



**Foundation for  
Youth Initiative**  
*Driving Innovation for Social Progress*

## TERMS OF REFERENCE FOR AUDIT

**TENDER TO AUDIT FINANCIAL STATEMENT OF FOUNDATION FOR YOUTH INITIATIVE**



**PLOT NO : 60 & 61**

**HAI THOURA, BULUK – UNIVERSITY ROAD**

**DEADLINE: January 28th, 2024**

<p><b>Context and Issues</b></p>	<p>Foundation for Youth Initiatives is a non-governmental organization formed in South Sudan in 2011. The main activity of the foundation is to empower youth and marginalized individuals to generate prosperity through entrepreneurship, in turn, build assets, create jobs, generate income, and establish sustainable livelihoods.</p> <p>Beyond the fundamental mission of Foundation for Youth Initiative, which is to alleviate poverty through entrepreneurship, it is predominantly focused on the economy and wishes to support its members in obtaining better production and better markets to increase their revenues. For this purpose, it intends to work not only on its own governance and management/administration, but also to assist its members to perform better in the field of agriculture, renewable energy, fishery, livestock, social finance, climate change and Digital media.</p> <p>It is in this sense that the foundation seeks participatory approaches in bringing a solution to poverty. This streamlines resources mobilized to empower youth, women, farmers, and marginalized people to create innovative social enterprises and scalable startups.</p> <p>To achieve these results, one of the identified constraints of Foundation for Youth Initiatives is the mobilization and commitment of its members around its mission and its new challenges. Indeed, even the understanding of members in relation to issues, vision, and opportunities to come together is not sufficiently known and not integrated by all members. This hinders the implementation of activities and achievement of organizational goals.</p> <p>The basic texts, governance, and communication between members, are aspects upon which to build and this requires an understanding of all its members on key elements that have the shared interest in their organization, the common challenges, issues, and opportunities related to synergy around a vision, organization, and joint action.</p> <p>It is in this context that these terms of reference (TOR) are pointed, which aims to recruit the services of an expert (specify individual consultant or company) that can help Foundation of Youth Initiative in this sense, to prepare and conduct training for the benefit of its members.</p>
<p><b>General Purpose</b></p>	<p>The overall objective of the mission is to audit the Financial Statement of the Foundation for Youth Initiative in the life of their organization.</p>
<p><b>Specific Objectives</b></p>	<p>The specific objectives are:</p> <ul style="list-style-type: none"> <li>- The objective of the audit of FYI’s financial statements is to enable the auditors to express an independent professional opinion on the financial position of FYI and to ensure that the funds utilized to FYI’s activities have been used for their intended purposes.</li> <li>- The books of accounts of FYI provide the basis for preparation of the FYI’s Financial Statements. Proper books of accounts as required by law have been maintained by FYI and also maintain adequate internal controls and supporting documentation for the transactions.</li> </ul>
<p><b>Consultant Tasks</b></p>	<p>The consultant's tasks will be:</p>

- The audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
- Verify all funds have been used in accordance with the established rules and regulations of FYI and only for the purposes for which the funds were provided.
- Goods, works and services financed have been procured in accordance with the FYI established rules and procedures.
- Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented to.
- The financial statements have been prepared by FYI management in accordance with applicable accounting standards and give a true and fair view of the financial position of FYI and of its receipts and expenditures for the period ended on that date.
- Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
- Express an opinion as to reasonableness of the financial statements in all material respects.
- Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
- Conduct entry and exit meetings with the Executive Director of FYI.
- In addition to the audit report, the auditors will prepare a Management Letter on the following:
  - Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
  - Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
  - Report on the implementation status of recommendations pertaining to previous period audit reports.
  - Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
- Bring to the Executive Director's attention any other matters that the auditors consider pertinent.

<b>Expected Results</b>	<p>The expected results are:</p> <p><b>Audit Report</b></p> <ul style="list-style-type: none"> <li>- The auditor will issue an opinion on the project financial statements (PFSs). The annual audit report of the project accounts should include a separate paragraph highlighting key internal control weaknesses and non-compliance with the financing agreement terms.</li> </ul> <p><b>MANAGEMENT LETTER</b></p> <p>In addition to the audit report, the auditor will prepare a management letter, in which the auditor will:</p> <ol style="list-style-type: none"> <li>(a) Give comments and observations on the accounting records, systems and controls that were examined during the course of the audit;</li> <li>(b) Identify specific deficiencies or areas of weakness in systems and controls, and make recommendations for their improvement;</li> <li>(c) Report on the degree of compliance of each of the financial covenants in the financing agreement and give comments, if any, on internal and external matters affecting such compliance;</li> <li>(c) Communicate matters that have come to his/her attention during the audit which might have a significant impact on the implementation of the project;</li> <li>(d) Give comments on the extent to which outstanding issues/qualifications issues have been addressed;</li> <li>(e) Give comments on previous audits' recommendations that have not been satisfactorily implemented; and</li> <li>(f) Bring to the recipient's attention any other matters that the auditor considers pertinent, including ineligible expenditures.</li> </ol> <p>Ideally, the management letter should also include responses from the implementing agency to the issues highlighted by the auditor.</p>
<b>Term</b>	<p>The duration of the service is 1 month from the signing of the contract until the final report. Within this period, the consultant will propose the effective number of days to be remunerated.</p>
<b>Profile Sought</b>	<p>A consultant with the following skills is needed:</p> <ul style="list-style-type: none"> <li>- At least 5 years' experience in the field covered in the support of the activity performed.</li> <li>- CVs of all members of the audit engagement team must be provided to the FYI. The CV of each team must include details on relevant professional qualifications, education and experience in undertaking audits of similar size and nature. Work experience descriptions must include details on the responsibilities assumed for completed and ongoing audit engagements.</li> <li>- Proven performance of at least 3 similar mandates in favor of similar organizations.</li> <li>- The audit firms based in South Sudan having affiliation/membership with internationally reputed audit firms will be eligible to apply.</li> </ul>
<b>Deliverables</b>	<p>The following is requested in electronic and paper versions:</p> <ul style="list-style-type: none"> <li>- The Auditor on completion of the audit work will submit 5 (five) original copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the Executive Director.</li> </ul>

	<ul style="list-style-type: none"> <li>- Period covered by the audit opinion and the statement of expenses FYI is for the period 1st October 2023 to 31st March 2024.</li> <li>- That the audit report is a special purpose and confidential report;</li> <li>- Management letter in accordance with the scope of work described here before.</li> </ul>
<b>Special Clauses</b>	<ul style="list-style-type: none"> <li>- The audit work shall be completed within two weeks from the date of commencement of the audit.</li> <li>- The audit fees will be fixed through a competitive bidding process.</li> <li>- The client and FYI, which shall sign the contract and ensure payments in accordance with contractual terms that will be agreed;</li> </ul>
<b>Content of the Offer</b>	<p>The consultant will submit a technical and financial proposal on paper directly to Foundation for Youth Initiative with electronic copy to the following addresses mentioned below. The technical proposal must include:</p> <ul style="list-style-type: none"> <li>- Comments and critical analysis of TOR;</li> <li>- Understanding of the mandate (context, objectives, expectations or outcome);</li> <li>- The methodological approach used to deliver;</li> <li>- The detailed schedule of tasks from the first task until the last task; including the scheduled or planned training;</li> <li>- Summary of your most relevant experience related to the mandate (in the case of a research firm, the technical offer should include records of experience related to the mandate);</li> <li>- The list of consultants assigned to the mission and their specific role in the mission; if the expert intends to mobilize more than one consultant for the mission;</li> <li>- The curriculum vitae (CV) of the consultant(s) assigned to the mission</li> </ul> <p>The financial proposal must include:</p> <ul style="list-style-type: none"> <li>- The fee detail (currency, number, unit cost, total cost per line item and total amount of the proposal)</li> <li>- Details of other expenses (transportation and travel, lodging, food, secretarial costs, etc.). For each element you should provide as many details that can help us better understand your proposal.</li> </ul>
<b>Date and Place of Bid Submission and</b>	<ul style="list-style-type: none"> <li>- Deadline for submission: <b>January 18. 2024</b></li> <li>- Submission location: <ul style="list-style-type: none"> <li>● Deposit of the physical file with officials to Foundation for Youth Initiative at Hai Thoura Plot 60&amp;61, CES, Juba</li> <li>● With electronic copy sent to the following email addresses <a href="mailto:info@fyisouthsudan.org">info@fyisouthsudan.org</a></li> </ul> </li> </ul>
<b>Person to contact if necessary</b>	<ul style="list-style-type: none"> <li>- Albino Gaw Dar, CEO, Foundation for Youth Initiative. Email: <a href="mailto:albino@fyisouthsudan.org">albino@fyisouthsudan.org</a></li> <li>- Luk Tot Dong, Finance Manager, Foundation for Youth Initiative. Email: <a href="mailto:luk@fyisouthsudan.org">luk@fyisouthsudan.org</a></li> <li>- Please contact only in case of need for information about technical details.</li> </ul>
<b>Final Provisions</b>	<ol style="list-style-type: none"> <li>1. Bidders are bound by the technical and financial offer for a period of 30 days after the deadline for submission of tenders.</li> <li>2. FYI reserves the right not to proceed with all or part of this invitation to tender or to postpone the deadline.</li> </ol>

4. Only successful candidates will be systematically contacted. It is up to the other candidates to get in touch with FYI for information on the results of the award
5. The funder, which is USADF, has a specific policy regarding the experts who are civil servants; the expert will be ready to review its financial proposal based on this policy.
6. All proposals are also subject to the technical advice of FYI, beyond the role of selection of the consultant which falls on the organization; the contracts are also subject to the agreement of the financial backer which has the right of review of last resort at the technical and financial proposals.

