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Approved by
Inspector of Labour
13/03/2024



Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513, Block III, Juba City, South Sudan,
Webpage: www.stewardwomen.org; info@stewardwomen.org; stewardwomen@gmail.com
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Call for Expression of Interest for External Audit

13th March, 2024

1. Introduction:

STWARDWOMEN is an indigenous South Sudanese Women Organization founded in 2009 to address the problems of sexual and gender based violence; lack of access to justice by women; lack of participation of women in leadership and decision-making and poverty among others. It was first registered as a not-for-profit non-governmental organization with the Government of South Sudan in 2009. Our vision is a South Sudanese society "free from the violations of the human rights of women and children". Our mission is "to develop, shape and empower South Sudanese women to advocate for policies that foster equal economic opportunity and secure human rights for women and children". The organization is managed by a Governing Council and Board of Directors.

We are in search of an experienced external reputable audit firm to undertake financial audit of the organization covering the financial period **January 2023-December 2023**, in accordance with the statutory requirements, international reporting standards and guidelines of auditing.

2. Scope of The Assignment:

The audit will be conducted in accordance with the relevant donor guidelines. The auditor will pay special attention to the following:

- 2.1. Whether the donor funds were used in accordance with the donor requirements and consonant with the cooperation agreements.
- 2.2. Whether procurement processes have been done in accordance with the relevant procurement procedures as required by the cooperation agreements



- 2.3. Whether the relevant and necessary supporting documents, records and books of accounts have been kept and in line with the accepted standard of accounting. Or whether there is a clear linkage between the accounting records and the financial reports prepared and shared with the donors.
- 2.4. Whether the designated accounts have been used and maintained in accordance with the provisions of the relevant general conditions and cooperation agreement.
- 2.5. Whether the accounting records have been prepared in accordance with generally accepted accounting principles and practices and relevant to donor guidelines. The auditor will be expected to give a true and fair view of the financial positions of the organization as at 31st Dec, 2023.
- 2.6. Whether there was compliance to the financial covenant as per the government regulations in South Sudan.

3.0. Audit Reports:

The external auditor (s) will express an objective opinion on STEWARDWOMEN's financial statements and prepare a "management letter", that will highlight the followings among others:

- 3.1. Comments and/or observations on the accounting records, systems, and internal controls that were examined during the audit.
- 3.2. Deficiencies or weaknesses in the accounting systems and internal controls and make recommendations for improvement.
- 3.3. Compliance to each financial covenant in the relevant financial agreement.
- 3.4. Matters that have come to the attention of the auditor during the audit which might have a significant impact on the operations of the organization.
- 3.5. Management comments on the audit report

3. Deliverables and Timeline:

The external audit is expected to be conducted kick off in the month of **April** 2024 and the final report will be presented to the Board of Directors during the next quarter Board of Directors' meeting. The audit firm shall first submit a draft audit report to the Director in both hard and electronic copies, duly signed within seven (7) days upon completion of assignment. The final audit report shall be submitted to the Director in five (5) hard copies and an electronic version within seven (7) natural days on receipt of the management's comments.

4. Location of Assignment:

The assignment will be carried out at the STEWARDWOMEN head office in Juba, located at Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513, Block III, Juba City, South Sudan.



5. Duration of Assignment:

It is expected that the examination of the books of account, supporting documents and the cooperation covenants will take not more than five working days, in accordance with South Sudan statutory regulations and the audit requirements.

6. Requirements:

The Lead Consultant – External Auditor should be an internationally qualified accountant or auditor (with qualification of CPA, ACCA or equivalent) with experiences in donor accounting with NGOs, multiple project auditing and financial management with five (5) years auditing experience. The audit firm must have strong knowledge and experience in performance and system audit. The applicants are expected to suggest total audit fees.

8.0. Application Procedure:

If you meet the above requirements for this position, you are asked to submit the followings:

8.1. Cover letter

8.2. Detailed Curriculum Vitae and a comprehensive profile of the audit firm

8.3. Evidence of similar past works you have fully accomplished, and photocopies of relevant academic papers and nationality ID/passport.

8.4. Proposal for implementing the assignment with realistic budget quoted in USD.

Please Quote **“External Audit 2023”** on the subject line. Send your application via e-mail at stewardwomen.jobs@gmail.com. Or hand delivery to our office at Gudele, Hai Peace Residential Area, Plot Nos. 512 & 513, Block III, Juba City, South Sudan. Please address the application to: *“The Human Resources & Administration Officer, STEWARDWOMEN”*

9. Application Deadline:

Applications should be submitted latest by 3rd April, 2024 before 4.00 p.m.

Yours,

Sincerely



The HR & Administrative Officer
STEWARDWOMEN

