



Invitation For Audit Firms For Undertaking External Audit Service

1. Introduction

Caritas South Sudan is the official organization of the Catholic Bishops' Conference of Sudan founded in 2011 after the independence of South Sudan to carry out all the social activities of the Catholic Church. With its mandate from the Catholic Bishops Conference of Sudan and South Sudan, it is tasked with coordinating the seven Dioceses in South Sudan in the implementation of social and development activities.

Brief Information About Projects:

Project # EA30/2022; - 2,004,118 USD, This is Caritas Internationalis funded project channelled to Caritas South Sudan to implement it EA30/2022 Project. The project targeted the provision of food assistance, livelihoods, shelter and NFIs, Peace Building and Reconciliation, WASH and School Support to conflict and flood affected populations across the seven dioceses. This project runs from 1 January 2023 to 31 December 2023.

Project # EA18 - 269,207 USD Rapid Response for the Returnees and Refugees in Wau, Malakal and Juba. The purpose of the project was: To Contribute towards a dignified life for Conflict affected returnees, and refugees within the three dioceses and one parish Through Food Assistance, Shelter &NFIs and Logistic /Transportation Intervention in South Sudan.

Caritas South Sudan would like to contract Authorized and Certified Audit firms to conduct an external audit of its books of accounts for the financial year January 01, 2023 to December 31, 2023 for the two projects under review, in line with Caritas Internationalis Audit Requirements. Applicant firms should submit the following documentations:

- Profile of the audit firm and its experience
- Qualification and experience of the audit team
- Copy of Practicing Certificate from the certifying association
- Copy of relevant renewed trade license

2.0. 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. If the donor funds were used in accordance with Caritas Internationalis requirements and donor agreements.
- 2.2. To evaluate the adequacy of internal controls in place
- 2.3. To determine that all costs charged to the program are reasonable, allocable and allowable in accordance with the terms and conditions of the grant agreement.
- 2.4. To determine that policies and procedures with regard to procurement, non-procurements and property management systems are in conformity with the terms and conditions of the grant where applicable.
- 2.5. To ensure reliability of financial documents, timeliness, accuracy and completeness of the financial reports;
- 2.6. To ensure that resources are used to achieve the grant objectives as budgeted and that the activities are carried out in conformity with the grant agreement;
- 2.7. To ensure that key grant objectives were met.

3.0. The Audit Plan

Auditors should submit a draft-audit plan, outlining proposed methodology in line with the Generally Accepted Auditing Standards (GAAS), costs, and schedule to be reviewed and authorized by Caritas South Sudan prior to award of contract. As a minimum, the following processes should be incorporated in the approach,

- 3.1. Entry meeting;
- 3.2. Planning and risk analysis;
- 3.3. Fieldwork or testing & evaluation of internal controls (substantive and compliance tests);
- 3.4. Exit meeting and Draft report and
- 3.5. Final report with a compliance opinion

The techniques to be used in testing and evaluating internal controls and confirming compliance with grant regulations and deliverables will include:

- Interviews and inquiry-non formal;
- Inspection of documentation (including policies and procedures);
- Observation and re-performance of procedures;
- Selected testing on transactions/activities etc; and

- Analytical procedures (including ratio analysis, financial impact analysis, interrelationships in data etc).

4.0. Reporting

The winning audit firm will be conducting the external audit under the direct supervision of the Executive Director, Caritas South Sudan.

In the Report to Management, the external auditor is requested to give his professional judgment of the organization's financial management, including the potential risks for the continuity of the organization, the accounting system, the internal control procedures and the organization's financial reporting. A draft report, upon completion of fieldwork should be submitted to Caritas South Sudan. A final report should be submitted after all matters arising from the audit have been concluded.

Interested audit firms can submit their expression of interest and audit fees to our office (in person or via email) within 5 days of this announcement.

Address:

Caritas, South Sudan
Juba – Palica Compound,
P.O.Box 258- South Sudan

Email: director_cass@caritassouthsudan.org cc. Director@caritassouthsudan.org and Fmanager@caritassouthsudan.org

+211921005555/0920330080

All bids should be received by COB, Friday 12th April 2024.

