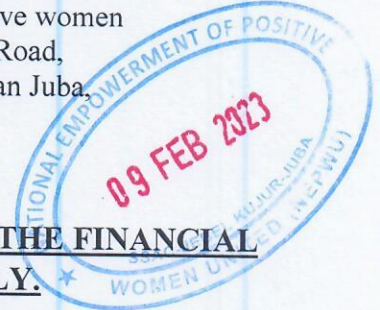


## NATIONAL EMPOWERMENT OF POSITIVE WOMEN UNITED (NEPWU)

Email: [nepwu14@gmail.com](mailto:nepwu14@gmail.com), Tel: +211924360299  
Facebook: National Empowerment of Positive women  
SSAC Compound Jebel Kujur off Yei Road,  
P.O Box 88 Juba, Republic of South Sudan Juba.



### TERMS OF REFERENCE FOR AN EXTERNAL AUDIT FOR THE FINANCIAL YEARS ENDED 2021 AND 2022 RESPECTIVELY.

#### BACK GROUND INFORMATION

National Empowerment of Position Women United (NEPWU) is a National Non-Governmental Organization and a network of women and girls living with and affected by HIV in South Sudan. NEPWU was established in 2013 with both technical and financial support from, UNAIDS, UN Women, SSAC and MOH. NEPWU was then legally registered in 2014 under Ministry of Relief and Rehabilitation Commission (RRC). NEPWU is currently implementing projects in Nine states: Eastern Equatoria, Lakes, Warrap, Northern Bahr el Ghazal, Western Bahr el Ghazal, Western Equatoria, Jonglei, Upper Nile, and Central Equatoria States with Support from UNFPA, ICAP, JPHIEGO, Cordaid and UNAIDS to deliver service to people in need.

**Vision:** A society where Women are healthy, empowered and living in harmony.

**Mission Statement:** NEPWU exists to promote the health, rights, meaningful and active participation of women and girls in South Sudan especially those living with and affected HIV.

#### Core Values:

**Accountability:** To members, beneficiaries, partners and donors in an open and transparent manner.

**Integrity-**we are honest, trustworthy, truthful and open in our conduct and decision making and consistent in treating others fairly and equally, while avoiding actual and perceived conflicts of interest.

**Mutual Respect:** upholding human rights and dignity. Working with and for beneficiaries regardless of cultural and religious differences.

**Family Spirit:** Celebrating each other`s successes and supporting each other along life`s disappointment.

**Innovation:** Imagining ideas to foster creativity that challenges constraints and derives progress.

**Voluntarism:** we believe in every member`s potential to make a difference in our community through community leadership, and advocacy without financial reward.

#### OBJECTIVES OF THE AUDIT

The objective of the audit is to enable an independent auditor to express opinion(s) on;

- (i) Whether the Organization`s Financial Statements (including notes thereto and supplementary statements) present fairly, in all material respects, (or give a true and fair view) of all grant resources attained in conformity with Generally Accepted Accounting Policies (GAAP) and International Financial Reporting Standards (IFRS)
- (ii) Whether the proceeds of grants received were used for the intended purposes.





## **AUDIT METHODOLOGY**

The Audit Methodology and the Audit Techniques to be used are those which accord with International Auditing Standards.

Substantive testing procedures encompassing the following should be applied:

- Inspection of original support documentation;
- Inspection of inventory print-outs and physical inspection of assets and
- (Where necessary) inspection of computer systems.

**PERIOD OF AUDIT: Financial Years 2021 and 2022 Respectively.**

## **MANAGEMENT'S RESPONSIBILITIES**

The management of National Empowerment of Positive Women United (NEPWU) is responsible for the preparation and presentation of Financial Statements including adequacy of disclosure, and for maintaining sufficient Internal Controls to ensure that the Financial Statements are free from material misstatement, whether due to fraud or error.

The management of NEPWU is also responsible for ensuring that all Funds Received were used only for its originally intended purpose, for compliance with Financial Covenants, and for ensuring that effective Internal Controls relating to procurements are adhered to.

## **AUDITOR'S RESPONSIBILITIES**

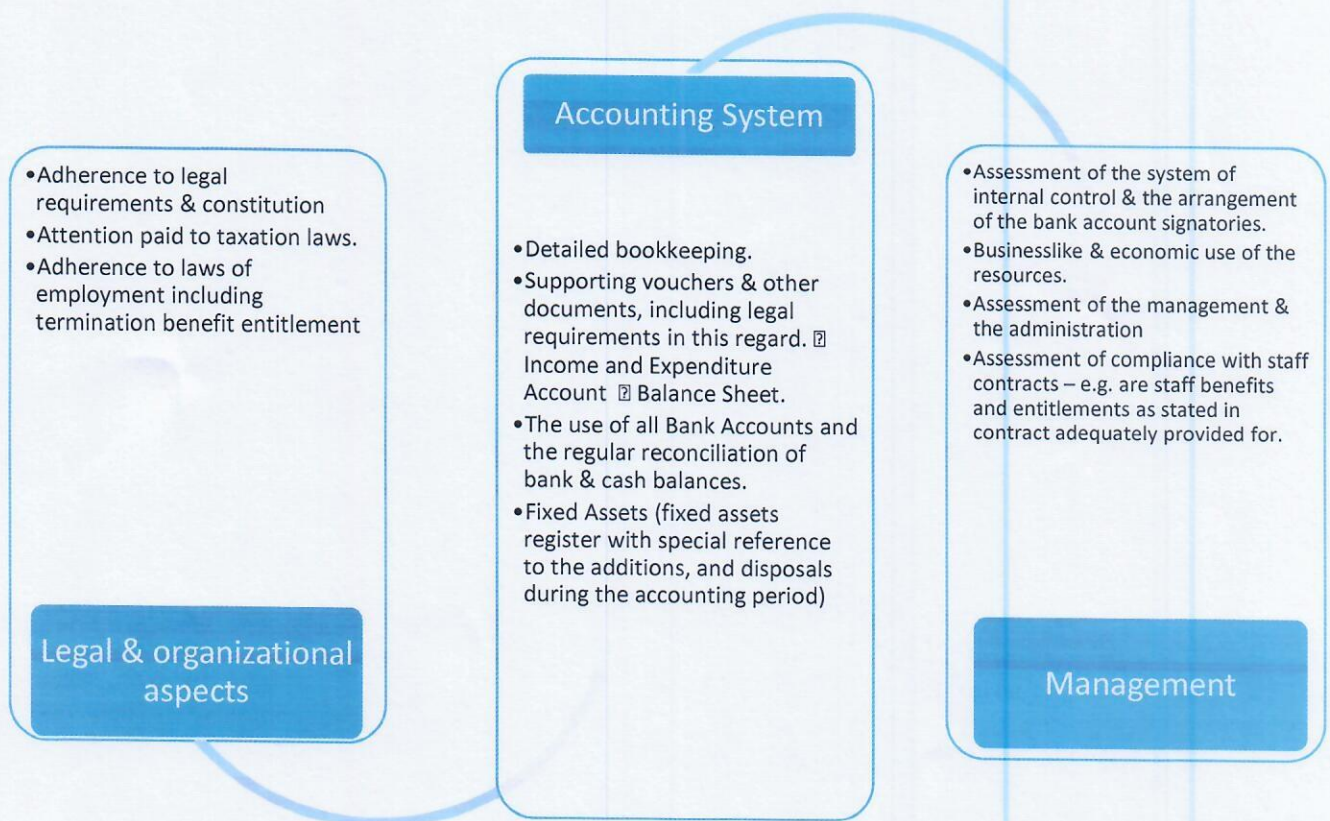
The auditor is responsible for forming and expressing an independent opinion on the organization's Financial Statements in accordance with International Auditing Standards. In the conduct of the Audit, the auditor will be expected to;

1. Plan, design and perform Audit Procedures to;
  - a. Reduce risk to an acceptable low level, including risks of material misstatement in the Financial Statements whether due to fraud or errors.
  - b. Establish elements of noncompliance with State Laws and regulations
2. Communicate matters of governance arising from the Audit
3. Carry out tests to confirm compliance with each grant's contract, such as;
  - a) Check that all Donor Funds and resource were used only for the intended project activities
  - b) Check that all Funds and resources were efficiently and economically utilized
  - c) Verify that receipts and expenditure have been properly supported in the form of vouchers; invoice and receipts.
  - d) Verify that all expenditure costs were relevant to each Project's Objectives as set out in the Grant Contract;
  - e) Check that the expenditures were incurred during the Financial Year 2022.
  - f) Test whether all procurements were conducted with at most compliance to the organization's Procurement Policy.;



- g) Confirm that the organization has a Cost Sharing Methodology and test whether such Methodology is being applied.
  - h) Check whether there were instances of noncompliance with laws, regulations and instructions from the donor as per the Grant contract.
4. Review all financial Reports submitted to various Donors and assess the methods used to compile the reports, ascertain that the information given in the reports accurately reflect the underlying records, documents and books of accounts, and verify that the information in the reports reconcile with the Financial Statements audited.

## AUDIT SCOPE



It is expected that Auditors maintained an open communication approach with the South Sudan Finance Manager and Country Director and ensure that there is no surprises at the end of the audit.

## AUDIT REPORTING

The Audit Report and Management Letter MUST be prepared in Triplicate (3 copies), in English Language and should be comprising of;



**Auditor's Opinion on the Financial Statements:**

An auditor's opinion providing reasonable assurance over the audited financial statements, including the notes thereto and supplementary statements.

**Management Letter:**

A management Letter providing the auditor's observations and findings on accounting records, systems and internal controls that were examined during audit, including:

- Weaknesses and issues in accounting and internal control systems, including irregularities in the use of grant funds, ineligibility of expenditures.
- Point out irregularities in the procurement processes.
- Organization's responses to the weaknesses and irregularities pointed out.
- Any matters the auditor considers pertinent or significant as to impact organization's implementation.
- Auditor's recommendations to improve or rectify the identified weaknesses and irregularities.

**REQUIREMENTS FOR PROPOSALS FROM PROSPECTIVE AUDITORS**

The prospective auditor is required to submit its understanding about the audit scope, methodology, client resource base and professional fee.

Amongst the essential qualities, National Empowerment of Positive Women United (NEPWU) will consider are as follows:

***Technical competency***

NEPWU expects the auditors to have expertise in its area of charitable activity and being able to provide advice in specialist areas such as taxes, Payroll, NGO accounting and risk management.

***Cultural fit***

NEPWU being a National NGO, expects its auditors to have NGO sector specialists within its audit team and an experience and portfolio of clients in the NGO sector.

***Value for money***

NEPWU expects its appointed auditors to be proactive in the relationship, sharing experience, knowledge and ideas so that the audit adds more value than just meeting statutory requirements.

NEPWU expects the audit to be cost competitive and balanced with a quality professional service. NEPWU will expect an open and clear approach to audit costs but will be considering overall value for money of the service provided in making its decision.

***Partner and manager time***

NEPWU expects in the proposal a realistic commitment of partner and manager time and consideration of how you will maintain consistent staffing levels.



### ***Communication***

NEPWU places strong emphasis on personal relationship and good communication. We hope that we can develop a free and open two way conversation including such areas as changes in accounting standards, fees, deliverables, timing of audit visits, staffing changes.

### ***Risk based approach***

We are also seeking to appoint auditors that take a risk based approach to financial audit and have an understanding of risk in a broader context than financial risks.

## **THE TENDER PROPOSAL**

Please provide the following information in the proposal, in the order identified in this section of the tender pack.

### ***i) Legal Registration.***

- Provide documented proof of Legal Registration (License Certificate) and Tax Compliance (Tax Identification Number, TIN)

### ***ii) Details of your firm***

Your proposal should:

- Outline your structure, size and capabilities as relevant to us
- Identify your firm's major NGO clients
- Describe your audit philosophy and methods
- Provide two references of other NGO's that are your audit clients that can be taken up as required

### ***iii) Staffing***

Your proposal should identify:

- CVs of all personnel who will be directly assigned to the audit.
- The time which each personnel identified above will devote to the audit.
- How you manage succession planning and staff continuity

### ***iii) Audit approach***

Your proposal should identify how you:

- Determine audit strategy and undertake audit planning
- Address matters of audit scope and materiality
- Identify and respond to critical audit issues
- Control and co-ordinate the audit process
- Ensure appropriate responsibility for decisions on the audit
- Conduct the reporting arrangements



*iv). Fees*

Your proposal should include separate estimates of your total Audit Fees for reporting:

In addition, your written proposal should:

- Provide an analysis of hours by grade of staff that will be involved on the audit together with details of your hourly charge out rates
- Indicate the basis of charging expenses
- Provide your proposed billing schedule
- Outline your proposals for setting and agreeing fees in future years

Your proposal should also contain details of other additional relevant services that your firm would propose to provide, but are not a necessary and integral part of the statutory audit, and where appropriate include these in the 'additional services' section in the three-year fee schedule.

As part of your written submission you are asked to submit your proposed fees schedule for 2022.

NB: the fees quoted should include all chargeable time, out of pocket expenses (e.g. travel) and be all-inclusive fee in United States Dollars (US\$) only.

**Kindly submit your Expression of Interest (EOI) together with financial proposal latest by 24<sup>th</sup> February, 2023 by email to [nepwu14@gmail.com](mailto:nepwu14@gmail.com) or hard copies can be delivered to NEPWU Head Office at South Sudan HIV/AIDS Commission (SSAC) Compound Jebel Kujur, off Yei Road.**

