

## EXPRESSION OF INTEREST FOR PROVISION OF INTERNAL AUDIT SERVICES

Kenya Association of Music Producers (KAMP) is a registered non-profit making private company, with no share capital limited by guarantee. KAMP was officially registered in the year 2003 under the Companies Act, Chapter 486 of the Laws of Kenya and licensed by the Kenya Copyright Board to operate as a Collective Management Organization (CMO) in May 2008 as provided for in Section 46 of the Copyright Act Chapter 130, laws of Kenya.

Kenya Association of Music Producers (KAMP) seeks to engage an audit firm to perform its **internal audit functions**.

### ***The Audit firm shall;***

- Provide professional audit work, conduct reviews of assigned organizational activities in accordance with Standards for the Professional Practice of Internal Audit, and departmental standards.
- Prepare and review audit work papers and reports documenting the result of reviews of assigned activities and recommended management action.
- Prepare detailed plans for performing internal audits for the organization including the identification of key risks and controls, determination of audit objectives, and development of an appropriate audit program.
- Summarize audit findings and discuss with the audit committee and the board so as to obtain their comments and agree on action dates.
- Participate in reviews of internal controls and standard operating procedures.
- Identify potential audit areas, assists with assessing the degree of inherent risk, and estimates the time and skills required to complete audit projects.
- Assist in the development and execution of a comprehensive audit plan based upon risk assessment, management's goals and objectives.
- Identify opportunities for cost savings and make recommendations for improving cost efficiencies.
- Participate in operational field inspections.
- Evaluate and advise on the Company's Corporate Governance Practices.
- Prepare risk management and business continuity policies for the organization.
- Any other duties as assigned by the Board and the audit committee.

**The term shall be for a period of Two (2) years at the discretion of the Board of Directors. The audit reports shall be presented to the audit committee and the Board as per the agreed timelines.**

### **Qualification requirements/Evaluation criteria**

The interested audit firms shall provide the following specific information as well as any other relevant information;

- i. Evidence of Incorporation/Registration in Kenya.
- ii. Valid tax compliance certificate for the last 6 months.
- iii. Certificate of the firm's registration with ICPAK (Institute of Certified Public Accountants of Kenya and in good standing).
- iv. Profiles of its key personnel with a team lead for the audit with relevant qualification and at least 3 years' experience in auditing of a company of a similar or higher level.
- v. Company profile, description of management/organization structure, list of key staff relevant to the internal audit assignments.
- vi. Description of the methodology and work plan for performing the assignment.
- vii. Relevant references for at least 5 audits done within the last 3 years (2019 to date).

The responses to EOI should reach not later than **25th October, 2022** and addressed to;

**The Chief Executive Officer**  
**Kenya Association of Music Producers**  
**P.o. Box 51149-00200**  
**Nairobi, Kenya.**  
**recruitment@kamp.or.ke**