



PUBLIC RELATIONS SOCIETY
OF KENYA

**REQUEST FOR PROPOSAL
ACCOUNTING SERVICES FIRM**

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BACKGROUND

The Public Relations Society of Kenya (PRSK) is a duly registered Society under the Societies Act Cap 108. The Society was established in 1971 as a professional body to guide and bring together Public Relations and Communication practitioners in Kenya.

PRSK is the umbrella body for all public relations and communication practitioners in Kenya with an overriding purpose to advance excellence performance in the practice. The Society maintains local and international affiliates, which include the Eastern Africa Public Relations Association (EAPRA), the African Public Relations Association (APRA), and is a founder member of the Global alliance for Public Relations & Communication Management.

The Society has over 14,000 registered members drawn from Government Ministries and Parastatals, State Corporations, Private Companies, Corporates, Small and Medium Enterprises.

THE OBJECTIVE

The objective of this consultancy is to provide capacity building in the services to assist PRSK to monitor and effectively manage its accounting, financial reporting and tax obligations and risks.

SCOPE OF WORK - ASSIGNMENT

The Society invites Expression of Interest (EOI) from qualified accounting services firms to undertake accounting services for the Society for a period of 3 years and eligible to further extension of 3 years based on satisfactory performance.

The Accounting services firm shall be fully answerable to the Chief Executive Officer with a dotted line to the society's elected treasury office and shall be expected to adhere to the code of conduct as other organization staff. The below shall be the firm's responsibilities:

- i. Update the accounting data and information in the accounting system
- ii. Filing of the accounting information
- iii. Preparing and administering staff payroll and payslips
- iv. Preparation of the payroll and payslips
- v. Preparation of the annual budget
- vi. Responsibility for the preparation and submission of periodic statutory deductions and filings before the set deadlines (PAYE, NSSF, NHIF)
- vii. Prepare monthly management reports for submission to Council (Profit & Loss, Balance Sheet, Payables, Member Balances) etc. as needed
- viii. Assisting the external auditors on their duties

QUALIFICATIONS

Eligible Consultants/ Firm should have the following qualifications and experience

- i. Certified Accounting professionals
- ii. At least 10 years cumulatively of accounting services experience
- iii. Team with relevant and diverse experience
- iv. Demonstrated experience working with services/ membership/society organisations would be preferable
- v. Experience in process excellence support, training,
- vi. Strong interpersonal skills and the ability to work effectively with stakeholders across multiple organizations in Kenya and the region

SUBMISSION OF PROPOSAL

Eligible Consultant(s) should submit technical and financial proposals. Proposals should also include inter alia:

- i. Your interpretation of the task as contained in the Scope of work
- ii. Statement of relevant experience i.e. similar assignments executed in/under execution in the last five years;
- iii. Measurable goals and objectives and methodology;
- iv. Indication of availability to carry out the Consultancy during the period for the next three fiscal years
- v. Supporting documents such as CVs are to be attached as appendix

Proposals for this assignment including a staffing and monthly financial proposal should be submitted/ hand delivered to the PRSK Secretariat in plain sealed envelopes and clearly marked "**Request For Proposal: Accounting Services Firm**" on or before **Friday, 26th June 2026**.

The Chief Executive Officer
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