



### **AUDIT SERVICES REQUEST FOR TENDER:**

Saferworld is an independent international organisation working to prevent violent conflict and build safer lives. It is one of the world's leading organisations on conflict prevention thinking and practice and has operations in over 15 countries across East Africa, Central Asia, the Middle East, South Asia and South East Asia.

Saferworld would like to engage a professional audit firm to perform annual audit of its country office in South Sudan. In addition, the selected firm may in future be called upon to perform project audit or other agreed upon assignments.

Saferworld South Sudan invites reputable audit firms to submit proposals for audit of its yearly statements and related filings of statutory returns for the financial period 1 April 2018 to 31 March 2019. The audit of financial statements must be performed in accordance with Generally Accepted Auditing Standards. It is a requirement that the audit must be completed by the end of June each financial year, in order for the management to review the reports prior to submission to the board for approval.

In addition, Saferworld would require a meeting of the auditors and management to discuss the draft version of the financial statements and the audit findings or management letter. The auditors may also be required to meet yearly with management or the finance/audit committee.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing non-profit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of the work to be performed, including tax and non-audit services;
- f) A proposed timeline for fieldwork and final reporting;
- g) Proposed fee structure for the proposal period, including whatever guarantees can be given regarding future increases, and the maximum fee that would be charged;
- h) Describe your billing rates, the indicative audit fee for a typical project audit/agreed-upon assignment or whether these occasional services are covered in the proposed fee structure;
- i) Names of the partner, audit manager, and field staff who will be assigned to our audit and provide biographies.
- j) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- k) References and contact information from at least five (3) comparable non-profit audit clients.

Your proposal must be received by 18 April 2019. Send your proposal to the Finance Manager, Saferworld, UAP Equatoria Tower, First Floor, Wing B Hai Neem, Malakia Road Juba, South Sudan by email to [melikana@saferworld.org.uk](mailto:melikana@saferworld.org.uk), copy [gedema@saferworld.org.uk](mailto:gedema@saferworld.org.uk), [pmugisa@saferworld.org.uk](mailto:pmugisa@saferworld.org.uk) and [gcoker@saferworld.org.uk](mailto:gcoker@saferworld.org.uk).

Saferworld will review all proposals and make the appointment by 30 April 2019.

If you have any questions or would like further clarification of any aspect of this request for tender, please contact the Finance Manager on +211926207002 or +211929878186 or by email at [melikana@saferworld.org.uk](mailto:melikana@saferworld.org.uk).

Mauro Tadiwe  
Country Director  
06 APR 2019

