

**TERMS OF REFERENCE FOR EXTERNAL STATUTORY AUDIT FOR
THE YEAR JANUARY 2021 – DECEMBER 2021**

1. Background

Search for Common Ground

Search is an international conflict transformation NGO that aims to transform the way individuals, groups, governments and companies deal with conflict – away from adversarial approaches and towards collaborative solutions. Since 2014, Search South Sudan designs and implements multifaceted, culturally appropriate and conflict-sensitive programs using a diverse range of tools, including media and training, to promote dialogue, increase knowledge and determine a positive shift in behaviors.



2. Purpose of the Audit

SFCG South Sudan wishes to engage suitable qualified auditors to undertake an external audit of its financial records for the period January 2021 – December 2021. The sole purpose of this audit is to examine and ensure high quality financial processes are upheld in Search South Sudan's implementation and are in-line with the organization's financial policies and governing law.

The auditors will be contracted to:

- i. Establish whether the organization's accounts and reports have been prepared in accordance with Generally Accepted Accounting principles (GAAP) and give a true and fair view of the financial situation of the organization financial management in the country.
- ii. Review the internal control of the organization and advise the management on the corrective actions necessary to continue in business.
- iii. Review the support documents with the sole aim of finding out if the organization aligned to the internal policies and procedures.
- iv. Produce complete and accurate audited financial statements of revenues and expenditure for the below period January 2021 – December 2021

3. Scope of Work

- a) The audit will be conducted in accordance with generally accepted auditing standards and will include, as the auditors consider necessary, tests of transactions and of the existence, ownership and valuation of assets and liabilities.
- b) The auditors will obtain sufficient and appropriate evidence to enable an understanding of the accounting and internal controls system in order to assess their findings.

4. Audit Approach

In performing the assurance engagement, the auditor is to establish that at least the following has been complied with:

- all expenses in the accounts are legitimate, i.e. they satisfy the criteria contained in the grant letter and the regulations.
- the costs included in the statements of expenditure have actually been incurred for the project activities and have been paid;
- the accounts are complete and correctly recorded;
- the accounts are numerically correct;

SEARCH FOR COMMON GROUND

- the accounts agree with the underlying financial records and other documents held by the Parties and/or those executing the project;
- the costs in local or other currency are converted in accordance with the prevailing exchange rate of the date the costs were incurred;
- the statutory obligations are met and all statutory deductions are remitted to the respective government body by the organization.
- All the expenses are incurred in line with the governing law in the country.

5. Key Deliverables

The final deliverable of the External Auditor will be an **Audit Report** that contains:

1. Audited Financial Statement

A summary of Sources and Uses of funds showing the sources of funds separately and the uses of funds, both for the specified fiscal audit period;

2. Management Letter

In addition to the audit report, the auditor will prepare a “management letter” in which the auditor will:

- a) Give comments and observations on the accounting records, systems, and controls that were examined during the course of the audit;
- b) Identify specific deficiencies and areas of weakness in systems and controls. This will be shared with the organization for corrective action.
- c) Report on the degree of compliance with the financing agreement and give comments, if any, on the internal and external matters affecting such compliance;
- d) Communicate matters that have come to auditors attention during the audit which might have a significant impact on the implementation of activities; and
- e) Bring to the attention of the management any other matters that the auditors consider pertinent.

6. Timeline

The audit is scheduled to commence on the **11th of April 2022** for a period between 11th April – 5th May for a total of **15 working days** (inclusive fieldwork and report submissions). All final reports (Audited Financial Report and Management Letter) should be **submitted latest by the 10th May 2022**. The entity will be paid (in cheque or bank transfer) upon receipt of complete reports.

Applications

To apply, interested audit firms are requested to submit the following documents:

- Expression of Interest – including company profile, prior experience and CVs proposed candidates
- Financial offer

Applications will be received directly at SFCG Juba office located at Plot No 173 South Tongping Behind the Redeemed Christian Church Juba South Sudan or via email to: ssdprocurements@sfcg.org All applications and deliverables are expected to be written in **English**.

The closing date for applications is **31st March 2022**.

