact@maraconservancies.org

PART 2: REQUIREMENTS

1. OBJECTIVES

The objective of the MMWCA audit is to obtain reasonable assurance that the financial statements reflect a true and fair view of the financial position of the Group and for the branches and subsidiaries. The audit will be performed in accordance with International Standards of Auditing (“ISA”).

The audit report will include an Independent Auditors Report (Opinion) on the financial statements. The audit will also include such other required schedules or analyses as MMWCA has determined are necessary in order to ensure that resources are being properly managed.

The auditors should assess the organization’s compliance with the provisions of the the relevant applicable regulatory authorities such as Grants Agreements.

2. SCOPE OF THE WORK

The successful Proponent will provide the Services for the External Audit Services as follows:

- Undertake an independent annual audit of the MMWCA’s financial results as of December 31st in accordance with Generally Accepted Auditing Standards;
- Provide an independent opinion as to whether the financial statements fairly present the financial position of MMWCA
- Exercise professional judgement to identify and assess the risks of material misstatement in the financial statements;
- Evaluate the appropriateness of the MMWCA’s accounting policies and internal controls and the reasonableness of any accounting estimates;
- Evaluate the overall presentation, structure and content of the MMWCA’s financial statements and disclosures, and whether the statements correctly represent the underlying transactions and events;
- Advise MMWCA of any new audit or reporting standards that may apply;
- Provide MMWCA with a management letter that includes comments on the audit, identifies any discrepancies in the MMWCA’s reporting systems and suggestions for changes to reporting or governance;
- Final audited statements & Management letter, in English must be provided by June 10 of each year of the term of the contract; *(Please note - One of our grants require Audit reports by March 31st)*
- Prior to February 10th, the successful Proponent will provide MMWCA a list of documents, files and schedules that are to be prepared by MMWCA staff prior to the commencement of the audit;

- Respond to and discuss other issues arising throughout the fiscal year and be available to provide advice or assistance to MMWCA on other accounting or financial matters that may arise during the year; and

2.1. PAYMENT TERMS

A contract of agreement will be issued between MMWCA and the successful Proponent prior to commencing any job.

2.2. APPLICATION REQUIREMENTS

Based on these Terms of Reference, the Proponent is expected to submit:

- a) A Company profile in the following format:
 - i. A brief Introduction -This is a summary of your company history, accomplishments, philosophy and experience on similar solutions in the conservation & Not for profit field.
 - ii. Owners, Directors and CEO/MD/Managing Partner of the company/firm submitting the RFP bid.
 - iii. A copy of Tax Compliance certificate
 - iv. A business registration or Incorporation certificate
 - v. Business Permit
- b) A technical proposal highlighting:
 - i. The specific firm's experience with regards to provision of External Audit Services.

The consultant must demonstrate experience in undertaking significant and similar assignments for an organization in the last 3 years preferably conservation institutions.

- ii. The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member and their timing. Qualifications of team members evidenced by professional certifications and CVs.
- iii. Proposed methodology work plan including timeframes and deliverables. This entails the detailed Project Schedule that covers the project plan, schedule and resource allocations
- iv. Any comments or suggestions on the terms of reference

c) A financial proposal highlighting:

- i. All costs associated with the assignment including Professional fees, disbursements cap limits and any other costs.
- ii. If appropriate, these costs should be broken down by activity/milestone.

- iii. The Financial Proposal should clearly identify as a separate amount if any, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel if any.



PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below:

The primary and sub-criteria for the technical evaluation are:

A. Mandatory Requirements				
No.	Particulars	Marks	Compliant	Non - Compliant
1	A brief Introduction -This is a summary of your company history, accomplishments, philosophy and experience on similar solutions in the conservation & Not for profit field.		1	
2	Owners, Directors and CEO/MD/Managing Partner of the company/firm submitting the RFP bid.		1	
3	A copy of Tax compliance certificate		1	
4	A business registration or Incorporation certificate		1	
5	Business Permit		1	
	Only those that meet the mandatory requirements in Section A will move to next stage of the evaluation.		5	
B. Expertise of firm / organization submitting proposal			Score	
9.	Experience in reviewing various projects funded by various donors: • USAID (2 marks) • NORAD (2 marks)		12	
	• LGT (2 marks), • SIU (2 marks), • Any other (4 marks)			
10.	Specialized expertise in review of USAID deliverables:		13	
	Sub-Total		25	
C. Proposed Work Plan and Approach				
11	Is the scope of task well defined and does it correspond to TOR (5marks)		5	
12.	Is the audit methodology adopted appropriate for the task? (5marks)		5	

13	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project? (10marks)		5	
	Sub-Total		15	
D. Team Members Experience & Expertise				
14	General Qualification of the: <ul style="list-style-type: none"> • Team Leader/Partner – Degree and CPA(K)/ACCA (2 marks) • Managers - Degree and CPA(K)/ACCA (2 marks) • Senior Auditors - Degree and CPA(K)/ACCA (4 marks) • Audit Assistants – Degree (1 marks) 		10	
15	Professional Experience in the area of specialization and the region: <ul style="list-style-type: none"> • Team Leader – 10 years and above (2 marks) • Managers – 8 years (4 marks) • Senior Auditors – 5 years (4marks) • Audit Assistants – 2 year (2 marks) 		15	
	Sub-Total		25	
E. FINANCIAL				
1	All costs associated with the assignment including Professional fees, disbursements cap limits and any other costs The Financial Proposal should clearly identify as a separate amount if any, the local taxes, duties, fees, levies and other charges imposed under the law on the consultants, the sub-consultants and their personnel if any.		30	
	Sub-Total		30	
	TOTAL		100	

The contract will be awarded to the proposal with the highest score.

