



## **Terms of Reference**

**Consultancy services for External Audit for the year starting 1<sup>st</sup> January to 31<sup>st</sup> December 2023**

### **Background**

Created in 1979, Action Against Hunger is one of the major actors in fighting hunger operating in around 50 countries around the world. Action Against Hunger is operating in Liberia since 1990 following the first Civil War, and has become one of the main humanitarian and development actors in the country focusing on nutrition, health, mental health and psychosocial support (MHPSS) as well as food security and livelihoods (FSL), water sanitation and hygiene (WASH), and advocacy to address the underlying and root causes of nutrition insecurity. Action Against Hunger's work in Liberia has evolved significantly over the years from emergency response to longer-term development, aiming at ensuring the provision of nutrition services within the health system; promoting and implementing FSL and WASH interventions; and developing strong partnerships with local civil society and national NGOs as well as the Government of Liberia.

While its Coordination Office is located in Monrovia, Action Against Hunger currently works in three (3) counties with nearly 40 staff members as of March 2024.

### **Objectives**

The objective of the external audit is to express an independent professional opinion on the financial statements based on the audit conducted in accordance with ISAs (International Standards on Auditing) and the International Financial Reporting Standards (IFRS).

### **Scope of audit**

The audit will be carried out in accordance with the standards specified above and will include such tests and verification procedures as the auditors consider necessary under the circumstances.

### **Deliverables**

The auditor is expected to present an opinion on the Financial Statements prepared by the management and a management letter.

### **Tentative timeline (subject to revision)**

- Auditor selection by April 3<sup>rd</sup> 2024
- Contract signing by April 10<sup>th</sup> 2024
- Audit work starting by April 15<sup>th</sup> 2024
- Draft audit report submission by May 3<sup>rd</sup> 2024
- Final audit report submission and signing by May 8<sup>th</sup> 2024

### **Qualification and experience**

- The audit will be conducted by a firm of accountants with internationally recognized professional qualifications and knowledge of IFRS, and must be a member of the Liberia Institute of Certified Public Accountants (LICPA)
- The firm must have expertise in the non-for-profit sector and auditing organizations of a similar size. In addition, the audit team as a whole will have appropriate experience with audits of external aid operations financed by institutional donors
- The auditing firm and auditors should be independent from all aspects of the management or financial interests of the organization

### **Eligibility requirements**

- Certificate from Liberia Institute of Certified Public Accountants (LICPA)
- Valid business registration
- Tax clearance certificate

### **Technical proposal**

The expression of interest should respond to the TORs clearly and clearly demonstrate:

- a solid understanding and ability to deliver the requirements of the assignment;
- suitability for the assignment (e.g. institutional capacity and expertise including at least three examples of past relevant similar assignments that have been delivered on time and to the satisfaction of the client and CVs of key personnel highlighting previous relevant work and level of seniority);
- Outline of the methodology that will be used to execute the assignment.

### **Financial proposal**

The Financial proposal should include a breakdown of fees and other related expenses. The auditor's financial proposal shall therefore include all costs for fees and staff-related expenses inclusive of taxes applicable. The financial proposal should be stated in US Dollars.

### **Procedure for submission**

Proposals should be submitted in a sealed envelope to **Action Against Hunger Office on 16th Street, Gardner Avenue, Sinkor Beachside, Monrovia Liberia**. Submission of all documents is mandatory. **Deadline for submission is March 28, 2024 at the hour of 04:00 PM.** Only selected candidates will be contacted.

**Note:** By submitting your application, you acknowledge Action Against Hunger's ZERO TOLERANCE policy and commit to uphold Action Against Hunger safeguarding standards (*policy will be shared at contracting stage*).