



CALL FOR PROPOSALS

TERMS OF REFERENCE 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 (SADC). FARM STEW International is an active partner operating from a small but generous donation base in the United States.

FS-SS's mission is to improve the health and well-being of poor families and vulnerable people by sharing the recipe of abundant life throughout the world. FARM STEW trains local leaders in holistic community development with 8 "ingredients" in a "recipe" for a healthy lifestyle. It's an acronym standing for organic, sustainable Farming, positive Attitude, Rest, whole-foods plant-based Meals, Sanitation & hygiene, Temperance, small business Enterprise, and clean Water.

FS-SS believes in the words of Jesus, "I have come that they may have life and have it more abundantly" It is a Christian organization that serves all people inspired by the love and compassion of Christ. Training and resources are never conditioned upon another person's religion or their response to faith issues. All individuals and communities are treated with respect and served without discrimination of any kind.

FS-SS desires to engage an external Auditor for its donor-funded projects implemented in Magwi County.

OBJECTIVES OF THE AUDIT

To carry out an end of project donor Audit in compliance with the requirements of the Grant Agreement between SADC 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"

FS-SS requires an independent, public, professional auditor to conduct an audit of the expenditure, revenue, assets and liabilities for the project.

OVERALL PROJECT GOAL

FS-SS has a goal of equipping 700 households in Greater Magwi County to address hunger, disease, and poverty through hands-on training. FS-SS impacts families with training in the areas of Farming, Attitude, Rest, Meals, Sanitation, Temperance, Enterprise, and Water. The emphasis is to increase the food supply and improve nutrition through growing and consuming varied, nutrient-dense foods. However, other areas will be a part of the training as well. Our goals align very well with the United Nations Sustainable Development Goals, particularly goals # 2, 6 and 8.

PROJECT OBJECTIVE

“Building Resilience through Nutrient-Dense, Profitable Farming and Sanitation for a Healthy and Abundant Life in Magwi County”.

ESTIMATED EXPENDITURE

To date, FS-SS has received USD 100,000 from the SDC and significant additional funding from FARM STEW International. The financial aspect of the audit should cover all funds FS-SS has received as income.

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 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

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 July 1, 2020, to July 8, 2020. The final report is expected on July 15, 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 FS South Sudan 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 FS-SS. 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 Chairman Board of Directors and submitted to the below address in hard copy. FS South Sudan Country Office, Juba located in ADRA compound, off Bilpam next to Road Seventh-day Round About, or a soft copy can be emailed to lino@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 15, 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 FS-SS
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.