

REQUEST FOR QUOTATION FOR AUDITING SERVICES

Works:	Project Audit services
Entity Subject to Audit	BBC Media Action, South Sudan
Duration	Prequalification
Location	Juba, South Sudan
Deadline of Submission	15 th August 2024

1.0 ORGANIZATION BACKGROUND

BBC Media Action believes in the power of media and communication to help reduce poverty and support people in understanding their rights. Our aim is to inform, connect and empower people around the world. We are passionate about people getting the information they need and in turn being able to communicate – to good effect – with those in power.

To achieve this, Media Action partners with civil society, local media and governments to:

- Produce creative programmes in multi-media formats, based on robust research, which inform and engage audiences around key development issues.
- Strengthen the media sector through building professional capacity and infrastructure.

BBC Media Action delivers a portfolio of media and communication for development projects in South Sudan. We seek to expand this portfolio of work, ensuring that existing projects are delivered on time, to budget, to the highest standards, and in accordance with BBC editorial values as well as Media Action best practice, and in compliance with our internal and donor policies.

2.0 REQUEST FOR PROPOSAL

BBC Media Action is seeking for an Audit Firm with experience in South Sudan to Audit its projects and to enable the auditors to express an independent opinion on the financial position of BBC MA South Sudan and to ensure that the funds utilized on activities have been used for their intended purposes and created value on the beneficiaries and the organization at large. Audit will be performed in accordance with International Financial Reporting Standards (“IFRS”) and International Standards of Auditing (“ISA”).

3.0 SCOPE OF WORK

The scope of audit services shall be in accordance with International Standards for Audit (ISA) and cover the overall management of the project’s implementation, monitoring and supervision, Organization policies and donor agreements. The audit work will include the review of work plans, progress reports, project resources, project budgets, project expenses, project delivery, recruitment, operational and financial closing of projects (as applicable) and disposal or transfer of assets. To this effect, the scope of the audit shall cover but not limited to;

- I. **Finance:** The audit work shall cover the adequacy of the accounting and financial operations and reporting systems. These include budget control, cash management, certification and approving



- As applicable, delegations of authorities, procurement thresholds, call for bids and proposals, evaluation of bids and proposals and approval/signature of contracts and purchase orders.
 - Receiving and inspection procedures to determine the conformity of equipment with the agreed specifications.
 - Evaluation of the procedures established to mitigate the risk of purchasing equipment.
 - Management and control over the variation orders.
3. **Asset management:** The audit work shall cover equipment (typically vehicles and office equipment) purchased for the project. The procedures for receipt, storage, and disposal shall also be reviewed.
 4. **Cash Management:** The audit work shall cover all cash funds held by the project and review procedures for safeguarding cash.
 5. **General Administration:** The audit work shall cover travel activities, vehicle management, shipping services, office premises and lease management, office communications and IT systems, and records maintenance.
 6. **Human Resources:** The audit work shall cover the competitiveness, transparency and effectiveness of the recruitment and hiring of personnel and include performance appraisal, attendance control, calculation of salaries and entitlements, payroll preparation and payments, and management of personnel records with regards to BBC MA policies and applicable Laws of South Sudan.
 7. **Value for Money:** To ascertain that resources are used to achieve the grant objectives as budgeted and that the activities are carried out in conformity and compliance with the grant agreement; and that key grant objectives were met
 8. **Internal Control:** Comprehensive assessment of the adequacy and effectiveness of the overall accounting control system to monitor expenditure and other financial transactions.

In addition to the audit report, the auditor will prepare a management letter on the following:

- Give comments and observations on the accounting records, procedures, systems and controls examined during audit.
- Identify specific deficiencies and areas of weakness in the systems and controls and make recommendations for improvement.
- Report on the implementation status of the recommendations pertaining to the previous period audits
- Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability and continuity of the organization.
- Bring to the management committee's attention any other matters that the auditors consider pertinent

4.0 DELIVERABLES

The auditor on completion of the audit exercise will submit 3(Three) original and signed copies of the Audit Report appended to the Financial Statements along with the attention of the Management.



Management letter in accordance with the scope of work described here before.

5.0 REQUIREMENTS OF THE AUDITOR/FIRM

5.1 Auditors Professional Affiliation

- The audit firms having internationally reputed membership will be eligible to apply.
- The auditor should be experienced in applying ISA.

5.2 Audit Team Qualifications and Experience

The auditor must employ staff with.

- 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.
- Experience with audits of development aid projects and programmes funded by UN and other institutional donors.
- Sufficient knowledge of relevant laws, regulations and rules in South Sudan is an asset; this includes, but is not limited to taxation, social security and labour regulations, accounting and accounting information systems, procurement

5.3 Auditor's Minimum Requirements

Qualified firms meeting the following requirements are invited to submit an expression of interest:

- The audit firm must be registered with the Professional Accounting Body or with the Government relevant authority which issues license as practicing auditor in their respective country/countries; and able to practice in South Sudan.
- Indicate composition of the Audit Team and their CVs
- Minimum of 8 years of progressive experience in the provision of audit services and 5 years of relevant experience in the provision of audit services to INGOs, Donors, International Organizations or companies in South Sudan.
- Operational capacity to manage the audit exercise within an agreed time

Provide audit methodology, work-plan, curriculum vitae for the partner, audit manager and key staff proposed for the audit team.

- Experience in auditing EU, NMFA, FCDO, GAC, SIDA, UN ors USAID funded projects is desirable.
- Registration certificate and office in South Sudan

6.0 AUDIT FEES AND PAYMENT TERMS

This is a call for prequalification and therefore the audit fee and payment terms will be discussed and agreed upon based on project at hand. For this RFP we require a model costing in USD.

The successful firm will be prequalified for a period of 3 years based on its satisfactory bid and performance.



7.0 ETHICS AND INDEPENDENCE

Every employee or consultant of BBC Media Action is expected to display appropriate and ethical behaviour, 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.

8.0 SAFEGUARDING AND ANTI BRIBERY POLICY

BBC Media Action 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 acting professionally, fairly and with integrity in all its business dealings and relationships wherever it operates.

Interested Audit Firms are required to submit their proposals Email subject marked: **AUDIT SERVICES _2024/001** online to Recruitment@ss.bbcmediaaction.org on or before 15th August 2024.

