

CALL FOR PROPOSALS

TERMS OF REFERENCE FOR PROVISION OF EXTERNAL AUDIT SERVICES

BACKGROUND

LiveWell South Sudan Organization is a National Healthcare Organization founded by a group of medical Doctors and public health experts on 21st July 2016. It's fully registered with RRC, implementing integrated Health, Wash, Nutrition, FSL and Protection in Central Equatorial State, Lakes States, GPAA and Jonglei State. With the support from SSJR/CARE, LiveWell South Sudan is currently seeking the services of an Auditor/Audit firm in line with the work plan of the SSJR Localization Grant awarded for capacity strengthening to LiveWell.

OBJECTIVES OF THE AUDIT

To carry out an end of Year Audit in compliance with the requirements of LiveWell Financial Policies and Procedures

LiveWell requires an independent, public, professional auditor to conduct an audit of the expenditure, revenue, assets and liabilities for the Organization.

SCOPE OF WORK

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 programs are reasonable, allocable, and allowable, in accordance with the terms and conditions of LiveWell's policies and procedures.
3. To determine that policies and procedures concerning procurement, non-procurements, and property management systems are adhered to.
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 Organization objectives as budgeted and that the activities are carried out in conformity and compliance with the grant agreements;

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 approved by LiveWell prior to award of contract.

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

- Entry meeting; with LiveWell 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 LiveWell Policies and procedures 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 November 23rd, 2020, to November 27th, 2020. The final report is expected on December 4th, 2020

AUDIT FEES

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

REPORTING

The Auditor-In-Charge should meet with LiveWell management before commencement and after the completion of the audit. In the Report to Management, the external auditor is requested to give his professional judgment 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 organization's financial reporting. A draft report, upon completion of fieldwork, should be submitted to LiveWell. A final report should be submitted after all matters arising from the audit have been concluded.

PROPOSAL DELIVERY

Both Technical and Financial proposals are required. These should be addressed to the Country Director and submitted to the address below in hard copy. LiveWell South Sudan Country Office, Juba located behind Continental Medical supplies, off Bilpam road, or a soft copy can be emailed to cd@live-wel.org copying finance@live-wel.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 November 13th, 2020

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 LiveWell
6. Audit fees
7. List of your clients or references

TERMS OF PAYMENT

100% after completion and submission of the final report

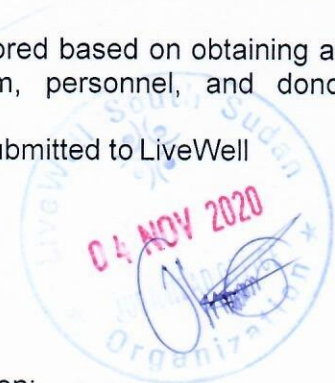
The following criteria will be used to evaluate tender submission:

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.

