

KENYA PHARMACEUTICAL ASSOCIATION



Pharmaceutical Excellence

📍 Kenya Pharmaceutical Association (KPA).
National Office, Lower Hill Duplex, 1st Floor Rm 12
📧 P.O Box 20771 - 00202 KNH, Nairobi.
📞 Mobile: 0719 645 978.

✉ Email: kpanationaloffice@gmail.com
info@kpa.or.ke
🌐 Website : www.kpa.or.ke
📍 Kenya_KPA

Our Ref: KPA/NEC/AUDITOR/ADV/02

Date: 2/08/2026

RE-ADVERTISEMENT

RE: EXTERNAL AUDIT SERVICES.

Background

The Kenya Pharmaceutical Association (KPA) is the umbrella body for all Pharmaceutical Technologists enrolled in Kenya, with over 13,000 members across eleven regional branches. Our Vision is "To be a leading professional association in the promotion of quality pharmaceutical practice," and our Mission is "To promote excellence in pharmaceutical practice."

To ensure transparent stewardship of member and donor funds, KPA invites proposals from reputable audit firms to conduct the statutory audit for the period 1st August 2026 – 31st July 2027. The engagement is renewable annually - up to a maximum of three consecutive years - subject to Member approval at each July AGM.

Objective

To obtain reasonable assurance that KPA's consolidated financial statements (National Office plus 11 Branches) present a true and fair view of its financial position and performance. The auditor will express an independent opinion in accordance with:

- International Financial Reporting Standards (IFRS)
- International Standards on Auditing (ISA)
- Kenyan statutes governing societies and associations

Additionally, the audit should verify compliance with the Societies Act and relevant regulatory requirements, and recommend best-practice improvements for financial prudence and accountability.

Audit Scope & Timeline

- Period Covered: 1 January – 31 December each year
- Draft Report & Budget: Due by 31 January (for February Central Council review)
- Final Signed Report: By 15 April (for the National AGM)
- Financial Statements Availability: By 15 February following year-end
- Branches: Each of the 11 branches holds its own AGM in varying months; branch statements will be audited within the same timelines.

Key Responsibilities

1. **Independent Examination:** Audit consolidated and branch financial statements for compliance with IFRS and Kenyan regulations.
2. **Internal Controls Assessment:** Evaluate the design and effectiveness of KPA's financial controls; identify weaknesses.
3. **Verification of Records:** Confirm accuracy, completeness, and reliability of accounting records and supporting documentation.
4. **Advisory & Risk Management:** Advise on financial risk mitigation, internal control enhancements, and governance best practices.
5. **Reporting:** Issue an Independent Auditor's Report with clear opinions, findings, and actionable recommendations.
6. **Collaboration:** Work closely with the NEC and finance team to clarify issues and implement agreed-upon improvements.
7. **Confidentiality & Ethics:** Uphold professional standards, confidentiality, and ethical guidelines throughout the engagement.

Auditor Experience & Qualification

The following documents are mandatory and should be provided in the proposal

- CPAK as the minimum requirement
- Valid Tax compliance certificate
- Valid Company Registration certificate
- A detailed proposal outlining your approach to conducting the external audit, including the timeline, scope of work, and proposed fees.
- Audit firm profile and Curriculum vitae(s) (CV) or resume and cover letter highlighting relevant qualifications and experience.
- Valid professional membership certificates and licenses (ICPAK).
- At least three professional references from previous clients or employers audited in the last three years
- Minimum **5 years** of external audit experience, Proven track record auditing nonprofit organizations, membership associations, or donor-funded projects.
- Independence & Integrity: No conflicts of interest; commitment to objectivity and confidentiality

President
Chitechi Amboka
0725 948 600

Secretary General
Eric Gichane
0725 729 344

Treasurer
Annerose Kinyili
0721 935 886

Organizing Secretary
Boaz Dulloh
0720 980 018

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Proposal Requirements

Please submit the following by **21st 2026** to recruitments@kpa.or.ke Copy to kpanationaloffice@gmail.com (Subject: **"Proposal – External Audit Services"**):

- Letter of interest and confirmation of availability
- Detailed firm profile and organizational structure
- Curriculum vitae of lead engagement partner and senior audit staff
- Copies of valid ICPAK Practice Certificate and KRA Tax Compliance Certificate
- Evidence of at least three similar audits conducted in the past five years (with references)
- Technical proposal outlining audit approach, timeline, and key deliverables
- Financial proposal with fee breakdown

Only shortlisted firms will be invited for the technical presentation and subsequent contract negotiation.

HOW TO APPLY

Interested candidates who meet the above requirements are invited to submit their applications, including Audit firm registration documents, detailed CV and a cover letter, to the following email address: kpanationaloffice@gmail.com. Please include **"External Audit Services Auditor"** in the subject line. Only shortlisted firms will be invited to present themselves for interview at a date to be communicated.

Application Deadline: 21.08.2025

For and on behalf of the National Executive Council Kenya Pharmaceutical Association (KPA)

Yours sincerely,

Eric Gichane
Hon. Secretary General
Kenya Pharmaceutical Association

Chitechi Amboka
Hon. President
Kenya Pharmaceutical Association

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