



ADVENTIST DEVELOPMENT AND RELIEF AGENCY (ADRA)

MUNUKI SDA CHURCH COMPOUND, OFF KUWAIT ESTATE,


JUBA SOUTH SUDAN

Posting DATE: 13th OCTOBER, 2022

REQUEST FOR QUOTATIONS

ORGANIZATION BACKGROUND

ADRA South Sudan was founded in 1984. It is an agency that exists for one primary reason: to meet the needs of the less fortunate persons in the society also referred to as the needy. **ADRA** fulfills its reason of existence through seeking to identify needs and resources to fill those needs. Through her mission statement of serving Humanity so all May Live as God intended, ADRA South Sudan reaches out to the need to show them compassion, love and connectedness which are the core values that drive ADRA's operations and Programs. The major focus of ADRA's programs is in the areas of Education, Health and Protection, food security and Livelihood. ADRA South Sudan operates in five (5) states (Western Equatoria, Eastern Equatoria, Warrap, Upper Nile, and Western Bar-El-Gazel states of the ten (10) South Sudan total states.



In an endeavour to meet its mission, ADRA has created relationships with individuals, organizations, and national agencies with similar goals and purposes for resource mobilization, collaborations and partnerships. ADRA South Sudan has partnered with NORAD, DANIDA, OCHA, WFP, UNICEF, UNHCR ADRA International to ensure sufficient resources are available to support the sustainability, and continuity of all programs. ADRA South Sudan is therefore looking to engage an audit firm for a 3-year period to cover 2023 till 2025.

Objectives of the Audit:

The objective of the audit of ADRA South Sudan's financial statements is to enable the auditors to express an independent professional opinion on the financial position of ADRA South Sudan and to ensure that the funds utilized on activities have been used for their intended purposes and created value to the beneficiaries and the organization at large. The audit will be performed in accordance with International Financial Reporting Standards ("IFRS") and International Standards of Auditing ("ISA").

The books of accounts of ADRA South Sudan provide the basis for preparation of the ADRA's Financial Statements. Proper books of accounts as required by law and Generally Accepted Accounting Standards (GAAP) have been maintained by ADRA and also maintain adequate internal controls and supporting documentation for the transactions.

2. Verify that all funds have been used in accordance with the established rules and regulations of ADRA South Sudan, Donor requirements and only for the purposes for which the funds were provided.
3. Goods, works and services financed have been procured in accordance with the ADRA's established procurement rules and procedures.
4. Appropriate supporting documents, records and books of accounts relating to all activities have been kept. There is Clear linkages between the books of accounts and the financial statements presented.
5. The financial statements have been prepared by ADRA South Sudan management in accordance with applicable accounting standards and give a true and fair view of the financial position of ADRA and of its receipts and expenditures for the period under audit.
6. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.



7. Express an opinion as to reasonableness of the financial statements in all material respects.
8. 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.
9. Conduct entry and exit meeting with the Administrative Committee (ADCOM) of ADRA South Sudan.
10. In addition to the audit report, the auditors will prepare a Management Letter on the following:
 - a. Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
 - b. Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
 - c. Report on the implementation status of recommendations pertaining to previous period audit reports.
 - d. Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability and continuity of the organization.
 - e. Bring to the Management committee's attention any other matters that the auditors consider pertinent.

Scope of the Audit

The audit shall cover all activities of the projects from 1st January to 31st December, of the financial year under audit.

The audit shall cover all the geographical locations where the projects are being implemented in South Sudan. The audit will be carried out in accordance with the International Auditing Standards and cover the overall management of the project's implementation, monitoring and supervision. The audit work should include the review of work plans, progress reports, project resources, project budgets, project expenses, project delivery, recruitment, operational and financial closing of projects and disposal or transfer assets and any other donor requirement that the donor may provide from time to time.

100 % sampling on areas of risk for example payroll and procurement will be required.

Audit Duration:



The audit work shall be completed within an agreed time frame between the audit firm and ADRA South Sudan from the date of commencement of the audit and will not exceed more than 30 calendar days.

Deliverables:

- 1 The Auditors on completion of the audit exercise will submit 3 (Three) original and signed copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the Management.
- 2 Management letter in accordance with the scope of work described here before.

Qualification of the Audit Firm:

The audit firms based in East Africa having affiliation/membership with an internationally reputed audit firms will be eligible to apply.

The auditor should be experienced in applying ISA. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience with ISA including experience in auditing the accounts of organizations comparable in size and complexity to the entity being audited.

Qualified firms meeting the following requirements are invited to submit an expression of interest:

Compliance with legal requirements of registration.

Minimum of 5 years of relevant experience in the provision of audit services to International development organizations. References for similar audits performed within the last 3 years (at least from 2019).

Provide audit methodology, proposed work-plan, curriculum vitae for the partner, audit manager and key staff proposed for the audit team.

Audit firm and staff must be independent of ADRA and affirm their independence in the engagement letter.

Any actual or potential conflict of interest in taking up this role should be highlighted.

Experience in auditing NORAD, DANIDA, BMZ, FCDO and UN funded projects is desirable.

Note: *A detailed evaluation criterion is presented in the attached document.*

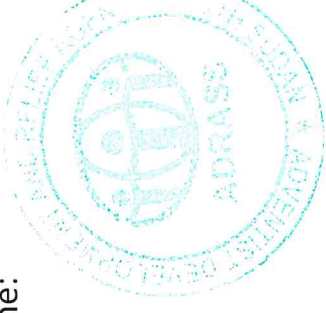
Audit Fees and Payment Terms

The audit fees and payment terms will be fixed through a competitive bidding process.

Successful firm will be contact directly regarding the procurement process. The firm will be pre-qualified for a period of 3 years based on its satisfactory performance.

All applications should be marked “**AUDIT SERVICES**” and must be sent to the:

The Procurement Committee,
ADRA South Sudan
Munuki SDA Compound,
Corner of Gudele and Bilpam Roads,
P.O. Box 247,
JUBA, South Sudan.



ADRA South Sudan is calling for quotations from reputable Audit Firms for a 3-year period to cover 2023 till 2025

Mandatory Requirements - Particulars

Copies of certificate of Incorporation / Certificate of Registration submitted with the bids to ADRA office in Juba
Copies of Valid Tax Compliance Certificate
Copies of PIN Certificate
Must submit 3 years certified copies of audited financial report for the year (2019/20, 2020/21, 2021/22)
Profile of the audit firm including work plan, experience and expertise of the team members.

DATELINE: Strictly on Monday 31st October, 2022 at 4:00 PM local time

SUBMISSION AND REQUIREMENTS

Audit firms should enclose all relevant legal registration documents, including latest valid Tax clearance certificate, etc in a well-sealed envelope. Ensure to register your hand delivered quotation/bids in the register with our reception office before you leave. Only successful and competitive bidder will be notified. ADRA reserve the right

to either amend or cancel this quotation with or without notification. The prospective bidder is entirely responsible for any cost related to the preparation and submission of their quotations.

The envelope shall bear the warning “**Not to be open before the time and date for bid opening**”. ADRA South Sudan will not assume responsibility of any UNSEALED and UNMARKED envelope if misplaced and will be rejected by the committee.

The language for the bids shall be **ENGLISH** only.

FOR ANY CLARIFICATION OR INQUIRY, contact, ADRA South Sudan Head Office
Juba Munuki SDA Church Compound. Or jobs.adrasouthsudan.org

