



CALL FOR PROPOSALS FOR PROVISION OF EXTERNAL AUDIT SERVICES.

BACKGROUND.

FARM STEW South Sudan is a registered National NGO working in South Sudan since 2018. It is part of an international network partnered with FARM STEW International headquarter in the United States. FARM STEW South Sudan (FS-SS) began operations in December 2018 with funding from the Swiss Agency for Development and Cooperation (SDC). FARMSTEWSouth Sudan currently operates in Eastern Equatoria, Central Equatoria, Western Equatoria, Warrap and WesternBar-el ghazal and Jonglei state.

FARMSTEWSouth Sudan desires to obtain the services of an independent certified public accounting firm to perform a financial and compliance audit for its donor funded Project implemented in magwi County. in accordance with International Standards on Auditing (ISA 805) "Special Considerations Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement". The audit will cover the two years starting from June 1st 2020- May 31st 2022.

OBJECTIVES OF THE AUDIT

To carry out an end of project donor Audit in compliance with the requirements of the Grant Agreement between SDC and FS-SS for the implementation of the project entitled: "Building Resilience through Nutrient-Dense, Profitable Farming and Sanitation for a Healthy and Abundant Life in Magwi County"

Overall principles of the procedures to be performed

The auditor is required to plan, execute and report on the financial audit engagement in order to conclude on the following matter:

- 2.1 Principles of orderliness (financial regularity/reporting)

Furthermore, the auditor is required to assess whether the partner has adequate policies and procedures in place relating to the following matters (those matters are not covered by the audit engagement in accordance with ISA as mentioned above):

- 2.2 Existence, adequacy and effectiveness of the Internal Control System (ICS)
- 2.3 Conformity with the project objectives and adherence to the contract conditions
- 2.4 Economical conduct of business and effective use of financial resources

In order to respect these principles, the auditor has to analyse the questions mentioned in the annexed Questionnaire (Annex 1). While item 2.1 will be reflected in the audit report prepared in accordance with ISA, items 2.2 to 2.4 will be reflected by the answers of the auditor to the Questionnaire in the Annex 1. Recommendations to the management shall be formulated according to Annex 2 (Management Letter)

SCOPE OF WORK

The scope of the audit will be as per the detailed scope of work

Updated: 31st May 2022



1. To evaluate the adequacy of internal controls in place and provide appropriate recommendations.
2. To determine that all costs charged to the program are reasonable, allocable, and allowable, in accordance with the terms and conditions of the grant agreement.
3. To determine that policies and procedures concerning procurement, non-procurements, and property management systems are in compliance and conformity with the terms and conditions of the grant where applicable.
4. To ensure the reliability of financial documents, timeliness, accuracy, and completeness of the financial reports.
5. To ensure that resources are used to achieve the grant objectives as budgeted and that the activities are carried out in conformity and compliance with the grant agreement;
6. To ensure that key grant objectives were met.

THE AUDIT PLAN

Auditors should submit a draft-audit plan, outlining the proposed methodology in line with the Generally Accepted Auditing Standards (GAAS), costs, and schedule to be reviewed and authorized by FS-SS in collaboration with the donor prior to award of contract.

As a minimum, the following processes should be incorporated in the approach:

- Entry meeting; with FS-SS Management and Finance teams.
- Planning and risk analysis;
- Testing & evaluation of internal controls (substantive and compliance tests);
- Draft report and exit meeting; and
- Final report with a compliance opinion

AUDIT TIMETABLE

The audit is expected to commence on June 20th 2022, to July 30th 2022. The final report is expected on July 15th, 2022.

AUDIT FEES

Audit Fees will be based on quotations received and qualifications of the selected firm.

FINANCIAL AUDIT DELIVERABLES

The audit report of the auditor shall provide an opinion on the financial information of the partner as per ISA (Template Annex 3).

The answers to the Questionnaire (Template Annex 1) and recommendations to the management (Management Letter according to Template Annex 2) as well as the management representation letter shall be provided as separate deliverables together with the audit report.

Annex 1: Questionnaire on the Overall principles of the procedures to be performed (2.2, 2.3 and 2.4)

Annex 2: Management Letter

Annex 3: Independent auditors' report (Basis: ISA 805)

PROPOSAL DELIVERY

Both Technical and Financial proposals are required. These should be addressed to the Procurement and submitted to the below address in hard copy. FS South Sudan Country Office, Juba located in Hai Kuwait, off Bilpam next to Ministry Of Environment, or a soft copy can be emailed to procurement@farmstew.org.

The hard copy should be delivered in an envelope with these words written on the outside: "AUDIT SERVICES PROPOSAL". If it is an email, those same words should be the subject line.

SUBMISSION DEADLINE

The deadline for the submission of the proposals is latest 5.00 pm June 13, 2022.

INFORMATION REQUIRED ON TENDER DOCUMENTS

1. Background Information of the firm
 - a. Name and address of Firm, Telephone numbers
 - b. Name and Title of Principal Contact
 - c. Brief History of the Firm including years in operation and nature of its practice
2. Professional Competence
3. Independence –state factors that could limit your independence to perform an objective audit.
4. Approach: Proposal outlines an audit approach that is tailored based on obtaining an understanding of the project activities, operating system, personnel, and donor requirement
5. Period of Audit, state when the Final Audit Report will be submitted to FS-SS
6. Audit fees
7. List of your clients or references

The following criteria will be used to evaluate tender submission:

Technical Evaluation – 80 points

Financial Evaluation – 20 points

Audit approach: Short summary proposal that describes a firm's understanding of the engagement and the industry and outlines an audit approach

Competency: Firm membership of professional body and clients' reference letter for good work

Firm experience: Prior engagement in the industry and years in business

Strength of assigning a team member: Team member qualification and year of experience in the industry

Scope and Pricing of the engagement: Clarity of a framework, scope, timing, and resource to complete the engagement.

