



STAREHE GIRLS' CENTRE

A Charitable Institution, Incorporating a National High School and Skills Training programme for girls.

P.O. Box 6847 – 00200

NAIROBI - KENYA

16th April 2026

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E-mail: info@starehegirlscentre.co.ke

Website: www.starehegirlscentre.sc.ke

REQUEST FOR PROPOSAL (RFP)

OUTSOURCING OF INTERNAL AUDIT SERVICES

1. INTRODUCTION

Starehe Girls' Centre is a charitable national high school for girls who are academically bright but come from financially and socially disadvantaged backgrounds. The school is committed to fostering academic excellence, character development, and holistic growth. To strengthen governance, accountability, and internal control systems, the Centre seeks to outsource Internal Audit Services to a qualified, reputable, and experienced firm.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of outsourcing internal audit is to provide independent, objective assurance and advisory services designed to add value, enhance risk management, improve internal controls, and support efficient use of resources.

3. SCOPE OF WORK

The appointed internal audit firm will undertake, but not be limited to, the following:

a) Financial Audits

- Review accounting systems, controls, and financial procedures.
- Assess accuracy, reliability, and integrity of financial information.
- Evaluate compliance with financial policies, statutory requirements, and best practices.

b) Operational Audits

Examine internal processes for efficiency and effectiveness.

Review procurement, payroll, stores, fees management, asset control, ICT systems, HR processes, and departmental operations. arrangements

Identify weaknesses and recommend improvements.

c) Compliance Audits

Review adherence to internal policies, legislation, and applicable regulatory frameworks.

Board of Trustees

Mrs. Eunice Mathu, Dr. Manu Chandaria, Dr. Julius Kipng'etich, Grace Madoka, Dr. Salome Gitoho, Dr. FCPA Anne E. Owuor, Mrs. Suzane Gachukia Opembe, Dr. Naomy Wangai, Director-Starehe Boys Centre

- Evaluate whether internal procedures support proper governance and reporting.

d) Risk Management

- Review risk assessments and recommend mitigation strategies.
- Help develop or strengthen the Centre's risk management framework.

e) Advisory Services

- Provide recommendations aimed at enhancing controls, accountability, and financial sustainability.
- Report significant issues to management and the Board/Finance Committee.

4. DELIVERABLES

The firm will be required to provide:

- Annual Internal Audit Work Plan aligned with Centre priorities.
- Quarterly Internal Audit Reports detailing findings, risks, recommendations, and action points.
- Special Audit Reports on demand (e.g. investigations, systems reviews).
- Presentation of reports to the Management and Board Committee.
- Follow-up reports on implementation of audit recommendations.

5. DURATION OF THE CONTRACT

The initial contract will run for two (2) years, renewable based on performance.

6. QUALIFICATION REQUIREMENTS

Interested firms must demonstrate:

- Registration and good standing with ICPAK or equivalent recognized professional body.
- At least 5 years demonstrable experience in internal audit, preferably in schools, NGOs, or public sector institutions.
- A team of qualified auditors including a team leader with CPA(K) or ACCA and relevant experience.
- Proven capacity to undertake risk-based internal audits.
- Evidence of similar assignments undertaken in the last five years (provide references).
- Professional indemnity cover.
- Independence, integrity, and strong ethical standards.

7. PROPOSAL SUBMISSION REQUIREMENTS

Firms should submit a technical and financial proposal comprising:

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A. Technical Proposal

- Company profile
- Understanding of the assignment
- Proposed methodology and work plan
- Organizational capacity and staff qualifications
- Experience with similar assignments
- Compliance documents (PIN, Tax Compliance, Registration Certificates, etc.)

B. Financial Proposal

- Detailed costing of the internal audit services
- Any other chargeable expenses
- Validity period of the quotation

8. EVALUATION CRITERIA

Evaluation will be based on:

Criterion

- i.) Weight (%)
- ii.) Technical capability & methodology 30%
- iii.) Experience & past performance 25%
- iv.) Qualifications of audit team 20%
- v.) Financial proposal 20%
- vi.) Compliance with submission requirements 5%

9. SUBMISSION OF THE QUOTATION.

- Duly completed Quotations to be submitted by close of business on 5TH May 2026.
- Any inquiries should be directed to the School Bursar through official communication channels below during working hours:
Email Address: bursar@starehegirlscentre.co.ke and copy to finance@starehegirlscentre.co.ke and info@starehegirlscentre.co.ke
Phone number: 0707900852, 0738255448, 0110087733
- Quotations to be submitted by hand delivered sealed envelopes addressed to:

The Director,
Starehe Girls' Centre,
Off Kiambu Rd, Bustani Estate, Njathaini,
P. O. BOX 6847- 00200
NAIROBI

Board of Trustees

Mrs. Eunice Mathu, Dr. Manu Chandaria, Dr. Julius Kipng'etich, Grace Madoka, Dr. Salome Gitoho, Dr. FCPA Anne E. Owuor, Mrs. Suzane Gachukia Opembe, Dr. Naomi Wangai, Director-Starehe Boys Centre