



Catholic Diocese of Yei
C/O P.O.Box 258 - Juba
South Sudan

Focal Person
St. Bakhita PHCC - Yei



Ref: Request for External Audit

1. Introduction

The leprosy, TB and livelihood project was implemented by St. Bakhita Primary Health Care Centre of the Catholic Diocese of Yei - South Sudan.

The project was carried out in the four Counties (Lainya, Kajo-Keji, Morobo and Yei River) respectively

We are therefore requesting a reputable external firm for the said project.

The audit shall cover period from September 2023 through March 2026 ending on April-2026

2. Organization Background

The Catholic Diocese of Yei is a member of the Sudan and South Sudan Catholic Bishops' Conference (SSSCBC).

The Diocese has been operating since its creation in March 21st 1986 to date in the Pastoral Ministry including the area of health, education, livelihood among others.

In 2023 the Catholic Diocese of Yei received funding from, BMZ for Leprosy and TB program and with a component of livelihood through GLRA South Sudan Program office.

Important Guidelines:

The utilization of funds in the project can be substantiated using the following two possibilities.

1: By presenting a financial report for revenues and for expenditure eligible under the grand funding with a **receipt list** (in order to the position in the budget and chronologically within this) original receipt ought to be submitted promptly.

2: By presenting the financial report for revenue and expenditure eligible under the grant funding with an **original audit certificate** (dated and signed by the external auditor) based on an independent, officially recognised external audit **and receipt list** in order to positions.

3. Scope of Work

The external audit should include the following auditing and control measures based on DAHW/BMZ audit TOR:

- Verifying accounting records for **correctness and completeness**



- Verifying the financial report in which all project -related revenues and expenditures must be shown and for which it must be confirmed that **receipts are provided for all revenues and expenditure.**
- Verifying how the provided project funds have been managed. This includes:
 - Project fund transferred to the project partner in the current budget year during the project year.
 - Interest earned in the current budget year or during the project term from project funds transferred to the project partner.
 - Other revenues from project activity.
- Verify to what extent the funds have been **used appropriately** for the purpose of carrying out the planned project objectives and activities.
Verify the cost-effectiveness of expenditures with regard to financial resources (used economically and as effectively as possible)
- Verify the personnel cost and social security contributions to ensure that they are in line with local standard, legal in respective to South Sudan law and that comply with contracts and that the contribution required by law are being withheld.
- Verify that the cost plane is being adhered to by means of **comparison of objectives and effect** (based on the most recent valid budget)
- Verify the **economic use of project equipment.**
- Verify the procured **inventory, where it is being held and whether it has been /is being used appropriately** for the purpose of carrying out planned project objectives and activities
- Verify and confirming that project -related documentation is complete and correct.
- Verify that **all agreements fundamental to the project are being adherent to** (contracts, MBZ funding requirements are executed.

4: Selection Criteria

1: The external auditor must be an independent (independent from the local project partner) and follow International Accounting and Auditing Standards.

2: The auditor must be chosen by German Leprosy and and the local partner/.

3: The auditor must have valid certificate of registration from the relevant government institution, audit chamber, legal affair and other required bodies by law.in Same case the German Embassy should confirm the validity and the qualification of the auditor to be contracted.

4: The external auditor must meet the required competency in relation to contract to be entered to.



5: An auditor who performed similar role with BMZ implemented projects in the past may have high chances of winning.

5: Proposal Requirements

Interested firms should submit a proposal including:

- Concept notes
- Firm profile and experience with similar work.
- Resume of the audit team lead.
- Proposed timeline and methodology.
- Fee structure.

6. Submission Deadline

Proposals must be submitted via email to: kavitassps@gmail.com. And vincentkujo29@gmail.com, copy Thankuey.Reat@dahw-global.org later than 30th April 2026 Questions regarding this RFP can be directed to vincentkujo29@gmail.com.

For More details, please refer the proposal guideline and requirements attached herewith

