



Free Pentecostal Fellowship in Kenya,  
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*Tuesday, April 8, 2025,*

**CALL FOR EXPRESSION OF INTEREST (EOI) FOR EXTERNAL AUDITOR OF FREE  
PENTECOSTAL FELLOWSHIP IN KENYA (FPFK)**

**BACKGROUND AND INTRODUCTION**

The Free Pentecostal Fellowship in Kenya (FPFK) is an evangelical church registered in Kenya, operating across 36 regions with over 3,700 churches and a combined membership exceeding 1.5 million. Established in 1977 from a fellowship of Norwegian and Swedish missionaries active in Kenya since the 1950s and 1960s, FPFK, visions being a strong Pentecostal church that meets societal needs holistically. In pursuit of this vision, FPFK implements development and humanitarian initiatives dedicated to addressing spiritual, economic, and social needs through education, training, and socio-economic activities based on Christian values.

FPFK invites qualified and experienced audit firms to submit their Expression of Interest (EOI) for the provision of external audit services. The selected firm will be responsible for conducting an independent audit of FPFK's financial statements in accordance with International Standards on Auditing (ISA). The objective of this audit is to ensure financial accountability, transparency, and compliance with applicable laws and best practices. FPFK operates through various branches and institutions, including:

- FPFK Secretariat
- Keswick Books & Gifts Ltd
- FPFK Guesthouse Ltd
- Bukhungu Youth Polytechnic
- Thessalia Mission Center
- Karen Christian College
- Social Ministry Office

**SCOPE OF THE WORK**

The external auditor will be expected to:

- Audit the financial statements of FPFK in compliance with relevant accounting and auditing standards.
- Evaluate internal controls and provide recommendations for improvement.

- Issue an independent audit opinion on the financial statements.
- Provide a management letter highlighting key audit findings and recommendations.
- Ensure compliance with statutory and regulatory financial reporting requirements.
- Assess risk management processes and provide insights into financial efficiencies.
- Review compliance with donor requirements, where applicable.
- Offer guidance on financial reporting improvements and best practices.

## **ELIGIBILITY CRITERIA**

Interested audit firms must meet the following requirements:

- Be duly registered and licensed to practice in Kenya.
- Have a minimum of five (5) years of experience in auditing non-profit organizations, churches, or similar institutions.
- Demonstrate expertise in International Financial Reporting Standards (IFRS) and International Standards on Auditing (ISA).
- Provide evidence of a qualified and experienced team, including key personnel profiles.
- Have a proven track record of delivering high-quality audit services.
- Must not have any conflict of interest with FPFK or its affiliated institutions.
- Show financial stability and ability to carry out large-scale audits.
- Be in good standing with relevant regulatory bodies such as ICPAK.

## **SUBMISSION REQUIREMENTS**

Interested firms should submit their EOI, which must include:

- A company profile detailing the firm's experience and expertise.
- Copies of registration certificates, licenses, and relevant professional certifications.
- A list of similar audits conducted in the last five (5) years with references.
- CVs of key personnel who will be involved in the audit.
- A brief proposal outlining the audit approach, methodology, and timeline.
- Evidence of membership in recognized professional bodies.
- A statement confirming the absence of any conflict of interest.

## **EVALUATION AND SELECTION PROCESS**

EOIs will be evaluated based on the following criteria:

- a) Firm's relevant experience and past performance.
- b) Technical expertise and qualifications of the proposed team.
- c) Understanding of the audit requirements and proposed methodology.
- d) Financial stability and capacity to conduct the audit.
- e) Compliance with eligibility criteria and submission requirements

FPPK reserves the right to accept or reject any application without assigning reasons.

Bid documents should be deposited in sealed envelopes marked with the tender description,

” **EXPRESSION OF INTEREST TO CONDUCT EXTERNAL AUDIT FOR FPPK**” can be sent by email to [procurement@fpfk.or.ke](mailto:procurement@fpfk.or.ke) , cc [info@fpfk.or.ke](mailto:info@fpfk.or.ke) with the above stated subject line. or

In the tender box at the **FPPK Head Office on Kindaruma Road Nairobi** by **Friday, 15th April 2025 at 12:00 Noon EAT.**

#### **NEXT STEPS**

- Review of submitted Expressions of Interests
- Prequalification of shortlisted suppliers
- Issuing of tender to prequalified suppliers.

#### **NOTE:**

- Only the suppliers who meet our minimum requirements will be considered for further discussions.
- FPPK reserves, at its sole discretion, the right to select or reject, either in totality or partially, any or all proposals made in the context of this EOI. Any such decisions made will be final and no correspondence will be engaged into, other than for the purpose of informing the bidders of the outcome of the process.
- FPPK and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the documents and information submitted in connection with this application.
- Kindly review all instructions on this document before proceeding to submit.

Yours faithfully

**FREE PENTECOSTAL FELLOWSHIP IN KENYA**



**Bishop John Kimursi Kitur,**  
**General Secretary**

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