



INVITATION TO BID

Date 6th. November. 2023

ACROSS is a faith based, Christian Humanitarian NGO serving South Sudan since 1972. ACROSS Organization is inviting prospective Service Providers/bidders, who are duly registered with the government legal bodies in South Sudan for provision.

"INSTITUTIONAL AUDIT SERVICES".

Complete Terms of Reference can only be DOWNLOADED FROM THE NGO FORUM .

Bid submission: All potential service providers are required/encouraged to submit the bid documents in a sealed envelope. Sealed bids should be clearly marked with the tender reference number.

Delivery Address:

ACROSS Juba Office.

Security Unit

Buluk area, approx. 130m

off Ministry Road opposite State house,

behind UNHCR compound.

DEADLINE for submission of Proposals is **1700Hrs Thursday 23rd November 2023.**
(South Sudan local time).

No bids will be received after the stated deadline.

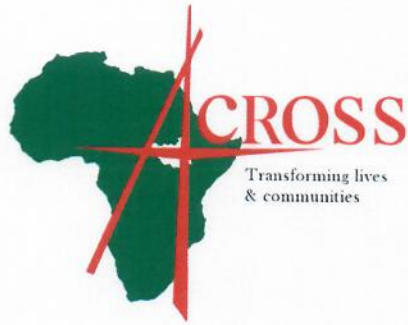
NB: ONLY THE SUCCESSFUL BIDDERS SHALL BE CONTACTED.



International Liaison Office

Karen, Ndege Rd 70
P O Box 21033
00505 Ngong Road
Nairobi, Kenya.

Tel: +254-020-3882881/7
Wireless: +254-020-2325821
Mobile: +254-722 923 203
Email: acrossinfo@across-ssd.org



South Sudan Head Office

P.O.Box 132
Buluk off Ministries Rd
Juba, South Sudan

Office Tel: +211-92744700 (ED)
+211-925800906 (Accounts)
E-mail: acrossinfo@across-ssd.org
Website: www.across-ssd.org

TERMS OF REFERENCE

FOR INSTITUTIONAL AUDIT SERVICES

OF

ACROSS

FOR THE PERIOD ENDING DECEMBER 31, 2023



ACROSS INSTITUTIONAL AUDIT 2023

1.0 Background

ACROSS is a faith based, Christian Humanitarian NGO serving South Sudan since 1972 in the areas of Health, Education, Relief, Integrated Refugee program and peace building. ACROSS is a registered entity in South Sudan, Kenya and Uganda and is supported by UN agencies, faith-based organizations, and private donors. ACROSS oversees more than (15) projects with majority of the projects based in South Sudan, mainly in Juba, Yei, Rumbek, Boma, Pibor and Kapoeta.

2.0 Objectives of the audit

- To perform the audit in accordance with International Standards on Auditing (ISAs) and provide an auditor's opinion as to whether the financial statements of ACROSS South Sudan have been prepared, in all material respects, in accordance with generally accepted accounting principles and applicable international financial reporting standards. And
- To report on the ACROSS South Sudan's compliance with the terms and conditions of funding partners' agreement with respect to the use of funds provided by donors; and
- To report on significant control weaknesses and make recommendations for improvements as appropriate.

3.0 Expected Deliverables

The following are the expected deliverables.

3.1 Audit Report

The opinion expressed in the audit report will address whether.

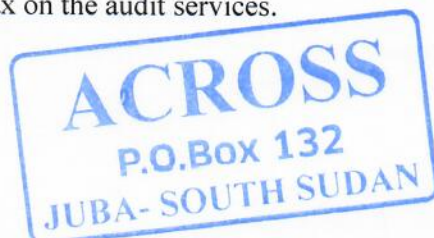
- Proper Accounting records have been kept.
- ACROSS financial statement agree with the accounting records and returns.
- The financial statements have been prepared in conformity with appropriate and acceptable accounting standards and principles; and,
- Whether the Auditors have obtained all the information and explanations that they considered necessary for the purpose of our audit.
- The Auditors have a professional responsibility to report if the financial statements do not comply in any material respect with generally accepted accounting principles.

3.2 Management Letter

- In addition to the audit report, the auditor will prepare a "management letter" which will give comments and observation on the accounting records, systems and controls that were examined during the audit.
- Identify specific deficiencies or areas of weakness in system and controls and make recommendations for improvement.
- Communicate matters that have been identified by the auditors that might have a significant impact on the organization.
- Refer to any other matters that the auditor considers relevant.
- Include a high, medium, or low prioritization on all issues arising in the management letters.

4.0 Fees

The Audit firm shall quote an all-inclusive negotiable fee for the audit of ACROSS South Sudan's financial statements for the year ended 31 December 2023 Including 20% withholding tax on the audit services.



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5.0 Qualifications/ Requirements

The firm must meet the following minimum requirements to be considered for the evaluation pursuant of this request for proposal.

- Firm profile
- Valid certificate of incorporation, chamber of commerce, operational license, tax registration
- Valid tax compliance certificate
- Firm Registration certificate with a recognized accounting body
- Valid Auditor's practicing license from a recognized accounting body
- Membership certificate for the Audit team in a good standing
- Detailed CVs of key personnel
- Three reference letters

All applicants must be a member / member of the Institute of Certified Public Accountants / Chartered Accountants of a recognized accounting body. Affiliations with international audit firm is an asset.

6.0 Evaluation/ Criteria

The criteria for evaluation and selection of the Auditor or an Audit firm will be based on the following headings on a percentage split between the quality aspect of your technical and financial proposals.

S/N	Evaluation Area	Score
1	Technical competency and experience in humanitarian sector	10%
2	Detailed Audit plan, and audit approach	10%
3	Competency and experience of audit team to be deployed	25%
4	Experience in audit of international organizations (INGO)	20%
5	Compliance with minimum requirements	10%
6	Audit fees	25%
	Total	100%

Submission of Proposals

Bids should be sent via email to procurement@across-ssd.org and Cc to headoffinance@across-ssd.org making reference in the subject line as follows:

Subject: "Provision of Institutional Audit services".

Hard copies in a sealed envelope can be dropped at our office located in Buluk off ministries Road Next to UNHCR during working days Monday – Friday 8:00 AM – 3:00 PM
ACROSS reserves the right to reject any application(s) without disclosing the reasons

The deadline for **application submission is at 1700Hrs Friday 23rd November 2023**. NB: All inquiries should be addressed to procurement@across-ssd.org no later than 17th November 2023

