



REQUEST FOR PROPOSAL

AUDIT OF ELECTRONIC VOTING SYSTEM (IEK/RFP/02/2026)

Title:	System Audit Services
Type of Contract	Service
Language of Notice	English
Deadline	10 th August 2026

CONSULTANCY SERVICES TO PROVIDE AUDIT FOR 2026-2028 IEK ELECTIONS.

1. INTRODUCTION

The Institution of Engineers of Kenya (IEK) is the learned society of the engineering profession and co-operates with national and other international institutions in developing and applying engineering to the benefit of humanity.

IEK members are drawn from practicing engineers working in various government institutions (both national and county), private sector, consultancies, contractors, educators, designers, manufacturers and other persons interested in engineering. IEK provides services to members through seminars, lectures, publications and training, to enable them to keep up to date with technical and industrial developments, management aspects of engineering, changes in technology and relevant developments in Kenya and elsewhere.

2. OBJECTIVES

The Institution procured electronic voting system in July 2026 and it was used during the elections. The Objective of the audit service is to assess whether the IEK elections held on 3rd August 2026, were conducted in accordance with established electoral regulations, procedures and guidelines, verify the accuracy and integrity of the election results. The Audit will maintain the legitimacy and credibility of the electoral process, serve as a deterrent against future misconduct by identifying weaknesses in the electoral system and recommending measures to address them.

3. SCOPE OF THE ASSIGNMENT

The scope of the IEK elections audit will involve identifying the particular election processes and timeframes that will be scrutinized. This will include, voting procedures, such as analyzing the method used for casting and tallying votes, as well as the handling of absentee ballots. Results tabulation and announcement. Reviewing the processes for aggregating and certifying election results, verifying their accuracy and announcing the outcomes in a timely and transparent manner. Assessing the mechanisms for lodging

complaints, adjudicating disputes and resolving electoral grievances through fair and impartial procedures.

4. EXPECTED OUTPUTS:

- a. The audit is expected to be conducted and concluded in a period of 5 working days after sign of contract or to be agreed on during negotiations, based on the technical proposals received. The auditor shall submit a draft audit report duly signed upon completion of assignment within the timeframe. The final audit report shall be submitted days of the receipt of the management's comments.
- b. Audit report- The audit report, should clearly indicate the auditor's findings, analysis of system logs and activities during the voting cycle, highlighting findings.
- c. Assessment of the electronic voting system's security measures and their effectiveness in protecting the integrity of the election.

5. INVITATION FOR EXPRESSION OF INTEREST

1. The Institution of Engineers of Kenya now invites eligible Audit Firms ("Consultants") to submit their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services.
2. Interested firms must provide information indicating that they are qualified and experienced to perform the services. The shortlisting criteria are:
 - a. An Official signed Letter from an authorized official, expressing interest of the firm to participate in the Consultancy.
 - b. General profile and background of the firm which should elaborate on the following:
 - i. Core Business of the firms
 - ii. Firm Physical address.

- iii. Attach valid business license, Valid TCC, CR12, Certificate of Incorporation.
 - iv. In the cases of Consortiums/Partnerships/Associations shall be required to submit Joint venture Agreements/Joint Association letters stating the lead firm.
 - v. Firm should have at least 5 years working experience in handling similar assignment
 - c. Experience of the Firm in handling consultancy services of a similar nature. Firm to include written references from at least 5 institutional clients with contact details.
 - d. Availability of Professional Key Staff with Suitable Qualifications and experience in the field of assignment.
 - e. The audit firm must have strong knowledge and experience in performance of audit.
 - f. Degrees in information technology, computer science, software engineering and data security. Proof of Membership must be attached.
 - g. The firm should have been in operation for not less than five years.
 - h. Demonstrate capacity to provide efficient audit services in adherence to agreed timeframes; capacity to advice on the improvement of existing and emerging management controls and governance processes, and capacity to review the adequacy of the Company's Information Systems and related infrastructure.
 - i. The Lead Consultant/ auditor should be a qualified professional with relevant qualifications and a minimum of 10 years' experience.
3. Qualified and experienced firms to submit their detailed technical and financial proposals.

4. Reporting and Time Schedules. The duration of the assignment is for a short term, a period of 5 working days after signing of Contract.
 - i. Evaluation and Award of contract- 11th Aug 2026
 - ii. Commence of work- 12th August 2026
 - iii. Work duration- 12th – 17th August 2026
 - iv. Submission of draft report- 16th August 2026 before End of Day.
 - v. Submission of final report to Caretaker committee and Scrutineers- 17th August 2026.
5. A Consultant will be selected in accordance with the Least Cost Based Selection (LCS) method set out.
6. The Institution of Engineers of Kenya reserves the right to verify any information provided by prospective firms and any false information will lead to disqualification.

EVALUATION CRITERIA

S/NO	TECHNICAL EVALUATION CRITERIA	MAXIMUM MARKS
1.	Specific experience of the consultant/ firm related to the assignment. 10 Marks Five reference / recommendation letters from previous clients with contacts confirming completion of contracts on ICT/IT Systems audit within the last 5 years. 10 Marks	20
2.	Attach 5 copies of LPOs/Contracts of similar assignments done in the last five years.	15
3.	Election system audit experience 3 Mark Cybersecurity/VAPT certifications 4 Marks High-availability, high-integrity systems 3 Marks	10
4.	Adequacy of the proposed Approach and Methodology to be adopted for the assignment. Tools to used, estimated time reporting. Audit strategy, plan, and project team (15 Marks) Demonstration of understanding the Terms of Reference (5 Marks)	20
	Qualification of Key Staff	
5.	Partner/Lead Consultant Bachelor degree in Information Technology or equivalent Attach certificate (2 Mark)	15

	10 years and above Information Technology Audit experience. Attach CV (7 Marks) Relevant professional qualification i.e., Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) (2 marks) ISO 27001 Lead Auditor OSCP, OSWE, CREST, GPEN, GWAPT (2 Marks) Membership body and in good standing (2 marks)	
6.	Senior ICT Systems Auditor Bachelor degree in Information Technology (2 Mark) Relevant professional qualification i.e. Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) (2 Marks) Cybersecurity Certification (2 Marks) 5 years and above experience in information technology audit (4 Marks)	10
7.	ICT Systems Auditor Bachelor degree in Information Technology (2 Mark) Relevant professional qualification i.e. Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) Cybersecurity Certification (3 Marks) 3 years and above experience in information technology audit (5 Marks)	10
	MANDATORY REQUIREMENT	
1.	Firm Profile which should have the physical address and core business description	Yes/No
2.	Valid Business License	Yes/No
3.	Valid TCC, CR12, Registration Certificate/ Incorporation	Yes/No

SPECIAL NOTES:

Submission of bidders document can be done physical or via email as per the below details Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated below. IEK will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants/service company/vendors.

Contact Information/Submission address:

Chief Executive Officer ceo@iekenya.org

and cc procurement@iekenya.org

The Institution of Engineers of Kenya

Location: Top Plaza, Kindaruma Road, 1st floor room 11. P O Box 41346 – 00100

Nairobi Tel: (+254) 2729326, (+254)2716922 Mobile: (+254) 721729363 Fax 2716922.

Website: www.iekenya.org