



## Terms of Reference (TOR)

### Institutional Audit Services for Men4Women for the Period Ending December 31<sup>st</sup>, 2023.

#### 1.0 Background

Men4Women is a National NGO active in engaging men and boys including women and girls in the fields of Sexual and Reproductive Health and Rights (SRHR), HIV/STIs, Gender Equality and Policies/Advocacy. It's registered by Relief and Rehabilitation Commission in January 2022 under the new NGO Act with registration number 4052, with a mission to advocate for young people's sexual and reproductive health and rights, HIV/STIs and against Sexual Gender-based Violence and for their meaningful participation in the decisions made about their lives. With the main office in Rock City (Juba South Sudan) near the Playground, Men 4 Women is currently implementing activities in Juba in Central Equatoria State, Yambio in Western Equatoria State and Torit in Eastern Equatoria State.

#### 2.0 Objectives of the Audit

- To perform the audit in accordance with International Standards on Auditing (ISAs) and provide an auditor's opinion as to whether the financial statements of Men4Women have been prepared, in all material respects, in accordance with generally accepted accounting principles and applicable international financial reporting standards.
- To report on Men4Women's compliance with the terms and conditions of funding partners' agreements with respect to the use of funds provided by donors.
- To report on significant control weaknesses and make recommendations for improvements as appropriate.

#### 3.0 Expected Deliverables

The following are the expected deliverables.

#### 3.1 Audit Report

The opinion expressed in the audit report will address whether:

- Proper Accounting records have been kept.
- Men4Women financial statements agree with the accounting records and returns.
- The financial statements have been prepared in conformity with appropriate and acceptable accounting standards and principles.
- The Auditor have a professional responsibility to report if the financial statements do not comply in any material respect with generally accepted accounting principles.

### 3.2 Management Letter

- In addition to the audit report, the Auditor will prepare a Management Letter which will give comments and observations on the accounting records, systems and controls that were examined during the audit.
- Identify specific deficiencies or areas of weakness in system and controls and make recommendations for improvement.
- Communicate matters that have been identified by the auditor that might have a significant impact on the organization.
- Refer to any other matters that the auditor considers relevant.
- Include a high, medium, or low prioritization on all issues arising in the management letter.

### 4.0 Fees

The Audit firm/Auditor shall quote an all-inclusive negotiable fee for the audit of Men4Women's financial statements for the year ended 31<sup>st</sup> December 2023.

### 5.0 Qualifications/Requirements

The firm/Auditor must meet the following minimum requirements to be considered for the evaluation pursuant of this request for proposal.

- Firm profile and three recommendations/Auditor's detailed CV with three references.
- Valid Certificate of Incorporation, Chamber of Commerce, Operational License, Tax Registration, Tax Compliance Certificate.
- Valid Auditor's practicing license from a recognized accounting body or firm registration certificate with a recognized accounting body.
- Detailed CV for the Auditor (If a firm is applying)

### 6.0 Submission of Proposals

Proposals should be submitted electronically to [men4womensouthsudan@gmail.com](mailto:men4womensouthsudan@gmail.com) with copies to [tazitaanna@gmail.com](mailto:tazitaanna@gmail.com) and [gakmalek1@gmail.com](mailto:gakmalek1@gmail.com) latest 30<sup>th</sup> November 2023 by 5pm. Subject of the email should be "Proposal for Institutional Audit – Name of the firm/Auditor"

### 7.0 Safeguarding

Men4Women commits to upholding the safeguarding standards and especially the six principles of the Inter Agency Standing Committee (IASC) and urges all its partners to act the same and any violation of one result into termination of the partnership.

