



**COUNTY GOVERNMENT OF KIAMBU**  
**DEPARTMENT OF PUBLIC SERVICE MANAGEMENT**  
**P.O. BOX 2344-00900 KIAMBU, KENYA**

**EXPRESSION OF INTEREST (EOI)**

**ENGAGEMENT OF CONSULTANT TO CONDUCT A COMPREHENSIVE FORENSIC  
AUDIT OF PAYROLL MANAGEMENT SYSTEM AND HUMAN RESOURCE IN KIAMBU  
COUNTY GOVERNMENT.**

The County Government of Kiambu is seeking a consultant to conduct a comprehensive forensic audit of payroll management system and human resource in kiambu county government. The County Government of Kiambu intends to engage the services of a consultant to undertake the tasks assigned in the Terms of Reference.

	<b>Tender No</b>	<b>Service to be provided</b>	<b>Closing Date &amp; Time</b>
1.	CGK/PSA/E OI/001/2023 /2024	CONDUCT A COMPREHENSIVE FORENSIC AUDIT OF PAYROLL MANAGEMENT SYSTEM AND HUMAN RESOURCE IN KIAMBU COUNTY GOVERNMENT.	Friday 19 <sup>th</sup> April at 1200hrs

**REQUEST FOR CLARIFICATIONS**

The interested parties may request for clarifications on this expression of interest up to seven (7) days before the EOI submission date from the **Director Supply chain management**, located 2<sup>nd</sup> Floor, Red Nova offices in

Kiambu sub county during normal working hours (8.00AM-5:00PM) or through the email [tenders@kiambu.go.ke](mailto:tenders@kiambu.go.ke)

## **SUBMISSION OF THE EOI**

The EOI (1 original and 1 copy) should be submitted in a sealed envelope by 12:00pm(East African Time) on Friday 19<sup>th</sup> April 2024 at 1200hrs in the tender box situated outside the Governor’s office reception located in Kiambu County headquarters in Kiambu sub county: marked “Ref: CGK/PSA/EOI/001/2023/2024” addressed to:

**Chief Officer**

**Department of Public Service Management**

**P.O Box 2344 – 00900 KIAMBU**

Information on the outer envelope should be written:

“Confidential, CGK/PSA/EOI/001/2022/2023- Expression of Interest (EOI) For Engagement of Consultant To Conduct a comprehensive forensic audit of payroll management system and human resource in kiambu county government, Do not open before, Friday 19<sup>th</sup> April 2024 **at 1200hrs** East African Time.”

The EOI will be opened on the same day in public at 12:00PM, (Kenyan time) at the deputy governors board room in Kiambu County headquarters in the presence of bidders ‘or representatives who choose to attend.

The Expression of Interest can also be viewed and downloaded from our website [www.kiambu.go.ke](http://www.kiambu.go.ke) or PPI Portal [www.tender.go.ke](http://www.tender.go.ke)

Bidders are advised to be checking the websites from time to time up to seven (7) days before the submission date for any uploaded information through clarification/addendum.

Only firms that will qualify under this procedure will be invited to submit their Technical and Financial proposals under the Request for Proposals (RFP).

## **County Government of Kiambu**

# **TERMS OF REFERENCE (TOR) FOR THE RECRUITMENT OF AN AUDIT FIRM FOR COMPREHENSIVE FORENSIC AUDIT OF PAYROLL MANAGEMENT SYSTEM AND HUMAN RESOURCE IN KIAMBU COUNTY GOVERNMENT.**

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## **Background**

The County Government of Kiambu is seeking to conduct a comprehensive forensic Audit of its Human Resource (HR) Department and the entire payroll system. The purpose of this audit is to ensure transparency, accuracy, and compliance with relevant laws and regulations governing HR management and payroll administration.

## **Objectives**

The primary objectives of this audit are as follows:

- To verify the accuracy and completeness of HR records and documentation.
- To assess the effectiveness and efficiency of HR policies, procedures, and practices.
- To evaluate the adequacy of controls in place to prevent fraud, errors, and irregularities in payroll processing.
- To ensure compliance with relevant laws, regulations, and internal policies governing HR management and payroll administration.
- To identify any areas of weakness or non-compliance and provide recommendations for improvement.
- To ascertain the number of personnel in 3the county payroll.

## **Scope of Work**

The qualifying firm shall perform the following tasks, dating back to 2012 as appropriate:

- Review County Government of Kiambu Human Resources policies, procedures, and manuals.
- Verification of payroll data, including employee salaries, benefits, and deductions.
- Assessment of payroll processing procedures and controls.
- Testing of payroll transactions for accuracy and completeness.
- Evaluation of compliance with relevant laws, regulations, and internal policies.
- Identification of any discrepancies, irregularities, or areas of concern.

- Preparation of a comprehensive audit report with findings, conclusions, and recommendations.
- Review the suitability of the current HR Policies, procedures and manual and provide suggestions /recommendation on improvement or amendments.
- Verification for authenticity and reliability of Payroll data i.e. Employees' salaries, list of benefits and deductions.

### **Deliverables**

The audit firm shall deliver the following:

- Inception Report: outlining the proposed audit approach, methodology, and work plan.
- Draft Audit Report: presenting preliminary findings and recommendations for review and feedback.
- Final Audit Report: incorporating comments and feedback received, with finalized findings and recommendations.

### **Timeline**

The audit firm is expected to complete the audit within three months including the submission of the inception report, draft audit report, and final audit report but not limited to the above timeframe thus the tenderer is allowed to give their estimated time.

### **Expression of interest document must include the following information**

1. A company profile indicating the physical address, telephone contact, organizational structure and a list of major clients.
2. Provide statutory registration documents including a copy of a Valid Tax Compliance/Clearance certificate; copy of the PIN Certificate; copy of Certificate of Incorporation/ Registration, membership to professional bodies, Cr12
3. Information that demonstrates their technical ability and experience in carrying out similar assignments in the last five (5) years.
4. Curriculum Vitae of key personnel proposed for the assignment.
5. The proposed team leader for the assignment who must have at least five years' experience in carrying out forensic audits.
6. Brief description of the proposed methodology and the work plan of carrying out the forensic audit.
7. Recommendation letters from at least three (3) recent clients in client's letterhead.

## **Qualifications**

The audit firm must demonstrate the following qualifications:

- Relevant experience in conducting audits of HR management and payroll systems, with specific capability on performing forensic audit, preferably in the public sector.
- Knowledge of applicable laws, regulations, and best practices governing HR and payroll administration in Kenya.
- Be registered with the Institute of Certified Public Accountants of Kenya, and its partners must be holders of current practicing certificate(s).
- The firm should have been in operation for not less than five years. Have a high-level understanding of the International Financial Reporting Standards (IFRSs) and the International Standards on Auditing (ISAs) and their practical application to financial reporting and auditing.
- Demonstrate capacity to provide efficient forensic audit services in adherence to agreed timeframes; capacity to advice on the improvement of existing and emerging management controls and governance processes, and capacity to review the adequacy of the county Information Systems and related infrastructure
- The Lead Consultant/ auditor should be a qualified accountant or auditor with (qualification of Bachelor's Degree in any of the following fields- commerce, business administration, finance, accounting, business management or its equivalent from a recognized institution and CPA(K), CFFE (Certified Forensic fraud examiner) a minimum of five years' experience
- Availability of qualified staff with expertise in auditing, accounting, and HR management. Professional certification with qualification of Bachelor's Degree in any of the following fields commerce, business administration, finance, accounting, business management or its equivalent from a recognized institution (CPA, CIA, CISA, CFFE) and membership in recognized audit bodies is required.

### **Proposal Submission**

Interested audit firms should submit their proposals, including a technical proposal outlining their approach and methodology, and supporting documents demonstrating their qualifications and experience.

### **Selection Process**

The selection of the audit firm will be conducted through a transparent and competitive process, in accordance with the procurement guidelines of County Government of Kiambu.

### **Confidentiality.**

The audit firm shall maintain strict confidentiality regarding all information obtained during the audit process and shall not disclose any sensitive or confidential data without prior authorization from County Government of Kiambu.

### **Contractual Arrangements**

The selected audit firm will enter into a formal contract with County Government of Kiambu, specifying the terms and conditions of the audit engagement, including deliverables, timelines, and payment terms.

### **Selection Process**

The selection process will be conducted in three stages;

**Stage 1:** Expression of interest (EOI) received from organizations that have submitted all required documentation will be reviewed by the evaluation committee. Shortlisted applicants will be notified accordingly.

**Stage 2:** The term of reference (TOR) and request for proposal for the assignment will be shared with shortlisted applicants who will be invited to submit a technical and financial proposal.

**Stage 3:** The technical and financial proposal will be evaluated following the guidelines outlined in the request for proposal.

**The attention of interested Consultants is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.**

- The Consultant will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
- The consultant has no personal or business relationship with the Procuring Entity's senior management or professional staff.

- A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
- Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public institutions are not eligible.
- Consultants may associate with other firms to enhance their qualifications, but should indicate clearly whether the association is in the form of a joint venture and/or a sub-consultancy.
- In the case of a joint venture, all the partners in the joint venture shall be jointly and severally liable for the entire contract, if selected.

### **Submission**

Firms or their representatives will be free to attend the EOI opening. Tenders delivered after the closing date and time will be **NOT** be accepted. Request for Proposal (RFP) documents will thereafter be sent to the successful firms with specific Terms of Reference. Shortlisting of qualified firms will be compiled in accordance with the **public procurement and asset disposal act 2015**.

The tender conditions and further instructions in English are contained in the Tender Documents that can be downloaded electronically from Kiambu County Government website [www.kiambu.go.ke](http://www.kiambu.go.ke) OR the Public Procurement Information Portal (PPIP) [www.tender.go.ke](http://www.tender.go.ke) free of charge

**Chief Officer**

**Department of Public Service Management**