



**REQUEST FOR PROPOSALS FOR
CONSULTING SERVICES
FOR SPECIAL AUDIT ON THE PROCUREMENT FUNCTION, PROCESSES AND
EXPENDITURE AT SMEP MICROFINANCE BANK**

SMEP Microfinance Bank Limited is a public limited company incorporated under the companies Act (Cap 486) and licensed under the microfinance Act (Cap 493D) to offer banking, focusing on Group banking, Retail banking, Church banking, Asset financing, microfinance and related services. SMEP's Mission is **'To empower families in Kenya's undeserved communities with impactful financial solutions as we live and proclaim the gospel of Jesus Christ'**

SMEP MFB now invites eligible Firms or Individual Consultants to submit proposals for providing consulting services for special audit on the procurement function, processes and expenditure at SMEP MFB. Interested Firms or individual Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. To be considered qualified for award for the consultancy, the consultant should meet the following minimum qualifications:

- a) Possess a bachelor's degree or equivalent in finance; procurement, law or in a related field.
- b) Possess relevant professional qualifications for Procurement and Supply Chain practitioners in Kenya.
- c) The lead auditor must be a senior procurement specialist with at least ten (10) years.
- d) Experience in procurement practice and has extensive knowledge and experience in procurement audit procedure of private and / or government entities; and
- e) Experience of working with private sector entities, Banks or Microfinance Banks or similar entities is required.

The overall duration of the assignment is estimated to be one month.

Interested and suitably qualified candidates should submit their proposals comprising

- ✓ The understanding of our requirements.
- ✓ The methodologies for undertaking the assignment.
- ✓ Relevant working experience
- ✓ The proposed Lead Consultant and support associate, including detailed CV(s);
- ✓ Project Work plan; and
- ✓ Professional Fees and Expenses.

Proposals will only be delivered electronically through email to smepprocurement@hopeinternational.org on or before **19 August 2024 at 17.00hrs East African Time**.

For the detailed Terms of Reference for this assignment with specific objectives and scope of the tasks, Key deliverables, Timing, Competence and Qualifications and other requirements, please send an email requesting for the same to smepprocurement@hopeinternational.org