



## SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION

### **EXPRESSION OF INTEREST FOR THE PROVISION OF AUDIT SERVICES**

Smile Again Africa Development Organization [SAADO] is a national non-profit humanitarian and development organization dedicated to working with the youth and their communities to reach their full potential. We provide humanitarian assistance to families affected by disaster & conflict while partnering with communities for long-term solutions to alleviate poverty. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development. ([www.saado.org](http://www.saado.org))

SAADO seeks audit services for the financial year ending 31<sup>st</sup> December 2019 and 31<sup>st</sup> December 2020.

#### **Applicants must fulfil the following requirements;**

- Must have a minimum of 8 years practicing experience.
- Must have audited at least 5 reputable NGOs over the last three years.

Qualified and interested Audit firms should collect full Terms of Reference from SAADO offices; or send an email to: [info@saado.org](mailto:info@saado.org).

Interested firms must also indicate the total number of professionals employed, distinguished by designation in their expression of interest. A financial bid must be included in the expression of interest. Successful firms will be invited for an interview subsequent to which selection and appointment will be finalized.

#### **Submission Requirements:**

The expression of interest should be submitted in one hard copy and a soft copy, before 31<sup>st</sup> May 2021 at 4:00pm and be delivered to the address below:

The Executive Director,  
Smile Again Africa Development Organization,  
UAP TOWERS, 6<sup>th</sup> Floor, Hai Neem  
Contacts: +211920002601,+21197799966

Email: [info@saado.org](mailto:info@saado.org)

## **TERMS OF REFERENCE FOR THE PROVISION OF EXTERNAL AUDIT SERVICES FOR THE FINANCIAL YEAR 2019 & 2020 TO SMILE AGAIN AFRICA DEVELOPMENT ORGANIZATION (SAADO)**

### **1. SCOPE OF WORK**

- 1.1** The successful bidder will be required to perform the following types of external audits: Risk based audits (this includes, but are not limited to, audits on the Financial, Human Resource); Compliance audit.
- 1.2** The scope of external audit work entails testing and evaluating the adequacy and effectiveness of the organization's systems of internal control and to make recommendations:
1. Review the effectiveness and efficiency of the financial and human resource management process.
  2. Appraising the effectiveness and efficiency with which resources are employed and identifying opportunities to improve operating performance.
  3. Review the reliability and integrity of financial and operating information and the means used to identify measure, classify and report such information.
  4. Review the systems established by management to ensure compliance with those policies, laws, regulations and controls that could have a significant impact on operations and determine whether the organizations is in compliance with its financial, administrative and property management procedures and other relevant legislation that governs the organization.
  5. Ensure that the organization adheres to the corporate governance requirements as prescribed in the organization's internal rules and regulations.
  6. Reviewing operations or programs to ascertain whether the results are consistent with established objectives or goals and whether the operations or programs are being carried out as planned.

### **1.3 Execution of audit assignments will be as follows:**

- Assignments are to be performed in accordance with the International Standards for the Professional Practice of External Auditing (Standards).
- The execution of each assignment shall be in accordance with the instructions the bidder will get from the client.
- In carrying out the work, the successful bidder must ensure its staff maintains their objectivity by remaining independent of the activities they audit.

### **1.4 Location of services**

The required service of external audit will be rendered at the Head Office in Juba, South Sudan as situated at UAP Towers, 6<sup>th</sup> Floor, Hai Neem.

## **2. TECHNICAL REQUIREMENTS**

Thorough research must be conducted for benchmarking purposes and estimation of overall hours by the organization inviting tenders, the overall hours should be the basis for evaluation of the following in the bidding process:

- 3.1.1 Explanation of the approach to performing an external audit, including the audit methodology, nature, timing and extent of audit procedures to be performed;
- 3.1.2 Demonstration of experience and expertise of external auditing with non-governmental organizations;
- 3.1.3 Providing an activity plan (project plan) of actions to achieve the objectives of the external audit function, specifying budgeted hours, timelines and sequence for its audit procedure and level of staff to be assigned;
- 3.1.4 Incorporating CV's of the proposed professional staff of the core management team proposed for the engagement and the authorized representative submitting the proposal. Key information should include the position of the individual in the company, the role that the individual will have in the engagement, number of years' experience, all tertiary and professional qualifications, professional memberships, experience, and degree of responsibility held in various assignments during the last three (3) years. CVs must be maximum one (1) page per staff member.
- 3.1.5 Proof of experience in performing external audit services: list current and past clients where the bidder carried out external audit along with the name of the organization, contact person, designation, contact number, nature of the external audit service and length of the appointment for at least three (3) non-governmental organizations where you have rendered external audits services in the last three (3) years.
- 3.1.6 Proposals must remain valid from the submission date. SAADO will make its best effort to complete negotiations within this period. If the Proposal validity period of 30 days is extended, bidders have the right to withdraw their Proposals.

### **3. EVALUATION CRITERIA**

Proposals will be evaluated in two parts. The technical proposal shall bear 60% of the total marks while the financial proposal shall bear 40% of the total marks.

1. Proposals should make clear about the relevant skills, experience and capacity of the participant, in respect of this particular TOR.

2. Proposals must contain the details of the proposed approach to be adopted in order to deliver the service in accordance with the TOR.
3. Proposals should clearly indicate whether or not bid participants have the capacity to meet the requirements of the TOR.

#### **4. PAYMENT DETAILS**

Payment will be in accordance with a detailed budget breakdown as submitted through the proposal, and invoices will be expected from the consultant prior to payment.

#### **5. SUBMISSIONS**

The Country Director,  
Smile Again Africa Development Organization,  
UAP Equatoria TOWERS  
6<sup>th</sup> Floor, Hai Neem.  
Contacts: +211920002601,+21197799966  
Email: [info@saado.org](mailto:info@saado.org)