

Terre des hommes Foundation (Tdh) is an international NGO focused on Child Rights. Tdh is looking for audit firm to perform financial control for 2015 exercise.

1) Term of reference for local auditors

Main demands to the local auditors:

The audit financial report should be based on the Terre des hommes (Tdh) accounting system (Saga) audit report and by currency in used. If the country auditor wants to get a reconciled financial report in the country currency, it should be prepared and finalized by them.

Audit for Government or any other institutions, if they are necessary should be a totally separated document from the Tdh audit report.

A Recommendation/Management letter should be part of the report to be delivered.

1. General controls:

- 1.1 Verification of the existence of the written contractual agreements with all partner organizations.
- 1.2 Verification of the funds received for the project.
- 1.3 Verification that goods purchased with allocated funds are utilized within the foreseen objectives and are still available or have been ceded/sold in conformity with the methods defined in the respective procedures defined by head office and/or by the donors' pre-requirements.
- 1.4 For all "self-implemented projects": verification of expenditures through examination of supporting documents, or confirmation or combination of those procedures.
- 1.5 For other projects: verification and review of the audited financial statement of the implementing partner organization. If there are no audited financial statements, verify the project expense reports from the implementing partner per project.
- 1.6 Verification of all office expenditures (salaries, office rent, travel expenses, allowances, social security benefits, etc.) through examination of supporting documents, or confirmation or a combination of those procedures.
- 1.7 Verification that local contracts (employment contracts, renting contracts and consultant contracts) are in conformity with local legislation currently in force.
- 1.8 Identification and evaluation of risks, litigation and provision. Please disclose your findings on the Final Summary Memorandum.
- 1.9 Verification of the management procedures relative to the various transactions and the application thereof. In particular, verification of the repartition of competences and responsibilities (commitments, posting of expenditures, reconciliation of cash, etc.), judging their efficiency, signaling discovered weaknesses.

2. Verification of project transactions under the following aspects:

- 2.1 Conformity of expenditure authorizations and validity of the supporting documents.
- 2.2 Arithmetic correctness of the accounts, supporting documents and financial statements
- 2.3 Exactness of the bookkeeping entries
- 2.4 Allocation of expenditures in conformity with the budgets
- 2.5 Control of advances, accrued/provisions, payables/receivables, and project terminations
- 2.6 Allocation of expenditures in conformity with donor contracts
- 2.7 Any other verification that the auditor may consider useful in the execution of his mandate.



- 3. Economical conduct business – assessment of the following areas/measures:**
 - 3.1 Procurement Process: verification of the existence and respect of the purchasing procedures.
 - 3.2 Collaboration with local experts (legal, tax etc.)
 - 3.3 Verification that local contracts are in conformity with local legislation currently in force.
- 4. Specific audit work with local partnerships – Liaison office- related to:**
 - 4.1 Verification of the existence and respect of the Tdh head office instructions. How his process works? Controls functioning?
 - 4.2 Selection process of the partner whether the partner is compatible and likely to be trustworthy for Tdh (program management, performance framework, procurement & financials and additional conditions, reporting) etc.
 - 4.3 In relation with the agreement(s): The general terms and conditions on which the funds are made available, including how and when they are disbursed, procurement requirements that are applicable and the program / financial reporting that the partner must fulfil, etc.
 - 4.5 Disbursements and control processes. The reviews of the progress update and disbursement request. Who reviews the budget (expenditure and cash balance), indicators (monitoring & evaluation and procurement) and performs a contextual review. The controls done by the Country team and the controls done by the controllers in the Lausanne team.
- 5. Final controls:**
 - 5.1 Verification that all corrections required from any previous audit has been carried out.
 - 5.2 Verification of the vehicle logbook and verification that possible private use of vehicles has been invoiced and paid.
 - 5.3 Reconciliation of bank + Cash and accounting balances
 - 5.4 Verification of the Saga audit report by currency and to certify each.
 - 5.5 The Tdh HQ questionnaire should be filled by the auditor and signed by both parties.
 - 5.6 The Recommendation/Management letter should include the answer of the management of the Delegation for each point raised.
- 6. Documents which have to be submitted:**
 - ✓ Firm profile
 - ✓ Certificate of Incorporation (local or international level)
 - ✓ Certificate of Taxation
 - ✓ Bill of quantity.
- 7. Application modalities:**

Qualified and interested firms should submit documents listed on **article 6** by email to : **am.ss@tdh.ch**

The application should be addressed to:

Finance Service
Terre des hommes, Na Bari Plot. 403 - JUBA

This Tender is open from 12th December 2015 to 11th January 2016 as closing date.