



MZIMA SPRINGS NWDT SACCO

— Your Personal Anchor —

REQUEST FOR PROPOSALS (RFP)

INVITATION TO APPLY FOR PROVISION OF INTERNAL AUDIT SERVICES

MZIMA SPRINGS NWDT SACCO LIMITED

Ref: MZIMA/INTAUDIT/2025

Mzima Springs NWDT Sacco Ltd is a licensed and regulated Deposit Taking Sacco under SASRA, with a solid track record in delivering financial services to its members. As part of its commitment to enhancing accountability, governance, and operational efficiency, the Sacco invites applications from qualified and experienced individual professionals or audit firms to offer Internal Audit Services.

Scope of Services:

The appointed internal auditor will be responsible for:

1. Providing an independent and objective appraisal of the SACCO's operations.
2. Evaluating and improving the effectiveness of risk management, internal controls, and governance processes.
3. Verifying compliance with internal policies, procedures, statutory regulations, and SACCO regulatory requirements.
4. Advising management and the Board on areas of improvement and risk mitigation strategies.
5. Preparing quarterly audit reports and follow-up on implementation of audit recommendations.
6. Coordinating with the Supervisory Committee and external auditors.
7. Conducting special investigations as may be assigned by the CEO and/or the Board.

Qualifications and Requirements:

Interested applicants must meet the following minimum qualifications:

1. A Bachelor's degree in Finance, Accounting or related field.
2. A professional qualification – CPA (K) or ACCA.
3. Membership with ICPAK or a recognized professional body in good standing.
4. At least 3 years of relevant experience in internal audit, preferably in a Sacco, bank, or microfinance institution.
5. Knowledge and experience in auditing Sacco core banking systems is an added advantage.

6. Strong analytical, communication, and reporting skills.
7. High level of integrity and ability to work independently.

Application Procedure:

Interested individual consultants or audit firms are invited to submit:

1. A detailed proposal outlining their understanding of the assignment, methodology, and approach.
2. Profile and experience of the consultant/firm, including similar assignments undertaken.
3. Copies of academic and professional certificates of the lead auditor(s).
4. Valid registration certificates, KRA PIN and Tax Compliance Certificate.
5. Reference letters from at least two institutions where similar services have been rendered.
6. Financial proposal indicating expected fees (including applicable taxes).

All applications must be submitted **by email to: mzimarecruitment@strathmore.edu** with the subject line **“Application for Provision of Internal Audit Services – Ref: MZIMA/INTAUDIT/2025”** on or before **31st July 2025**.

Late applications will not be considered. Only shortlisted applicants will be contacted. If you do not hear from us by **15th August 2025**, please consider your application unsuccessful.