



REQUEST FOR PROPOSAL:
PROVISION OF OUTSOURCED INTERNAL AUDIT SERVICES

Introduction

Cytonn Investments is an independent investment management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to individual high net-worth investors, global and institutional investors and Kenyans in the diaspora interested in the high-growth East-African region. We currently have over Kshs. 74 billion of investments and projects under mandate, mainly in real estate.

Below is an outline of the company structure:

Entity	Nature & Purpose of Entity
Cytonn Investments Management Limited (CIM)	<p>This is the parent company through which the administrative function of the group is executed.</p> <p>The company offers investments solutions whose objective is to offer clients the best investment returns on a risk adjusted basis. These investments solutions are classified into four groups: high yield solutions, real estate investment solutions, private equity investments and advisory.</p>
Cytonn Real Estate (CRE)	<p>The entity is the real estate development arm for the group, with all the necessary capabilities to deliver the very best real estate development products. CRE's activities include fund raising, market research and site acquisition, concept design, project management, quality control and assurance and sales & marketing.</p>
Special Purpose vehicles (SPVs)	<p>These are Limited Liability Partnerships through which the various projects managed by CRE are housed. Each SPV is run as a distinct legal entity with a separate governance structure and general ledger. There are currently twelve numbers of SPVs, and these will continue to grow.</p>
Cytonn Technologies (CT)	<p>This is a technology solutions company offering services in web application development, user interface design, e-commerce solutions, network design, network management and integrated business solutions.</p>
Cytonn Investment Co-operative Society (CICOS)	<p>Cytonn Investment Co-operative Society offers Members' attractive returns, investment in real estate, and products to suit all individuals. The investment co-operative enables its Members to access high returning</p>

	alternative investment areas such as real estate and private equity, which are usually not accessible to individual investors.
Cytonn Properties	Cytonn Properties is a subset of Cytonn Real Estate a subsidiary of Cytonn Investments Company. Handling a wide scope of activities in the industry, we provide spaces for buying, selling, letting and managing, cementing our reach in all the stages of any projects life phase.
Cytonn Diaspora	Cytonn Diaspora is a platform that enables East Africans in the diaspora to invest back in Kenya, by being a trusted partner, offering attractive investment opportunities, and providing a safe and secure platform to invest.
Others	Being an Investment Company for both in-house and third-party investments, Cytonn may continue to form entities from time to time.

Cytonn Investments Management Ltd is soliciting proposals from reputable firms with adequate experience in conducting internal audits for appointment as Internal Auditors of Cytonn Investments Management Ltd & Subsidiaries for an estimated period of one year.

Duties and Responsibilities of the Internal Auditor

- Performing advanced level professional internal audit work as a key component of the corporate governance structure;
- Directing a comprehensive audit program including performance, financial, and compliance audit of all Investment and Real Estate projects;
- Review adequacy of internal control systems, manuals, policies & procedures;
- Provide direction to the group's management and staff on all audit matters;
- Provide direction and lead when necessary in the development of the annual audit plan as well as continuous training, coaching and supervision of internal audit staff;
- Maintain organizational and professional ethical standards and works independently with extensive latitude for initiative and independent judgment;

- Review and advice on the entire company's risks management in consultation with the Company's Risk Manager;
- Reporting on the internal audit findings, to the Audit, Risk and Compliance Committee of the Board.
- Review of Real Estate Special Purpose Vehicles, SPVs. These are twelve in number and will continue to grow.
- Understanding of the structure and operations of the construction industry to be able to deal with professionals of different backgrounds.

Proposal Submission

Firms meeting the above criteria are requested to submit their proposals in two categories as follows:

a) Technical Proposal containing:

- Confirmation of the firm's understanding of the Terms of Reference and its capacity and capability to deliver.
- The methodology and work-plan for undertaking and completing the assignment.
- Appropriate references to demonstrate having the experience in the services.

b) Financial proposal indicating the proposed fees and expenses.

Cytonn welcomes your firm to engage us before September 30th 2016 for you to gain an understanding of our operations to enable you prepare the proposal.

The proposal should be submitted in soft copy to finance@cytonn.com by 10th October 2016. No hard copies will be accepted.

Should you have any questions, kindly contact the undersigned.

Madhav Bhalla.

Chair - Audit, Risk and Compliance Committee.