

REQUEST FOR PROPOSAL
THE PROVISION OF AUDITING SERVICES
TO
TECHNOLOGY SERVICE PROVIDERS OF KENYA
(TESPOK)
FOR
FINANCIAL REPORT FOR THE PERIOD
JANUARY 2020 TO DECEMBER 2020

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1. BACKGROUND

Technology Service Providers Association of Kenya (TESPOK) is a professional, non-profit organization representing the interests of technology service providers in Kenya. Established in 1999 as Telecommunication Service Providers of Kenya; the strength of the Association rests on its ability to be truly representative of the Kenyan industry as a whole. Through the print, television and radio media, the association has brought the issues affecting its members into the limelight, and this has created awareness among policy makers and the general public as well as producing several concrete outcomes.

TESPOK's mission is to be **“An Industry voice in Technology, Providing Policy and Direction within the Industry and Government”**; whereas the Vision is **“To be a Technology Showcase in Africa.”**

2. MEMBERSHIP

TESPOK's membership is made up of Technology service providers in Kenya such as Innovation Hubs, Software developers, Internet Service Providers, Infrastructure Providers, Mobile Operators, Business Process Outsourcing Operators, Premium Rate Service Providers, System Integrators, Hardware and Software Vendors as well as ICT Consultants and Project Managers.

All Members have full voting rights and if using the KIXP enjoy the benefits of the Kenya Internet Exchange Point (KIXP). Membership is open to any Information Communication Technology Service Provider. Full details of the current members and how the current board is constituted can be obtained from our website www.tespok.or.ke.

OUR SERVICES:

1. **KIXP:** Formation of Kenya's first “Internet Exchange Point” where currently 31 network operators are peering their local traffic thus improving their interconnect speeds and reducing bandwidth costs. Through the KIXP, Kenyans can now enjoy faster transmission of electronic mail within the country, and speedy browsing of websites hosted by connected local Internet Service Providers (ISPs). The Internet backbone route is consequently free from looped traffic, and the Exchange now encourages the development and hosting of local content. Routing of local traffic within Kenya will ultimately also result in cheaper Internet access charges as more ISPs get connected to the Exchange. The establishment of this exchange point was applauded worldwide as it was the first exchange to be established in Africa outside of South Africa. Currently, KIXP has three site at Bruce House and Chancery Building in Nairobi and a Mombasa POP at the TEAMS landing station.
2. **GRX:** A GRX is a GPRS Roaming Exchange for exchanging GPRS and 3G roaming data. It ensures efficient and reliable transporting of data between visited and home networks. This service is limited to the GSM Operator community. To date, there are only 3 GRX

set-ups in the world, located in Amsterdam, Singapore & Ashburn (US). African Operators have to establish bi-lateral peering or pass their traffic via the 3 above GRX operators in order to facilitate 3G data roaming. However, due to the expense as a result of the locations of the existing GRX Roaming Exchanges most African operators will not allow their pre-paid and in some cases post-paid customer to receive data roaming services.

3. **Capacity Building:** TESPOK has been involved in capacity building with a view of teaching the relevant skill sets required within the industry to members technical staff.
4. **Industry Research:** TESPOK shall be running a program to create more awareness on ICT opportunities for the consumers so as to drive appreciation of ICT within the country
5. **Policy negotiations:** The Association also addresses issues of professional conduct and standards of service and has worked closely with members and the regulator to develop the Infrastructure Sharing Code of Practice. A service delivery code of practice by Internet Service Providers is soon to be developed.

3. OUR TERMS OF REFERENCE

We are seeking an audit firm that will provide the association with the following services:

1. Audit services
 - a. Examine our books of accounts so as to be able to provide expert opinion as to whether the financial statements produced give a true and fair view of the financial position for the year under review
 - b. Provide an expert opinion of the financial performance of the association
 - c. Review the company's accounts and financial control systems and advise on their reliability.
 - d. Prepare a work methodology and share the schedule of activities with the association secretariat.
 - e. Provide an opinion on the audit findings
 - f. Prepare and present the financial report to the members
2. Taxation Services
 - a. File annual returns to the Kenya Revenue Authority (KRA) as required by the law.
 - b. Review internal policies and implications of tax regime.

3. Risk Assessment

- a. Conduct annual audit and risk assessments to ensure effectiveness and efficiency of operation, compliance of policies, procedures, statutory laws and industry best practices and provide recommendations and advise on improvement of procedures and systems.
- b. Identify and advise on internal policy gaps to mitigate risk

4. ACCESS TO FACILITIES AND DOCUMENTS

The financial systems are automated in Quick books accounting package, the supporting documents in the form of payment requisition and vouchers are filed manually. The Auditors will have full and complete access during the allocated period of the audit to all records and documents (including books of accounts, bank records, invoices, contracts etc.) and all employees of TESPOK. The Auditors will have a right of access to banks and depositories, contractors and other persons or firms engaged by the program management over the period under the audit review.

5. AUDIT FEES

The bidders are expected to submit their proposals indicating the audit fees based on the above terms and reference.

Term limit: The successful audit firm will be engaged as per the terms of the association.

6. CONCLUSION

We would like to openly announce for the bid to any interested bidders who are willing and able to offer the above services as specified in this document. The deadline for submission of interest is **18th September 2020 by C.O.B.** All responses will be addressed to:

THE CHIEF EXECUTIVE OFFICER

TECHNOLOGY SERVICE PROVIDERS OF KENYA

P.O BOX 27589 – 00506

NAIROBI , KENYA