

REQUEST FOR PROPOSAL FOR

PROVISION OF EXTERNAL AUDIT SERVICES

FOR THE YEAR

2018



LUMO WILDLIFE CONSERVATION TRUST

P. O. BOX 186-80311, NG'AMBWA. TEL: +254 716 119 322 / +254 729 265 018

INTRODUCTION

The purpose of this proposal is to request for provision of the statutory audit services to Lumo wildlife conservation trust for the year 2018.

LUMO BACKGROUND INFORMATION

LUMO is a 46,000 hectare Wildlife conservancy located in Taita Taveta County, right in the heart of the Tsavo Ecosystem. The name LUMO was coined when three community owned ranches namely Lualenyi, Mramba and Oza in unison agreed to set aside their lands for conservation. The merging of the three ranches saw LUMO get legal registration as a trust in the year 2001. The trust has 4,000 members so far. The LUMO sanctuary is such a significant wildlife area as it is wedged between The Tsavo East National Park, the Tsavo West National Park and the Taita Hills Wildlife sanctuary, hence making it a key dispersal area for not only Elephants but also other animal species. Further it serves to protect the very important animal migratory corridor between the Tsavo East and Tsavo West National Parks. Our sanctuary boasts of being fully community owned and therefore the community living in the surroundings of the conservation area gets direct benefits among them job opportunities, bursaries to needy students and shareholders fund.

VISION

To be the leading tourist destination centre in eastern and southern Africa.

MISSION

Lumo is a community based conservancy that provides ecotourism services to protect the wildlife of Tsavo.

DUTIES AND RESPONSIBILITIES OF THE AUDITOR

The auditor's responsibilities shall include the following:

1. Conducting independent audit of LWCT activities / operations in line with International Standards on Audit and International Financial Reporting Standards.
2. Expressing an opinion on whether the financial statements are prepared, in all material respects, in accordance with the applicable reporting standards and frameworks, whether LWCT has maintained proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of the company.
3. Reviewing and evaluating the LWCT'S internal control and risk management system and advising Management and the Board on adequacy/effectiveness of the system, and proposals for its improvement.
4. Reviewing adequacy of LWCT information system and related infrastructure.
5. Providing any other value – additional services consistent with the audit of LWCT.

REQUIRED PROFILE OF THE AUDIT FIRM

Bidding Firms will be required to meet the following criteria.

- 1) Be registered with Institute of Certified Public Accountants of Kenya and its partners must hold a current practicing Certificate.
- 2) Have at least three partners who must be of good standing with ICPAK, while the firm and its partners should not have been subject to any disciplinary action by ICPAK or other related professional; bodies.
- 3) Should have been in operation for a period of at least five years and undergone a quality Assurance Review by ICPAK.
- 4) Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required time lines.

TENDER SUBMISSION.

Firms meeting the above criteria are requested to submit their proposals in a sealed envelope as follows;

a) Technical Proposal containing:

- 1) Confirmation of the Firm's understanding of the Terms of Reference (TOR) and its capacity and capability to deliver on the TOR ;
- 2) The methodology, work-plan and timelines for undertaking and completing the assignment, and the deliverables;
- 3) Appropriate references to demonstrate having the experience specified in the TOR;
- 4) The CVs of key staff proposed to do the assignment.

b) Financial Proposal indicating the proposed fees and expenses.

Bidding firms should also submit documents with their Technical Proposals:

- 1) Proof of registration with ICPAK and Partners Practicing Certificates;
- 2) Confirmation of having undergone a Quality Assurance Review by ICPAK;
- 3) Confirmation that neither the firm, nor any of its partners or key staff, have faced and disciplinary action by ICPAK or other professional bodies;
- 4) Confirmation that the firm and/ or its partners and key staff are not any conflict of interest which may exist with respect to company.

Proposals should be submitted on or before 20th June, 2018 at 4.00 pm to the following address:

**THE SECTARY OF BOARD OF TRUSTEE,
LUMO WILDLIFE CONSERVATION TRUST,
P.O. BOX 186 – 80311,
NG'AMBWA, TAITA COUNTY.**