

REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR EXTERNAL AUDITING SERVICES

The Association of Media Women in Kenya (AMWIK) is a national independent non-profit membership organization for women in the print and electronic media and the communications sector.

AMWIK invites applications from duly registered and suitably qualified practicing accounting firms for provision of external auditing services.

Description of Requirements:

1. Firm's details including name and address; country and date of incorporation/registration.
2. Date of registration with ICPAK and commencement of practice.
3. Company/firm profile detailing current activities/services offered.
4. Details of other organizations to whom similar services are offered and their accounting periods.
5. Details/ profiles of partners/directors and individuals who will serve as point of contact within the firm for communication with AMWIK: Name; designation; address; telephone number including mobile contact; email address.
6. A brief write-up/conceptual presentation on understanding of accounting for donor funded projects and grants management.
7. Expected fee for the annual audit.

Note:

- All applications must be received by 30th August, 2011, both by email and hard copy.
- This invitation for EOI does not constitute a solicitation and AMWIK reserves the right to change or cancel the requirement at any time during the EOI and/or the tendering process.
- All applicants must submit complete and verifiable supporting documents as but not limited to the above.
- All applications should be addressed to:

The Chairperson,
Association of Media Women in Kenya,
P.O. Box 10327-00100
Nairobi,
Kenya
Email: info@amwik.org