



Procurement Audit: Consultancy Scope

International Centre for Reproductive Health Kenya (ICRHK) is a Kenya-based Non-Governmental Organization. ICRHK conducts research and intervention projects in Public Health including Sexual and Reproductive Health (SRH). Some of the specific areas of focus for ICRHK include HIV/STI prevention and treatment, addressing Sexual and Gender-based violence (GBV), improving Maternal and Child Health, promoting Family Planning, and addressing the needs of Adolescents in terms of Sexual and Reproductive Health through research.

Overview

International Centre for Reproductive Health Kenya (ICRHK) seeks to conduct an independent and objective procurement audit. The audit's primary objective is to comprehensively assess the effectiveness and efficiency of ICRHK's existing procurement processes and internal controls. This evaluation aims to identify areas of strength, weaknesses, and potential risks within the procurement function and subsequently provide ICRHK with a set of actionable recommendations for improvement.

Scope of Work

- **Review of Procurement Policies and Procedures:**
 - The audit will comprehensively evaluate the adequacy, clarity, and effectiveness of existing procurement policies, procedures, and guidelines. This includes assessing compliance with all donor guidelines, government requirements including laws, regulations, and internal controls. Furthermore, the audit will involve a thorough review of all relevant documentation, including procurement manuals, standard operating procedures, and other pertinent documents.
- **Assessment of Procurement Processes:**
 - The assessment will comprehensively evaluate the effectiveness of key procurement processes, including needs assessment and planning, vendor selection and evaluation (encompassing tendering, bidding, and contract negotiation), contract management and performance monitoring, goods and services receipt and inspection, and payment processing and reconciliation. Furthermore, the audit will explore the utilization of technology within the procurement function, such as the implementation and effectiveness of e-procurement systems and online platforms.
- **Risk Assessment:**
 - The risk assessment will involve a comprehensive evaluation of potential procurement risks. These risks may encompass fraud and corruption, such as bribery or conflicts of interest; non-compliance with relevant regulations, including those governing public procurement and competition law; inefficient use of resources, such as delays in procurement processes or the acquisition of goods and services at suboptimal prices or



of inadequate quality; and potential delays in procurement processes, which can impact project timelines and disrupt service delivery.

- **Internal Control Review:**
 - The audit will comprehensively evaluate the adequacy and effectiveness of internal controls related to procurement. This includes assessing the segregation of duties, authorization levels, and documentation controls within the procurement function. Furthermore, the audit will assess the effectiveness of the organization's overall procurement risk management framework, including its ability to identify, assess, and mitigate potential risks.
- **Interviews and Stakeholder Engagement:**
 - Conduct interviews with key stakeholders, including procurement staff, project leads, staff, finance personnel, and project-users to gather feedback and perspectives on procurement processes and challenges.

Deliverables

1. Comprehensive audit report that includes findings and observations from the assessment
2. Recommendations on policy and process changes
3. Presentation of audit findings to organizational management

Qualifications and Experience

The consultant should possess the following qualifications and experience:

- Advanced degree in procurement related field
- Proven experience in managing procurement processes
- Experience working in donor-funded projects/organizations
- Excellent analytical and report writing skills.

Timeframe

The consultant is expected to complete the assignment within 15 days spread across a month.

Applicants should submit their CV, outline of their past experience undertaking similar assignment and a proposal of how they will undertake this assignment including their proposed fee rate. Submit this to hr@icrhk.org by **27th February 2025** indicating the consultancy title in the subject line.