

CALL FOR PROPOSALS

TERMS OF REFERENCE FOR PROVISION OF AUDIT SERVICES.

BACKGROUND

Action Africa Help International (AAH-I) is an International Non-Governmental Organization with headquarters in Nairobi and works in South Sudan, Kenya, Uganda, Somalia, Zambia, Djibouti and Ethiopia with disadvantaged communities living in conflict and post conflict situations.

AAHI desires to engage an external Auditor for one of its donor funded projects that was implemented in Maban County

OBJECTIVES OF THE AUDIT

To carry out an end of project donor Audit in compliance with the requirements of the Grant Agreement between Diakonie Katrastrophenhilfe and Action Africa Help International for the implementation of the project entitled:

Improving Food, Income and Livelihood Security of Poor and Vulnerable Host Community Households of Maban County”), AAHI requires an independent, public, professional auditor to conduct an audit of the expenditure, revenue, assets and liabilities for the project.

OVERALL PROJECT GOAL

The overall goal of the project is to address the immediate food security needs of 1,870 vulnerable food insecure households and returnees and flood affected households in Maban County and support early recovery contributing to longer-term resilience.

PROJECT OBJECTIVE

1. To improve access to food of vulnerable, food insecure households of Maban County Host Community through increased household income.
2. To contribute to nutrition security of vulnerable and food insecure households by diversifying diet through own vegetable production of Maban County Host Community.

The audit will cover the following contracts and estimated expenditures

Contract Number	Duration of contract	Duration of Audit	Estimated Expenditures (EURO)
K-SSD-2019-4049	1 st July 2019 – 31 st Dec 2019	July – Dec 2019	400,000

Note:

The audit will be carried out at the AAH South Sudan County Office in Juba located in Tong Ping, across the road from Indian Embassy on Canadian Avenue

SCOPE OF THE AUDIT

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

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 with regard to 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 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 in 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 proposed methodology in line with the Generally Accepted Auditing Standards (GAAS), costs, and schedule to be reviewed and authorized by AAHI prior to award of contract.

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

- Entry meeting; with AAHI 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

The techniques to be used in testing and evaluating internal controls and confirming compliance with grant regulations and deliverables will include:

- Inspection of documentation (including policies and procedures);
- Observation and re-performance of procedures;
- Selected testing on transactions/activities etc; and
- Analytical procedures (including ratio analysis, financial impact analysis, interrelationships in data etc.)

AUDIT TIMETABLE

The audit is expected to commence on **4th May 2020 to 8th May 2020**. The final report is expected on **13th May 2020**

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

REPORTING

The Auditor-In-Charge should meet with AAHI South Sudan management before commencement and after the completion of the audit

The Auditor-in charge will communicate directly with the Senior Accountant or his/her supervisor when he is not available, at which time s/he will discuss all significant audit matters.

In the Report to Management the external auditor is requested to give his professional judgement of the organization's financial management, including the potential risks for the continuity of the organization, the accounting system, the internal control procedures and the organizations financial reporting. A draft report, upon completion of fieldwork should be submitted to AAHI. A final report should be submitted after all matters arising from the audit have been concluded.

PROPOSALS

Both a Technical and Financial proposals are required. These should be addressed to the Procurement Coordinator and submitted to the below address in either hard or soft copy AAH South Sudan Country Office, Off Munuki Road, Next to South Sudan Civil Service Commission.

In addition, the envelope should be written: **AUDIT SERVICES**.

The deadline for the submission of the proposals is latest 5.00pm 17th April 2020. Tenders and request for clarifications and additional information should be submitted to the following email address: procurement.southsudan@actionafricahelp.org before the submission deadline.

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 Final Audit Report will be submitted to AAHI
6. Audit fees
7. List of your clients or references

TERMS OF PAYMENT.

100% after completion and submission of final report

The following criteria will be used to evaluate tender submission:

Technical Evaluation – 80 points

Financial Evaluation – 20 points

Criteria	Weight
Audit approach: Short summary proposal that describe a firm understanding of the engagement, 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.	