



Lets Be Tested Queens CBO

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Bid Number: 01/2022

INSTRUCTION TO BID FOR THE AUDIT OF ACCOUNTS OF LETS BE TESTED QUEENS (WKLFF)

1. Background about (WKLFF)

Western Kenya LBQT Feminist Forum was formed in 2016 and registered in 2020 at the Ministry of Social services as **LETS BE TESTED QUEENS CBO**.

Our operational name is however **WESTERN KENYA LBQT FEMINIST FORUM** which captures, 8 counties of operation namely: Kisumu, Kisii, Homabay, Bungoma, Busia, Kakamega, Vihiga and Siaya. We are a womxn rights and womxn led youth organization that centres on **intersectional feminism** at the core of our advocacy.

Let's be Tested Queens CBO is an advocacy based agency focused on building and strengthening the community amongst Lesbian, Bisexual, Trans and Gender-non conforming (LBQ and ITGNC) people. We do this through feminist forums that focus on Sexual Reproductive Health, Mental Health, and well-being, Access to Justice, Religious and cultural engagement, Security, Economic empowerment, leadership and governance, resource mobilization, research documentation and Media engagement.

2. Invitation to Bidders

Qualified Auditors are invited to submit a proposal to conduct an audit of Lets Be Tested Queens (WKLFF)'s books of accounts for the period Jan 1, 2021 to Dec 31, 2022 and also for subsequent two years pending on availability of funding and also meeting performance requirement.

Proposal should be submitted in two separate PDF files: one for technical proposal and one for financial proposal. The proposal of the apparent successful bidder will set grounds for future negotiation.

Job Requirements

1. Instruction to Bidders

1.1. Objectives and Scope of Audit

The objective of this call is to have the accounts and related financial reports of Lets Be Tested Queens (WKLFF) office to be audited for the period Jan 1, 2021 to Dec 31, 2021.

The Scope of Audit is:

1. To conduct a financial audit on books of records of Lets Be Tested Queens (WKLFF) Office in accordance with International Standards on Auditing, donors' requirements,
2. To express an opinion on the financial statements of Lets Be Tested Queens (WKLFF) based on the financial audit.

1.2. Eligible Bidders

This solicitation is open to any duly licensed auditing firm/Individual in Kenya which appears on the lists of acceptable auditing firms maintained by ICPAK.





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As Lets Be Tested Queens (WKLFF) is required to produce its first IPSAS compliant Audited Financial Report, auditing firms that have experience in auditing IPSAS/IFRS based accounting is a requirement.

As part of their Technical Proposal, bidders are required to attach as annexes copies of their:

- a) Certificate of Professional Competence issued by ICPAK
- b) Tax Identification Number
- c) Testimonials from clients preferably for conducting audit of CBOs accounts

1.3. How to assess the volume of our financial documents?

Interested Audit Firms can assess the volume of our financial documents during working hours by telephone call to [+254716580020](tel:+254716580020)

How to Apply

1.1. How to submit Technical & Financial Proposals

Interested, eligible, and competent audit firms/individuals are invited to submit their soft copy of Financial & Technical Proposal in PDF file and Signed, Stamped via email to info@wklff.org until **January 31, 2021 5.00pm.**

