



REFERENCE NUMBER: TIK/A4T/003/2020

DESCRIPTION: Sida's standard terms of reference for annual audit of project/programme support to NGOs.

DEADLINE DATE FOR SUBMISSION OF EOI: 31st March 2020

POSTING DATE: 18th March 2020

I. Introduction

Transparency International Kenya (TI-Kenya) is a not-for-profit organization with a vision of a transparent and corruption free society through transforming the society and institutions by supporting the development of high integrity leadership in all sectors and at levels. TI-Kenya is one of the autonomous chapters of the global Transparency International movement that are bound by a common vision of a corruption free world.

Transparency International Kenya (TI-Kenya) wishes to engage the services of an audit firm for the purpose of auditing the Action for Transparency Programme, as stipulated in the agreement between Fojo Media Institute and Sida. The audit shall be carried out in accordance with international audit standards issued by IAASB¹. The audit shall be carried out by an external, independent and qualified auditor (Approved Public Accountant/Authorized Public Accountant or equivalent).

II. Objectives and scope of the audit

The objective is to audit the Financial report for the period **1 January 2019 to 31 March 2020** as submitted to Sida and to express an audit opinion according to ISA 800/805 on whether the financial report of "Action for Transparency (A4T)" is in accordance with Sida's instruction for financial reporting as stipulated in the

¹ The International Auditing and Assurances Standards Board (IAASB)

agreement between Fojo Media Institute and TI-Kenya; and Sida special terms of audit (Annex IV) to the agreement between TI-Kenya and Sida.

III. Additional assignment; according to agreed upon procedures 4400 in the individual Terms of reference to be approved by Sida

The Auditor shall be expected to:

- Share with us his/her work plan and expected timelines
- Share with us the audit team members
- Get acquainted with donor requirements by familiarization with the donors funding agreement
- Perform timely field audit which shall include but not be limited to
 - Sampling
 - Documents vouching, testing, interviewing staff
 - Confirmations and getting other explanations as may be ideal for giving an independent opinion on the project financial statement, based on the International Standards on Auditing and International Financial Reporting Standards.
- Follow up whether salary costs debited to the project are recorded throughout the duration of the year in a systemized way and examine whether the salary costs can be verified by sufficient supporting documentation.²
- Based on materiality and risk the auditor shall examine whether there is supporting documentation related to incurred costs
- Follow up whether TI-Kenya has implemented the following recommendations from the assessment of internal control/systems audit.
- ORG's compliance with rules and regulations in regard to taxes (e.g. PAYE)³ and social security fees.
- Follow up whether the cooperation partner has adhered to the procurement guidelines annexed to the agreement
- TI-Kenya shall give the auditor access to all legal documents, correspondence, and any other information associated with the project and

² If the budget includes salary costs to be debited to the project, the auditor shall always examine salary costs as stipulated here.

³ Pay As You Earn

deemed necessary by the auditor. Confirmation should also be obtained of amounts disbursed and outstanding at Fojo.

- The auditor should familiarize himself with TI-Kenya accounting software Microsoft Dynamics Navision.
- This term of reference is effective for this exercise unless further communication is made in future.

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

TI-Kenya has no agreements with any implementing partners

V. The reporting

- The scope of the audit shall be stated in the report and the methodology used shall be presented.
- The reporting shall be signed by the responsible auditor (not just the audit firm) and title.
- The reporting from the auditor shall include an audit report/report/management letter with audit findings and weaknesses identified during the audit process. The auditor shall regardless of materiality quantify the amount for costs missing sufficient supporting documentation. The auditor shall make recommendations to address any weaknesses identified. The recommendations should be presented in priority.
- Measures taken by TI-Kenya to address weaknesses identified in previous audits shall also be presented in the audit report/management letter.
- The additional assignment according to agreed upon procedures under paragraph III shall be reported in a separate part in accordance with the terms of reference.

VI. Timelines and Payment

- Work must be completed within 10 working days after approval.
- The payment agreed upon shall be made after submission of the final report

SUBMISSION OF BIDS

The deadline for submission of expressions of interest is **31st March 2020**. Applications should be sent by email to **procurement@tikenya.org**. Please indicate “**TIK/A4T/003/2020-A4T Auditor**” in the subject line of your email application.