FEDERATION OF WOMEN LAWYERS – SOUTH SUDAN (FIDA-SS)

Mobil Roundabout, Compound of the Union of Persons with Disabilities, Juba, South Sudan

www.fidass.org ·

FIDA-SS Invitation to Tender: External Audit Services

Terms of Reference (ToR) for External Audit Services Tender Details

Item	Detail
Date of issue	04/11/2026
Project title	Provision of External Audit Services
Deadline for submission of offers	24/11/2026, 5:00 PM Juba time
Contact email	fidassprocurement@gmail.com
Contracting authority	Federation of Women Lawyers – South Sudan (FIDA-fidassprocurement@gmail.com

Key Dates

Step	Date
ToR issued and advert published	4 November 2026
Deadline for questions	15 November 2026
Application submission deadline	24 November 2026, 5:00 PM Juba time
Evaluation and any interviews	26 November 2026
Notification of award	30 November 2026
Contract signature and start	1 December 2026

1. Introduction & Background

The Federation of Women Lawyers – South Sudan (FIDA-SS) is seeking to identify and contract an audit firm to provide external audit services, as required by the legal requirements applicable to non-governmental organizations operating in South Sudan. The assignment covers FIDA-SS

operations in South Sudan, including agreed-upon procedures (AUP) engagements for [number] donor-funded projects.

1.1 Background on FIDA-SS

The Federation of Women Lawyers – South Sudan (FIDA-SS) is a national women's human rights and legal aid non-governmental organization headquartered in Juba. FIDA-SS works to promote and protect the rights of women and girls through legal aid and representation, advocacy, transitional justice and access to justice, and the prevention of and response to conflict-related and gender-based violence. [Add year of establishment, registration details and states or counties of operation.]

FIDA-SS has worked with over ten international partners and takes part in national and international coordination forums, including the Joint Consultation Forum, the Rule of Law Forum and the SIHA Network. FIDA-SS operates in a fragile and conflict-affected context and works with some of the most vulnerable women and communities, regardless of ethnic background, religion or political affiliation.

2. Objectives

The selected service provider will act as the FIDA-SS external auditor. It will provide the audit services FIDA-SS needs to comply with applicable national legislation and donor requirements, for an initial period of one year. The scope of audit activities may vary from one year to the next.

3. Scope of Work

FIDA-SS seeks to contract an audit firm registered in South Sudan to serve as its external auditor and perform the following services:

- Project-specific agreed-upon procedures (AUP) engagements (full ToR to be attached as Annex 1)
- Statutory audit in line with national legislation

The selected firm will also be responsible for specific project audits or verifications, as required. The financial year is the calendar year.

4. Duration of Contract

The contract will be awarded for an initial term of one (1) year. Subject to satisfactory performance and FIDA-SS's ongoing requirements, it may be renewed annually for up to [five (5)] additional consecutive one-year periods, for a maximum total duration of [six (6)] years.

Either party may terminate the contract by giving three (3) months' prior written notice, in line with the termination provisions set out in the contract.

5. Methodology

Interested audit firms must email the documents that meet the administrative criteria, plus a brief technical and financial proposal, to fidassprocurement@gmail.com, with the subject line [subject

line], by 24 November 2026, 5:00 PM Juba time at the latest. The technical proposal must not exceed 10 pages and must include a list of reference clients with their contact details.

The technical proposal must show how results will be achieved in a timely and cost-efficient way. See the criteria below for more details.

6. Validity

Tenders received must remain valid and open for acceptance for 60 days after the closing date for submission.

Before the original validity period expires, FIDA-SS may ask tenderers in writing to extend it. Tenderers who agree may not modify their tenders. If they refuse, their participation in the tender procedure will end.

Eligibility Criteria Imposed on the Tenderer

Tenderers will first be checked for eligibility against the criteria below.

#	Description	Means of verification and required documentation
1	The tenderer must be an audit firm approved by the Ministry of Justice, Republic of South Sudan, or equivalent.	Valid Trade Register certificate confirming registration. Certificate of Incorporation from the Ministry of Justice, including the renewal stamps on the back page.
2	Valid membership certificate or equivalent.	Membership certificate from the Chamber of Commerce.
3	Valid operation license or equivalent.	Operation license from the State Ministry of Finance and Economic Development.
4	The tenderer (including consortium members and subcontractors, if any) has paid all taxes, pension contributions and other payments required by applicable law (YES/NO).	Valid tax clearance certificate.
5	The lead auditor or team leader must be a Certified Public Accountant.	Relevant certification.
6	The tenderer must have sufficient financial and human resources to perform the contract.	Audited financial statements for 2024 and 2025. List of the team dedicated to the FIDA-SS assignment, including extra resources that can be deployed if needed.
7	Data protection.	Evidence of data protection assurance measures showing compliance with data

#	Description	Means of verification and required documentation
		protection regulation in South Sudan.
8	Environmental sustainability commitment. The service provider must demonstrate responsible environmental practices aligned with applicable regulations or organizational sustainability objectives.	Policy on environmental sustainability or equivalent document.
9	Validity of the bid.	The bid must be valid for a minimum of [60 days, to match Section 6].

7. Contract Award Criteria and Evaluation Methodology

Offers will be evaluated out of 100 points using the criteria below.

#	Description	Weight	Scoring methodology
1	Experience providing audit services to foundations, NGOs or INGOs in South Sudan	Max 20 points	Up to 5 references from different entities: 10 points. 6 or more references from different entities: 20 points.
2	Technical proposal	Max 10 points	Adherence to the required services described in this ToR.
3	Financial score	Max 70 points (Statutory audit 50, AUP 20)	The lowest bid receives the highest score. Other candidates' scores are calculated proportionally to the lowest bid.

8. Questions

Candidates may not approach FIDA-SS for verbal clarification. Any prospective candidate who tries to arrange individual meetings with FIDA-SS, or with any organization associated or linked with FIDA-SS, may be excluded from the tender procedure.

Send all questions by email to the contact person at fidassprocurement@gmail.com by 15 November 2026.

9. Submission Requirements

Bidders must submit the following documents to be eligible for evaluation:

1. Registration documents of the audit firm, to meet the eligibility requirements
2. Reference letters
3. Lead auditor and team certification
4. Financial statements for 2024 and 2025
5. Policy or certification on data protection, in compliance with [EU GDPR / applicable South Sudan regulation]
6. Policy or certification meeting the environmental sustainability commitment
7. Technical proposal (maximum 10 pages)
8. Financial proposal

Note: FIDA-SS has zero tolerance for aid diversion and illegal actions. It may screen potential applicants, contractors, suppliers and consultants against international lists to ensure due diligence and compliance with anti-money laundering and counter-terrorism financing requirements.

Disclaimer: FIDA-SS reserves the right to amend or cancel this call without notice and accepts no liability as a result. The decision of the FIDA-SS Procurement Review Committee is final.