



REQUEST FOR PROPOSALS
INTERNAL AUDIT SERVICES FOR MMWCA

TABLE OF CONTENTS

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS	3
1.1. INTRODUCTION	3
1.2. SUMMARY	3
1.3. PROCUREMENT PROCESS	3
1.4. CONDITIONS	4
1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD	4
1.6. AMENDMENTS TO RFP DOCUMENTS	4
1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS	4
1.8. LATE AND INCOMPLETE PROPOSALS.....	4
1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL	4
1.10. VALIDITY OF PROPOSALS.....	4
1.11. EVALUATION OF PROPOSALS.....	5
1.12. CONFIDENTIALITY.....	5
1.13. SUBMISSION REQUIREMENTS	5
PART 2: REQUIREMENTS.....	6
2.1 OBJECTIVES.....	6
2.2 SCOPE OF THE WORK	6
2.3 DURATION.....	6
2.4 PAYMENT TERMS.....	7
2.5 RELATIONSHIPS.....	7
2.6 APPLICATION REQUIREMENTS	7
PART 3: EVALUATION OF PROPOSALS.....	9

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 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 Individuals, Firms or Consortium to submit financial and technical proposals for Internal Audit and services. 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: **2 October, 2024**
- RFP closing date and time: **16 October, 2024, 17:00 EAT**
- Estimated contract award date: **25 October, 2024**

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 procurement@maraconservancies.org. No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than **9 October, 2024, 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 **16 October, 2024, 17:00 EAT** by email to: procurement@maraconservancies.org . The subject heading of the email should be 'Internal Audit Services for MMWCA 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: **16 October, 2024 17:00 EAT**

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

2 REQUIREMENTS

2.1 OBJECTIVES

Maasai Mara Wildlife Conservancies Association (MMWCA) wishes to appoint a suitable and independent firm or individual (the “Consultant”) to provide internal audit services for the organization

The purpose of the creation and the implementation of the internal audit function is to provide independent assurance to the Board of Directors and its Audit, risk and governance committee that the organization's risk management, governance, and internal control processes are operating effectively.

2.2 SCOPE OF THE WORK AND DELIVERABLES

The scope of work for the internal audit services will include the following:

- 2.2.1 Developing a Strategic Plan for Internal Audit, based on an assessment of key areas of risk for MMWCA, taking into consideration the organisation’s current changes; operations, other audit and risk-related work being implemented by the external auditors, MMWCA management and the Board, the operations proposed in its strategic plan and its risk management strategy.
- 2.2.2 Developing an Internal Audit and Risk management framework and reviewing MMWCA’s Internal Policy, taking into consideration the organisation’s current changes, operations, Strategic Plan and risk management strategy
- 2.2.3 Developing an annual Internal Audit Plan driven by the Strategic Plan approved by the Board, designed to ensure coverage of priority risk areas and including an accompanying financial budget. The Strategic Plan for Internal Audit, the Internal Audit framework and Policy and the annual Internal Audit Plan will be approved by the Board
- 2.2.4 Implementing the Internal Audit Plan by:
 - 2.2.4.1 Carrying out reviews and performing specific audit assignments as required, including: conducting interviews with MMWCA’s managers and staff; performing tests; and comparing outcomes with external benchmarks as necessary
 - 2.2.4.2 Engaging MMWCA staff to carry out specific audits where necessary.
 - 2.2.4.3 Providing regular reports to the Board on progress in implementation

- 2.2.5 Following the conclusion of each internal audit, preparing or arranging for the issuance of written reports the Board, with recommendations to allow effective monitoring and intervention where necessary.
- 2.2.6 Monitoring the actions taken to address the findings and recommendations from Internal Audit reports, and periodically reporting on these.
- 2.2.7 Providing information and guidance to the Board on the adequacy and the effectiveness of management practices, systems and internal controls and on the quality and use of management information.
- 2.2.8 Participation in the Audit, risk and governance committee meetings: -
 - 2.2.8.1 The Internal Auditor is expected to attend and report in the quarterly meetings of the Audit, risk and governance committee;
 - 2.2.8.2 The Internal Auditor will attend the Audit, risk and governance committee meetings in an ex-officio capacity and serve as the Secretary of the Committee ensuring that minutes of the Committee meeting are taken.
- 2.2.9 Develop Job description for long-term Internal Auditor position
- 2.2.10 Assist with recruitment of Internal Auditor for the MMWCA.

2.3 DURATION

The successful bidder shall be engaged by MMWCA for a period of Six months.

2.4 PAYMENT TERMS

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

2.5 RELATIONSHIPS

The Consultant will be appointed by the Board and will be accountable to the Board through respective Board Committee.

2.6 APPLICATION REQUIREMENTS

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

1. Statutory documents detailing:

For Companies

- i. Provide Company Profile with Organogram/Organization Chart

- ii. Provide Certificate of Incorporation, Certificate of Registration
- iii. Provide CR12 certificate
- iv. Provide Valid Tax Compliance Certificate
- v. Copy of Utility Bill or Lease to confirm existence of the business premises
- vi. Describe any conflicts of interest that your company may have in entering into a relationship with MMWCA
- vii. Audited financial reports for the last two years

For Sole Proprietors

- A detailed CV and profile of the consultant highlighting experience on similar solutions in the conservation field/NGO sector.
 - Individual KRA PIN
 - KRA Tax Compliance Certificate
 - A business registration or Incorporation certificate
 - Business Permit
 - Copy of Utility Bill or Lease to confirm existence of the business premises
 - Describe any conflicts of interest that your company may have in entering into a relationship with MMWCA
 - Financial reports for the past two years
2. Technical proposal highlighting:
 - Profile and capability statement of the applicant;
 - Experience in carrying similar assignment;
 - Applicant understanding of the TORs;
 - Qualifications and experience of the applicant;
 - Proposed detailed methodology to undertake this assignment;
 - Proposed work plan;
 - 3 written references on a company letterhead from organizations for which the applicant has delivered similar assignments in the last 5 years.
 3. Financial proposal:

The financial proposal should be adequately detailed covering professional fee and all other costs required to undertake the assignment including all taxes

PART 1: 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:

Criteria	Points
<p>Mandatory Documents: <u>For Companies</u></p> <ul style="list-style-type: none">i. Provide Company Profile with Organogram/Organization Chart – 2 Pointsii. Provide Certificate of Incorporation, Certificate of Registration – 1 Pointiii. Provide CR12 certificate – 1 Pointiv. KRA PIN – 1 Pointv. Provide Valid Tax Compliance Certificate – 1 Pointvi. Copy of Utility Bill or Lease to confirm existence of the business premises – 1 Pointvii. Describe any conflicts of interest that your company may have in entering into a relationship with MMWCA – 1 Pointviii. Audited financial reports for the last two years – 2 Points <p><u>For Sole Proprietors</u></p> <ul style="list-style-type: none">i. A detailed CV and profile of the consultant highlighting experience on similar solutions – 2 Pointsii. Individual KRA PIN – 1 Pointiii. KRA Tax Compliance Certificate – 1 Pointiv. A business registration or Incorporation certificate – 1 Pointv. Business Permit – 1 Pointvi. Copy of Utility Bill or Lease to confirm existence of the business premises – 1 Pointvii. Describe any conflicts of interest that your company may have in entering into a relationship with MMWCA – 1 Pointviii. Financial reports for the past two years – 2 points	10 Points
<p>Technical Proposal</p> <ul style="list-style-type: none">i. Qualifications and experience of the individual/ the firm and its personnel. 20 marksii. Demonstrated understanding of the scope of work. 10 marksiii. Proposed approach, methodology, and timeline for the internal audit services. 10 marks.	60 Points

iv. Quality control procedures. 10 marks v. References from other clients. 10 marks	
Financial Proposal Detailed financial proposal in Kenya Shillings with itemized expenses. The lowest cost proposal will be awarded 30 points. Other cost proposals will be awarded proportionate points as per formula: <i>Financial Weight = (Lowest Cost/Proposal's Cost) X 15</i>	30 Points
Total	100 points