

DSA Terms of Reference (TORs) For Audit Services

Introduction

Data Science Africa (DSA) was first registered as a Non-Governmental Organisation (NGO) with its registered offices in Nairobi, Kenya in September of 2019. DSA 's activities focus on improving access to education in the areas of machine learning, data science, artificial intelligence, internet of things and other cutting edge technologies, and on showcasing applications of these technologies in solving problems on the African continent.

Objective

DSA is seeking to procure Audit Services aimed at evaluating the effectiveness of financial, management and governance, operational and administrative systems and structures of the NGO.

Scope of Work

Audits will be carried out in accordance to the International Standards on Auditing and will include but not be limited to:

- Obtaining sufficient audit evidence to substantiate in all material respects the accuracy of the information contained in financial statements.
- Obtaining an understanding of internal controls and performing tests of internal controls.
- Issuing an independent Auditor's Report stating, but not limited to, the following:
 - o An opinion (or disclaimer of opinion) as to whether financial statements present fairly, in all material respects, conformity with the generally accepted accounting principles;
 - o A report on internal controls, which shall describe the scope of testing of internal controls and the results of the tests;
 - o A schedule of findings and questioned costs that includes a summary of the auditor's results; and
 - o Whether you have obtained all the information and explanations that to the best of your knowledge and belief is necessary for the purposes of the Audit.

Expressions of Interest Requirements

Expressions of Interest (EOIs) should provide the following information:

- a) Years of experience auditing Non-Governmental Organizations (NGOs) in Kenya
- b) Proposed audit team composition, qualification and experience
- c) References from NGOs audited
- d) Number of days proposed for the audit exercise
- e) Financial proposal

Submission Date of the Audit Report

The Audit is scheduled to begin on 8th February 2021 covering the financial period 1st January 2020 to 31st December 2020. The Draft Audit Report should be submitted by 8th March 2021 while the Signed Audit Report should be submitted by 15th March 2021.

Kindly submit your financial proposal accompanied by above requested information by the 22nd of January 2021 to: arborescence.co.ke@gmail.com