

Terms of Reference for External Audit

Audit the Right Here Right Now 2 Project Sub Granted by Stitching Rutgers

Introduction

The International Planned Parenthood Federation (Africa Region) (IPPF AR) invites interested audit firms to submit proposals to conduct an Audit to the annual financial statements for the Right Here Right Now 2 (RHRN 2) Project, for the period beginning 1 January 2024 and ending 31 December 2024.

The RHRN 2 project is sub-granted by Stitching Rutgers and funded by The Ministry of Foreign Affairs Netherlands and implemented by the International Planned Parenthood Federation (Africa Region) (IPPF AR). The donor to the project is the Ministry of Foreign Affairs Netherlands.

1. Objective:

The objective of the audit of the Right Here Right Now 2 Project Sub Granted by Stitching Rutgers, is to obtain sufficient evidence on the reliability and accuracy of the “*Right Here Right Now 2 (RHRN2)*” financial report in accordance with the provisions of the letter of agreement with Rutgers and all its annexes and as a result therefore compliant with the requirements of the back donor, *Dutch Ministry of Foreign Affairs and the Strengthening Civil Society audit protocol for the accountability reports of a consortium (2023) COPRO 22035.B*.

The audit report shall give reasonable assurance that the costs declared by the International Planned Parenthood Federation (Africa Region) (IPPF AR) in the “*Right Here Right Now 2 (RHRN2)*” financial report actually occurred, are accurately recorded and eligible (compliant with budget and project conditions), and that all other income have been declared, in accordance with the letter of agreement.

2. Scope of Work:

The scope of the audit will cover the following areas:

- a) To ascertain that the financial statements have been prepared in accordance with a special purpose framework pursuant to ISA 805 mentioned under 3.A. of the audit protocol (refer to the Explanatory Notes to the Ministry of Foreign Affairs model audit protocol for the accountability reports of a consortium, attached annexed to these terms of reference).
- b) To perform agreed-upon procedures pursuant to ISRS 4400 regarding the subjects mentioned under 3.B. of the audit protocol (refer to the Explanatory Notes to the Ministry of Foreign Affairs model audit protocol for the accountability reports of a consortium, attached annexed to these terms of reference).
- c) To perform agreed-upon procedures pursuant to ISRS 4400 regarding the subjects mentioned under 3.C. of the audit protocol (refer to the Explanatory Notes to the Ministry of Foreign Affairs model audit protocol for the accountability reports of a consortium, attached annexed to these terms of reference).
- d) **Financial Statements:** The audit will encompass the examination of the statement of income statement, statement of cash flows, and accompanying notes for the fiscal year ending 31 December 2024.
- e) **Compliance:** The audit will assess the International Planned Parenthood Federation (Africa Region) (IPPF AR) compliance with relevant laws and regulations, including the requirements contained in the letter of agreement, related amendments signed with Stitching Rutgers, and the related audit protocol (2023), that may have a material effect on the financial statements.
- f) **Internal Controls:** The audit will include an evaluation of the internal controls of the International Planned Parenthood Federation (Africa Region) (IPPF AR), and their effectiveness in preventing and detecting material misstatements.

3. Responsibilities:

- a. **External Auditor (Audit Firm):** The external audit firm will perform the audit in accordance with internationally Accepted Auditing Standards (IAS), and the model audit protocol for the accountability reports of a consortium, from the Ministry of Foreign Affairs Netherlands, and any other applicable professional standards. The audit firm will also express an opinion on the fairness of the financial statements and provide a report outlining its findings.
- b. **The International Planned Parenthood Federation, Africa Region (IPPF AR)** will provide all necessary access to documents, personnel, and information required for the audit. IPPF AR is responsible for ensuring that their financial records are complete and accurate.

4. Timeline:

The audit will be conducted in accordance with the schedule in the table below:

The audit report is expected to be submitted to IPPF AR by 31 January 2025.

5. Deliverables

The external audit firm will deliver the following:

- Acknowledgment of audit protocol and guidance and declaration of competence and independence (refer to the Ministry of Foreign Affairs model audit protocol for the accountability reports of a consortium, attached annexed to these terms of reference).
- Audit opinion.
- Report on Factual Findings.
- Letter of Representation (LoR).
- Signed & stamped Financial Report.
- Signed & stamped Accounted Expenditure report.
- Any other report relevant to the management and reporting of the Right Here Right Now 2 Project.

6. Confidentiality

All information obtained during the audit will be treated as confidential and will not be disclosed to any third party without the express consent of the International Planned Parenthood Federation (Africa Region) (IPPF AR) unless required by law or professional standards.

Application procedure

Companies/firms are required to submit the following documents/information:

- A Letter of Interest, stating why you consider yourself/your firm suitable for the assignment.
- Detailed company/consultant profile (Maximum 5 pages)
- Financial proposal indicating consultancy fee and a breakdown of expenses (unit price together with any other expenses) related to the
- Technical Proposal indicating how you will proceed
- Copy of valid Tax Compliance Certificate,
- Copy of current TIN (Tax Identification Number), and/or a TCC (Tax Compliance Certificate); For non-Kenya based firms, Copy of Certificate of registration/Incorporation from Registrar of Companies

NB: IPPFAR will deduct 5% withholding tax for local (Kenyan based firm/individuals) and 20% for non-Kenyan based firm/individual consultants before making payment.

Applications must reach IPPF Africa Regional Office through email address ippfarbids@ippf.org latest by **June 21st 2024**