



**REQUEST FOR PROPOSAL (RFP) FOR PROVISION OF  
EXTERNAL AUDIT SERVICES TO MISSION FOR ESSENTIAL  
DRUGS AND SUPPLIES (MEDS)**

**RFP# MEDS/RFP/IA/01/2026**

**Release Date: 10/06/2026**

**EXTERNAL AUDIT SERVICES**

## **1. Background**

Mission for Essential Drugs and Supplies (MEDS) is a leading Faith-based health solutions provider founded by an ecumenical partnership of the Kenya Conference of Catholic Bishops (KCCB) and the Christian Health Association of Kenya (CHAK). MEDS provides reliable and affordable Health Products and Technologies, Quality Assurance and Health Systems Strengthening Services across Kenya and other regions in Africa. To uphold the highest levels of financial accountability and governance, the organization seeks to engage an independent auditor to review financial statements, governance structures and internal controls.

As part of our commitment to strong governance, financial transparency, and compliance with regulatory and donor requirements, MEDS seeks to engage a qualified and experienced audit firm to conduct independent statutory audits in accordance with International Standards on Auditing (ISA) and applicable laws of Kenya.

### **Terms of Reference (ToR)**

The purpose of this Terms of Reference (ToR) is to outline the scope, objectives, deliverables, and responsibilities associated with the provision of external audit services by an independent audit firm, ensuring compliance with applicable accounting standards, statutory requirements, and organizational policies.

## **2. Objectives**

The objective of the external audit is to enable the auditor to express a professional and independent opinion on whether:

- The financial statements present a true and fair view of the financial position of MEDS.
- The financial statements are prepared in accordance with IFRS and applicable laws.
- Internal control systems are adequate, effective, and compliant.
- MEDS adheres to regulatory, donor, and statutory requirements.

## **3. Scope**

The audit will cover, but not be limited to:

### **3.1 Annual Statutory Audit**

- Audit financial statements in accordance with International Standards on Auditing (ISA).
- Review of IT controls, Risk Management practices, accounting records, supporting documentation, and reconciliations.
- Verification of assets, liabilities, revenues, and expenses.
- Assessment of compliance with applicable laws and regulations.

### 3.2 Review of Internal Controls

- Evaluate the adequacy and effectiveness of internal controls.
- Identify weaknesses, risks, and areas for improvement.
- Provide practical recommendations to enhance control systems.

### 4. Deliverables

The auditor will provide:

1. Independent Audit Opinion on the annual financial statements.
2. Management Letter with detailed findings and recommendations.
3. Internal control assessment report, where necessary.

### 5. Governance and Oversight

- **Oversight:** Board of Directors and Board of Trustees
- **Execution:** Director, Audit & Risk under the Department of Internal Audit & Risk
- **Approval:** Final report to be approved by the Board of Trustees

### 6. Timeframe

MEDS shall share an updated audit timetable with external auditors for execution. However, the following overview of activities shall apply:

No.	Activity	Expected Dates
1	Interim audit	01/10/2026
2	Final Audit planning meeting	07/12/2026
3	Final audit fieldwork	08/02/2027
4	Draft report submission	04/03/2027
5	Final report issuance	09/03/2027

### 7. Proposal Submission

Interested firms should submit:

- Technical proposal detailing approach, methodology, and timeline.
- Financial proposal with detailed budget breakdown.
- CVs of consultants and relevant experience.
- References from previous similar assignments.

### 8. Budget and Payment Terms

The proposal should include:

- Summary of the price, validity period, and taxes.
- Breakdown of other costs, if applicable.

## 9. Confidentiality

The auditor shall maintain strict confidentiality regarding all materials, information, and documentation accessed during the engagement.

## 10. Duration of Appointment

The successful firm shall be appointed for an initial period of three (3) years, subject to satisfactory performance, annual evaluation, and renewal at the discretion of the Client.

## 11. Expected Outputs

By the end of the engagement period, the auditor is expected to deliver:

- Management Letter
- Audited Financial Statements
- Presentation to the Audit and Management Committee (ARMC) and Finance and Investments Committee of the Board
- Any donor-specific reports (if applicable)

## 12. Evaluation Criteria

### 1. Preliminary Evaluation (Mandatory Requirements)

The following mandatory requirements shall be evaluated on a Pass/Fail basis. Failure to submit any of the documents shall result in disqualification from further evaluation.

No.	Mandatory Requirement	Compliance (Pass/Fail)
1	Certificate of Registration	Pass/Fail
2	PIN Certificate	Pass/Fail
3	Valid Tax Compliance Certificate	Pass/Fail
4	Audited Financial Statements for the last three (3) years	Pass/Fail
5	ICPAK Firm Registration Certificate	Pass/Fail
6	Current ICPAK Practicing License	Pass/Fail
7	Professional Indemnity Cover	Pass/Fail
8	Valid Business Permit Certificate	Pass/Fail

## 2. Technical Evaluation Criteria (70 Marks)

No.	Evaluation Criteria	Description	Award Marks
1	Firm Experience and Track Record	Experience in providing external audit services to organizations of similar size and complexity.	30
2	Technical Capacity and Team Competence	Qualifications, experience and adequacy of the proposed audit team.	20
3	Proposed audit methodology and approach	Audit approach and risk assessment methodology	10
4	Work plan, timelines and deliverables schedule	Detailed work plan and schedules	5
5	Understanding of the Terms of Reference and assignment objectives	Responsive to the TOR	5
	<b>Total Technical Score</b>		70

*Minimum Technical Qualification Score: 49 out of 70 marks (70%). Only firms attaining this score or higher shall proceed to the financial evaluation stage.*

## 3. Financial Evaluation (30 Marks)

Financial proposals of technically responsive bidders shall be evaluated using the Proposal Evaluation Criteria below.

Evaluation Criteria	Description	Award Marks
Budget Realism	Assessment of whether the proposed budget is reasonable, realistic, and commensurate with the scope of work, methodology and expected deliverables.	15

Completeness of Financial Proposal and Cost Breakdown	Assessment of the completeness and clarity of the financial proposal, including a detailed itemization	10
Taxes and Statutory Requirements	Assessment of whether applicable taxes and statutory charges have been clearly identified, separately indicated, and correctly calculated.	5
<b>Total Financial Score</b>		<b>30</b>

***Financial Scoring Formula***

*Financial Score = Budget Realism Score + Completeness Score + Taxes and Statutory Requirements Score*

***Final Combined Score Formula***

*Final Combined Score = Technical Score (70%) + Financial Score (30%) = 100 Marks*

**Financial Evaluation Checklist**

<b>Evaluation Item</b>	<b>Yes/No</b>	<b>Comments</b>
Budget is realistic and aligned to the scope of work		
Professional fees are clearly itemized		
Applicable taxes are separately indicated		
Financial proposal is complete with clear cost break down		
Grand total cost is correctly calculated		

**Note:**

Mandatory site visits shall be conducted by the MEDS team at the bidder's premises and at least a minimum of two reference sites to be provided by the bidder. These visits will apply to the final shortlisted bidders at the end of the evaluation process.

### **13. Application Process**

Interested and qualified firms are invited to submit their proposals and provide the following:

1. A technical proposal with an outline of the proposed methodology the firm will use to carry out this assignment.
2. Financial proposal showing clearly the budgeted cost for the work to be conducted.
3. Professional CV / Resume of the consultant(s) who will undertake the assignment
4. Interested firms to indicate availability from start to completion of the assignment
5. At least Three (3) Referees

### **14. Proposal Submission**

Interested eligible firm may obtain further information from MEDS Office through the email **info@meds.or.ke**. The tender document can be downloaded from the website **www.meds.or.ke**. All bids and accompanying documents shall be submitted **electronically** via email to **info@meds.or.ke** no later than **17:00 hours (EAT) on 26<sup>th</sup> June 2026**. The email subject line must be clearly marked:

**“Request For Proposals (RFP) For Provision of External Audit Services to Mission for Essential Drugs and Supplies (MEDS) -Ref. MEDS/RFP/IA/01/2026.”**

No hard copy submissions will be accepted. All proposal documents should be addressed to:

**Chief Executive Officer**  
Mission for Essential Drugs & Supplies (MEDS)  
MEDS Centre, Mombasa Road  
P.O. Box 78040–00507, Viwandani, Nairobi  
Email: **info@meds.or.ke**