KEHPCA
partnering
educating
advocating
palliative care
for all
Kenya Hospices and Palliative Care Association

CALL FOR EXPRESSION OF INTEREST FOR EXTERNAL AUDIT SERVICES



KENYA HOSPICES AND PALLIATIVE CARE ASSOCIATION (KEHPCA)
P. O. BOX 20854-00200
NAIROBI

CALL FOR EXPRESSION OF INTREST FOR EXTRNAL AUDIT SERVICES

16th November 2026

Kenya Hospices and Palliative Care Association (KEHPCA) is a nonprofit making organization registered under the companies act (Cap 486) as a Limited Company by Guarantee.
KEHPCA exists to promote and support acceptable, accessible and affordable quality Palliative Care for individuals and families by creating networks of informed and empowered institutions in Kenya.

Objective and Scope of the Audit

The objective and scope of the audit includes:

- Ensure whether the organization is compliant in respect of laws & regulations.
- Ensure whether the financial statements give a true & fair view of the organization.
- Ensure that all relevant accounting standards, as applicable, are followed by the organization.
- Reporting of fraud by or on the organization, if identified during audit.
- Financial year under audit runs from 1st January 2026 to the 31st December 2026.

Responsibilities for the Preparation of Books of Account

The responsibilities for preparation of financial statement lie with KEHPCA management.
The Management will prepare the books of account in accordance with relevant accounting procedures.
Management is responsible for the implementation of accounting, administrative and financial procedures as contained in the KEHPCA Finance and procedures manual
Rotation of auditors will be done at least after 3 years and at the discretion of the KEHPCA board.

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Auditors Selection Criteria

The selection criteria will include the following:

- Evidence of legal registration as an independent audit firm
- Details of the firm's ownership i.e. Names of directors, citizenship and shares owned.
- Active member of a governing body
- Copy of latest Tax Compliance from KRA
- Proof of physical location of offices (such as copy of rental receipt or lease agreement).
- References of non-profit organizations served by your firm, with particular emphasis on local NGOs
- Qualification of proposed audit staff, including prior audit experience.
- Any actual or potential conflict of interest in taking up this role should be highlighted
- Quotation for performing the task

Audit Duration

- The audit work shall be completed and submitted to KEHPCA within one month from date of commencement.

Audit Report

1. 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.
2. Shall contain the audited financial statements and signed by the auditor responsible.
3. Shall prepare a management report.
4. Shall issue financial statements in both a soft and 3 hard copies.

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Submission of Interest

Audit firms that meet the above requirements should submit their proposals via email attaching supporting documents listed under the **selection criteria**

The proposal should be addressed to:

The Executive Director
KEHPCA
Email: info@kehpca.org
Cc: finance@kehpca.org; ed@kehpca.org

The deadline for submission of the proposals is **23rd November 2026 on or before 4pm EAT**