



INVITATION TO TENDER FOR PROJECT AUDIT SERVICES - NBI/FINANCE/5826/2023

TERMS OF REFERENCE FOR PROJECT AUDIT

1.0 Introduction

Introduction

The Lutheran World Federation (LWF) is a global communion of national and regional Lutheran denominations headquartered in the Ecumenical Centre in Geneva, Switzerland. The federation was founded in the Swedish city of Lund in the aftermath of the Second World War in 1947 to coordinate the activities of the many differing Lutheran churches.

LWF World Service is the humanitarian and development arm of the LWF. The LWF Kenya Somalia program has been active in northwest Kenya in the Kakuma Refugee Camp since the camp was established in 1992. In Turkana West Sub County, the program has been implementing host community projects since December 1999. In 2008, the UNHCR invited the program to start operations in Dadaab Refugee Camps. In 2017 the program opened an office in Kismayu, Somalia, responding to the drought and in support of Internally Displaced, local populations and Somali refugees returning home.

LWF Kenya-Somalia Program is implementing a Project **Amplified Youth and Children's Voices for Behaviour Change Communication and Policy Change in Kakuma** that was funded by ACT Church of Sweden to the tune of SEK 830,000.

LWF Kenya-Somalia Program is therefore inviting Expressions of Interest from eligible audit firms to offer financial audit services for the entire Project Period (*2nd May 2022 -31st October 2023.*)

SCOPE OF WORK/DELIVERABLES

The successful firm will be required to perform the Project audit for the entire Project period. The aim of the audit is the submission of management letter and audit opinion related to the financial report on the project, and the use of the project funds by the LWF. The final signed reports are expected not later than 30th November 2023.



Interested firms should submit clear **technical** and **financial** proposals

Technical proposals should include:

- a. Provide an exposition of their technical expertise in audit and advisory services;
- b. Demonstrate experience of auditing International Non-Governmental Organizations;
- c. Provide references of recent experiences in performing project audit services which should be a sample list of past clients including name of organization, contact person, contact number and email address, designation, nature and value of service and period of the appointment;

1. Financial proposals have to show explicitly:

- a. Total amount in Kenya Shillings;
 - b. incl. VAT;
 - c. incl. any/all fees and withholding tax if applicable;
 - d. incl. detailed costings for any other expenses (if not taken care of by another party as stipulated above).
2. Seek clarification and additional information where needed

Location

The audit will be carried out at the LWF offices along Gitanga Road, Nairobi. Visits to the implementation areas will be expected as well.

Submission.

The technical and financial proposals should be sent to lilian.lichungu@lutheranworld.org and copied to the Procurement Committee at procurement.nairobi@luthernaworld.org so as to be received not later than **6th October 2023**.

LWF reserves the right to accept or reject any or all of the applications without assigning reasons for its decisions thereof.

Any additional clarification required on the TOR should be addressed to Finance Manager- LWF World Service, Kenya-Somalia Program Email: michael.atwiine@lutheranworld.org and copied to the Procurement Committee email: procurement.nairobi@lutheranworld.org.