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4/9/2026

MINISTRY OF [illegible] REPUBLIC OF SOUTH SUDAN
04 SEP 2026

SSUNDE

South Sudanese Network for Democracy and Elections

Munukim, Residential Area Block B Plot # 5 Juba, South Sudan

Sudan.Email:ssundedemocracy1@gmail.com,telephone:+211921672659/921710258

September 4, 2026

REQUEST FOR AN EXTERNAL AUDIT FIRM / AUDITOR

1. Background

South Sudanese Network for Democracy and Elections (SSuNDE) is a nationwide network of over 175 diverse and non-partisan civil society organizations and faith-based groups formed on April 19, 2009. All these diverse groups are united by a common desire to contribute to the realization of a peaceful, democratic and dignified society in South Sudan.

Vision: A Peaceful, democratic and dignified society

Mission: SSuNDE exists to promote the ability of South Sudanese to participate freely and effectively in peace building and political processes that enhance democratic governance and to ensure the outcome of those processes reflect the will of citizens, through advocacy, capacity building and active participation of citizens in South Sudan.

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Core Values: Non-partisanship, Transparency, Accountability, Professionalism, Volunteerism and Teamwork

2. Objectives of the Audit

This TOR outlines the Audit of where partnership for building resilience and enhancing livelihood (BREL) of conflicts affected households in South Sudan Project funded by Norwegian People's Aid (NPA) to enable the auditors to express an independent opinion on the financial position of the Project and to ensure that the funds utilized on activities have been used for their intended purposes. Audit will be performed in accordance with International Financial Reporting Standards ("IFRS") and International Standards of Auditing ("ISA").

3. The Scope of Work

SSuNDE develops the scope of the focus of the Auditing team as elaborated in the bullet points below.

- The audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures as the auditors deem necessary. Terms of Reference (TOR) for the External Auditors

- Verify all funds have been used in accordance with the established rules and regulations of SSuNDE and only for the purposes for which the funds were provided.
- Goods, works and services financed have been procured in accordance with the SSuNDE established rules and procedures.
- Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented to.
- The financial statements have been prepared by SSuNDE management in accordance with applicable accounting standards and give a true and fair view of the financial position of SSuNDE and of its receipts and expenditures for the period ended on that date.
- Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
- Examine all accrual expenditure, Audit costs, statutory deductions, NSIF provisions reported in the financial statement, confirm payments and advise accordingly.
- Express an opinion as to reasonableness of the financial statements in all material respects.
- Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in financial statements.
- Conduct entry and exit meeting with the Executive Director and other staff of SSuNDE.
- In addition to the audit report, the auditors will prepare a Management Letter on the following:
  - Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
  - Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
  - Report on the implementation status of recommendations pertaining to previous period audit reports.
  - Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
  - Bring to the Executive Director's attention any other matters that the auditors consider pertinent.

4. Deliverables

- The auditor on completion of the audit exercise will submit three original and signed copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the Executive Director.
- Management letter in accordance with the scope of work described here before.
- The auditor is requested to follow and comply with BDO-NPA Donor audit instructions.
- The auditor must employ staff with.
- The auditor will represent SSuNDE in Donor Audit Meeting at NPA head Office regarding Audit Instructions by BDO-NPA

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i. Appropriate professional qualifications and suitable experience in International Standards on Auditing; and auditing the accounts of entities comparable in size and complexity to the entity being audited.

ii. Sufficient knowledge of relevant laws, regulations and rules in South Sudan. This includes, but is not limited to taxation, social security and labour regulations, accounting and accounting information systems, Payroll and procurement.

iii. Operational capacity to manage the audit exercise within an agreed time.

5. Time span

- The anticipated duration of this Audit is from 1st to 15th -December 2026

SUBMISSION DEADLINE

- The deadline for the submission of the expression of interest and quotation will be on 24th, September 2026.

1. SUPERVISION AND REPORTING

2. ETHICS AND INDEPENDENCE

Every employee or consultant of SSuNDE is expected to display appropriate and ethical behavior, integrity and personal presentation in the workplace always, demonstrating respectful communication for others, both verbal and non-verbal. While teamwork is valuable to every organization, we embrace individuals taking independent but correct decisions to accomplish tasks independently.

3. SAFEGUARDING AND ANTI BRIBERY POLICY

SSuNDE operates a zero-tolerance policy concerning all forms of abuse and exploitation of vulnerable people and recognizes that safeguarding is everyone's responsibility. In addition, the Organization takes a zero-tolerance approach to bribery and corruption and is committed to professionalism, fairness and integrity in all its business dealings and relationships wherever it operates.

4. INFORMATION REQUIRED WITH EXPRESSION OF INTEREST

1. Background Information of the firm

a. Name and address of Firm, Telephone numbers and email address.

b. Name and Title of Principal Contact person.

c. Brief History of the Firm including years in operation and nature of its practice

2. Professional Competence

3. Financial proposal or budget for the auditing exercise

5. DUTY STATION

- The Auditor will work from the SSuNDE office in Juba South Sudan.
- The Auditor will report directly to SSuNDE Executive Director and NPA finance office.

6. Audit Package

- The Audit Fees will be fixed through a competitive bidding process

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Submitt your application to: ssundedemocracy1@gmail.com

Signed: ……………………………

Tittle: Executive Director

Date: 4th September 2026

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