



ISLAMIC RELIEF SOUTH SUDAN

Terms of Reference

(Project Audit)

**Emergency Response Assistance to Conflict-Affected Population in Kajo-Keji,
(ERA-CAP) - F-SOU12502 RRM**

**Funded by: Islamic Relief Sweden through Swedish International Development
Cooperation Agency (SIDA)/RRM**

7TH NOVEMBER 2025

Introduction

Islamic Relief South Sudan, hereafter referred to as the “Cooperation partner” wishes to engage the services of an audit firm for the purpose of auditing the Emergency Response Assistance to Conflict-Affected Population in Kajo-Keji, (ERA-CAP) implemented by Islamic Relief South Sudan funded by Islamic Relief Sweden with main funding source by through Swedish International Development Cooperation Agency (SIDA-RRM).

The audit shall be carried out in accordance with international audit standards (ISA) issued by IAASB¹. In addition, an assignment according to International Standards on Related Services (ISRS) 4400 shall be carried out. The audit and the additional assignment shall be carried out by an external, independent and qualified auditor.

Objectives and scope of the audit

The objective is to audit the financial report for the period 2025-09-17 to 2026-01-31 as submitted to SIDA and to express an audit opinion according to ISA, applying ISA 800/ISA 805, on whether the financial report of Emergency Response Assistance to Conflict-Affected Population in Kajo-Keji, (ERA-CAP) is in accordance with the Cooperation partner’s accounting records and SIDA’s requirements for financial reporting as stipulated in the agreement including appendices between SIDA and Cooperation partner (Agreement).

Additional assignment according to agreed upon procedures ISRS 4400, review the following areas in accordance with the Terms of Reference below

1.Mandatory procedures that must be included:

1. Observe whether the financial report is structured in a way that allows for direct comparison with the latest approved budget².
2. Observe and inspect whether the financial report provides information regarding:
 - a) Financial outcome per budget line (both incomes and costs) for the reporting period and columns for cumulative information regarding earlier periods under current agreement.
 - b) When applicable, compare if the opening fund balance³ for the reporting period matches with what was stated as closing fund balance in the previous reporting period.
 - c) A disclosure of exchange gains/losses. Inquire and confirm whether the disclosure includes the entire chain of currency exchange from SIDA’s disbursement to the handling of the project/programme within the organisation in local currency/ies, if applicable.
 - d) Explanatory notes (such as, for instance, accounting principles applied for the financial report).
 - e) Amount of funds that has been forwarded to implementing partners, when applicable.
3. a) Inquire and inspect with what frequency salary costs during the reporting period are debited to the project/programme.

Choose a sample of three individuals for three different months and:

¹ The International Auditing and Assurance Standards Board (IAASB)

² The budget is attached to the agreement with Sida as an annex and any updates should be supported by a written approval by Sida.

³ I.e. funds remaining from disbursements made during previous reporting period/s

- b) Inquire and inspect whether there are supporting documentation⁴ for debited salary costs.
- c) Inquire and inspect whether actual time worked is documented and verified by a manager. Inquire and inspect within which frequency reconciliations between debited time and actual worked time is performed.
- d) Inspect whether the Cooperation partner comply with applicable tax legislation with regard to personal income taxes (PAYE)⁵ and social security fees.

4. a) Inspect and confirm that the unspent fund balance (according to the financial report) at the end of the financial year is in line with information provided in the accounting system and/or bank account.

b) Applicable the final year: Inspect and confirm the unspent fund balance (including exchange gains) in the financial report and confirm the amount that shall be repaid to SIDA.

5. Procurements:

a) Inquire and inspect whether the Cooperation partner has purchased services or goods above the thresholds in the procurement guidelines annexed or referred to in the agreement. Obtain a list of all purchased services and goods during the reporting period and identify all transactions above the agreed threshold.

b) Select two of the identified transactions above the threshold and determine whether they were subject to bidding procedures and in compliance with procurement requirements, if applicable.

7. EU's sanction list:

Inspect and confirm if the Cooperation partner has screened its IP's and suppliers financed by Grant funds to ensure that such parties are not included in the EU Sanctions List. Inspect whether there is a documented process in place at the Cooperation partner and perform a sample test of three IP's.

8. Alternative banking:

Inspect whether the field office has complied with IRW's Non-Traditional Banking Policy if an alternative method of holding project funds in a bank account and alternative payment methods have been used to transfer funds to vendors and project target groups. Any deviation noted shall be presented in priority order and with a risk rating.

2. Follow up of funds that are channelled to implementing partners

Mandatory assignments that must be included if the Cooperation partner forward funds to implementing partners (IP's):

Choose a sample of a minimum of 70 % of the total of disbursed funds as well as 70 % of the number of IP's or a maximum of 10 IP's.

2.1 Inspect and confirm whether the Cooperation partner has signed agreements with the selected IP's.

2.2 Inspect and confirm whether the Cooperation partner, in all agreements entered with IP's, included the requirement to carry out annual audits. The requirement shall specify that these audits shall be carried out with application of ISA (reporting according to ISA 800/805) and a separate assignment according to ISRS 4400 should be included for project/programme support. If agreements regarding core support are entered into with IP's, the audit shall be conducted in accordance with ISA 700 or National standards on auditing.

⁴ Debited salary costs should be verified by supporting documentation such as employment contracts.

⁵ Pay As You Earn

2.3 Inquire and inspect whether the Cooperation partner has received financial reports and reportings from auditors from all IP's included in the selected sample:

a) Inquire and inspect whether the Cooperation partner has verified if reports from IP's are in line with the requirements in the Agreement.

b) Inquire and inspect whether the Cooperation partner has documented its assessment of the submitted financial reports and reporting from auditors including management responses and action plans from selected IP's.

c) Inquire and inspect whether the Cooperation partner has documented its follow-up actions based on the information provided in the financial reports and the reporting from the auditor of the selected IP's.

d) Inquire and inspect whether the Cooperation partner has reported substantial observations⁶ from selected IP's audit reports in its communication with SIDA. List observations⁷ from IP's audit reports which have been part of this sample.

The reporting

The reporting shall be signed by the responsible auditor (not just the audit firm⁸) and shall include the title of the responsible auditor.

Reporting from the ISA assignment

The reporting from the auditor shall include an independent auditor's report in accordance with the format in standard ISA 800/805 and the auditor's opinion shall be clearly stated. The financial report that has been the subject of the audit shall be attached to the audit report.

The reporting shall also include a Management letter that discloses all audit findings, as well as weaknesses identified during the audit process. The auditor shall make recommendations to address the identified findings and weaknesses. The recommendations shall be presented in priority order and with a risk classification.

Measures taken by the Cooperation partner to address weaknesses identified in previous audits shall also be presented in the Management Letter. If the previous audit did not have any findings or weaknesses to be followed up on, a clarification of this must be disclosed in the audit reporting.

If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management Letter, an explanation of this assessment must be disclosed in the audit reporting.

Reporting from the ISRS 4400 assignment

The additional assignment according to agreed upon procedures ISRS 4400 under section II, shall be reported separately in an "Agreed-upon procedures report". Performed procedures should be described and the findings should be reported in accordance with the requirements in the International Standard on Related Services 4400.

When applicable, the sample size shall be stated in the report.

⁶ Deemed substantial by the Cooperation partner.

⁷ Observations included in Management Letters and if applicable, qualified audit reports.

⁸ If the audit firm is obliged to sign, refer to relevant legislation. Sida still needs to know who has been responsible for the audit assignment.

Brief information of the project to be audited:

Project Name:	Emergency Response Assistance to Conflict-Affected Population in Kajo-Keji, (ERA-CAP)
Project Pin:	IR Sweden Code: F-SOU12502 RRM IRW Pin Code: HQ0202696105 IR South Sudan Code: SS020_000079
Funded By:	Islamic Relief Sweden through Swedish International Development Cooperation Agency (SIDA)/RRM
Project Budget:	3,000,000 SEK
Project Period:	2025-09-17 to 2026-01-31

The tender proposal

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

i) Details of your firm

Your proposal should:

- Outline your structure, size and capabilities as relevant to us
- Identify your firm's major INGO clients
- Describe your audit philosophy and methods
- Provide two references of other INGO's that are your audit clients that can be taken up as required
- Attach valid certificates of registration and proof of the firm's membership in IFAC (International Federation of Accountants)

ii) Staffing

Your proposal should identify:

- The partner and manager who will be assigned to the audit, including details of their relevant experience and qualifications
- The time which the partner and manager 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 the project 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 estimates of total project audit fees in USD and delivery time.

Tender Submission Instructions:

All bids must be submitted before Friday, 21st November 2025 at 10:00 AM (Juba time).

Interested bidders are required to strictly follow the specified criteria and submit all documents online to the following email address: Tendering.IRSS@islamic-relief.com.ss; with the subject of the email as with the subject of the email as TENDER FOR SIDA RRM PROJECT AUDIT

Late submissions or failure to adhere to the submission requirements will result in disqualification.

Instructions to Interested Bidders

- No hardcopy submissions will be accepted.
- All tenders should be submitted via email to the above mentioned email & subject of email.
- The size of the email should not exceed 25MB
- Interested suppliers should send the documents in PDF format that is not password protected.
- Any links sent or password protected documents will not be considered for analysis.
- Bidders are encouraged to send the documents as one batch in one email.

For any issues relating to the tender or its contents please email directly to; Procurement.IRSS@islamic-relief.com.ss

Complaints

Write to us If you see any violation of rights or any incident of corruption,

Please contact us through email: Complaints@irworldwide.org;

Islamic Relief has zero tolerance for corruption & bribery and is committed to listen and addresses any violation of rights of aid workers, suppliers, contractors and our rightsholders communities.

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