



WOMEN FOR AFGHAN WOMEN

Request for Proposal for Audit

Support to Family Guidance Center and Women Protection Centers in Mazar e Sharif

Women for Afghan Women:

Women for Afghan Women (WAW) is a grassroots, civil society organization; our mission is dedicated to securing and protecting the rights of disenfranchised Afghan women and girls in Afghanistan and New York, particularly their rights to develop their individual potential, to self-determination, and to be represented in all areas of life: political, social, cultural and economic. We advocate for women's rights and challenge the norms that underpin gender-based violence wherever opportunities arise to influence attitudes and bring about change.

Solicitation:

Women for Afghan Women is inviting qualified CPA/Chartered Accountancy firms to submit proposals to audit WAW's Women Protection Center project in Mazar e Sharif, funded by Swedish International Development Agency.

The audit will focus primarily on WAW WPC Mazar e Sharif project, with duration of 9 months (**April 2018 to December 2018**) and an average annual budget of **\$264,328**.

Your proposal should contain, but not be limited to the following:

1. Your business activity license;
2. Experience of your firm in auditing Not-for-Profit organizations' projects in Afghanistan;
3. Your staff assignments and availability to complete the audit on a timely basis;
4. Describe capability to audit a combination of computerized and printed accounting records of the project (all accounting records are kept at WAW Kabul Headquarters);
5. Audit methodology and timeline;
6. References;
7. Financial proposal: should be inclusive of all costs, including your liability to pay business income taxes.

Please, submit your proposals by email at reshad@womenforafghanwomen.org with a copy to burhan@womenforafghanwomen.org and yama@womenforafghanwomen.org

Complete proposals should be submitted by Tuesday Feb 26, 2019 13:00 – Kabul Standard Time.

Sida's Standard Terms of Reference for Annual Audit of Project/Programme Support

Introduction

Brief presentation of Women for Afghan Women:

Women for Afghan Women wishes to engage the services of an audit firm for the purpose of auditing the Mazar Family Guidance Center, shelter and Women's Awareness Training, as stipulated in the agreement between Women for Afghan Women 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.

I. Objectives and scope of the audit

The objective is to audit the financial report for the period **1-April-2018 to 31-December-2018** as submitted to Sida and to express an audit opinion according to ISA 800/805 on whether the financial report of the Mazar Family Guidance Center, shelter and Women's Awareness Training is in accordance with Sida's instruction for financial reporting as stipulated in the agreement including appendix between Sida and Women for Afghan Women.

II. Additional assignment; according to agree upon procedures ISRS 4400, review the following areas in accordance with the Terms of reference below

- Follow up whether salary costs debited to the project/programme 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
- Examine whether the financial report includes a comparison, for every budget item, between the actual costs/expenditures of activities and the budgeted costs/expenditures as approved by Sida for the period.
- Based on materiality and risk the auditor shall examine whether there is supporting documentation related to incurred costs
- Follow up whether Women for Afghan Women has implemented the recommendations from the assessment of internal control, conducted in 2018 by Sida. The examination includes reviewing whether Women for Afghan Women has implemented the action points as described in Women for Afghan Women's management response that has been submitted to Sida.

¹ The International Auditing and Assurances Standards Board (IAASB)

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

- Examine whether foreign exchange gains and losses and interest rates gains and losses are disclosed in the financial report as well as in accordance with what is stipulated in the agreement including annexes.
- Women for Afghan Women's compliance with the applicable tax legislation in regard to taxes (e.g. PAYE)³ and social security fees.
- Follow up whether Women for Afghan Women has adhered to the procurement guidelines annexed to the agreement.
- Review if outgoing balance for previous period is the same as incoming balance for the current period.
- Verify the unspent balance, including interest rates gains and exchange rate gains, that should be repaid to Sida in the final report of the last agreement year (only applicable in the final report of the last agreement year).
- If Women for Afghan Women applies modified cash basis as accounting principle, the auditor shall motivate whether the applied accounting principle is acceptable for this type of financial report.

III. 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 independent auditor's report in accordance with the format in standard ISA 800/805 and the auditor's opinion shall be clearly stated, as well as a Management letter with audit findings and weaknesses identified during the audit process. The auditor shall regardless of materiality, quantify the amount for costs lacking sufficient supporting documentation. The auditor shall make recommendations to address the weaknesses identified and the recommendations shall be presented in priority order. 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.

Measures taken by the organization to address weaknesses identified in previous audits shall also be presented in the Management Letter.

The additional assignment according to agreed upon procedures ISRS 4400 under paragraph II, shall be reported separately in a "Report of factual findings".

If the auditor conducts an additional assignment according to ISRS 4400 and assesses that the observations presented in the "Report of factual findings", include the information that would have been included in a Management Letter, a Management Letter does not need to

³ Pay As You Earn

be developed. In such a case, the "Report of factual findings" shall include an explanation of why a Management Letter has not been developed.