**Terms of reference of hiring an Auditor or a group of Auditors to conduct the organizational and financial audit of Christian Aid Burundi**

**I.** **Introduction:**

The assignment consists in a financial and organizational audit of Christian Aid Burundi from April 2024 to March 2025 to provide reasonable assurance that financial statements are accurate and complete.

**II.** **Objectives of the mission**

***Objective 1:*** Check if unrestricted funding and funds received from donors (restricted funds) have been used in accordance with the rules and procedures of Christian Aid and donor and agreements signed between Christian Aid and donors.

***Objective 2:*** Check if financial report produced by Christian Aid Burundi was developed according to international financial standards and formats set by the Headquarters and donors (global variances, variances by project and by line budget, summary of revenues and expenses) for the period under review

***Objective 3:*** Check if internal control systems are implemented and followed by Christian Aid Burundi

***Objective 4:*** Identify strengths and weaknesses in the financial management and make recommendations as clear as possible

**III. Report Checking and Validation**

Auditors should validate or not reports provided to the donors using the rules of the art in accounts auditing.

They should:

1. Check level of expenditure by line budget in accordance with planning for the period under review;

2.  Check particularly if expenditures are in line with budgets in the memorandum of understanding with donors and comment on the level of variances in informed way.

3. Check if the budget revisions of projects were authorized by donors

4. Check if expenditures are properly documented and authorized according to internal financial management policies by Christian Aid Burundi and eligible according to donors funding agreements

**IV. Responsibilities of the parties**

* Christian Aid Burundi is responsible for providing a financial report on the country programme for the period under review and for ensuring that this report corresponds to the accounting and record-keeping system and its accounts and statements. It is the responsibility of Christian Aid Burundi to provide sufficient and adequate information, both financial and non-financial, to support the financial report.
* The '**auditor**' shall be responsible for carrying out the agreed procedures in the manner set out in these Reference Documents. The term "auditor" means the audit firm contracted to carry out this mandate and to submit a factual report to Christian Aid Burundi. The term 'auditor' may refer to the person or person who has the necessary authority conferred by a professional, legal or regulatory body.
* By subscribing to these benchmarks, the auditor confirms that he fulfils at least one of the following conditions:
1. The auditor and/or firm are members of a national accounting organization, which is itself a member of the International Federation of Accountants (IFAC).
2. The auditor and/or firm are members of a national public accounting organization. Although the organization is not a member of IFAC, the auditor undertakes to carry out this engagement in accordance with IFAC standards and the ethics set out in these Reference Documents.
3. The auditor and/or firm are registered as a statutory auditor in the public register of a public oversight body in a third country, and this register applies to the principles of public oversight set out in the law of the country concerned (this option applies to auditors and audit firms based in a third country).
4. **Standards and ethics**

The Auditor shall carry out this mandate:

* in accordance with the International Standard on Related Services (ISRS) 4400 "Engagements to perform Agreed-upon Procedures regarding Financial Information", published by IFAC;
* in accordance with the "Code of Ethics for Professional Accountants", developed and published by IFAC's International Ethics Standards Board for Accountants (IESBA). The Code sets out fundamental ethical principles for auditors relating to integrity, objectivity, independence, professional competence, duty of care and diligence, confidentiality, professional conduct and technical standards. Although SSRI 4400 does not provide for independence as a criterion for agreed engagements, the Contracting Authority requires the auditor to be independent of the beneficiary(ies) and to comply with the independence requirements of the IFAC Code of Ethics for Professional Accountants.
1. **Key activities**

Assess:

• Existence of financial system;

• Comparing the revised budget and expenditures, and validate the balance;

• Procurement

•  Revenue.

• Expenditure

• Bank accounts

• Float management and loans

• Payroll system

• Other employee benefits management

• Management of assets purchased through donor project funds

1. **The Audit report and management letter:**

The audit report should clearly indicate the auditor’s opinion. This would include the following:

4.1 The introductory paragraph containing identification of the financial information audited including the period covered, statement of the responsibility of the entity’s management and the responsibility of the auditor.

4.2 A scope and methodology paragraph describing the nature of the audit referencing:

The accounting standards that have been applied indicate the effect of any deviations from those standards if any; the audit standards that were applied; the work the auditor performed.

4.3 The Auditors should submit a letter to the management at the completion of the audit. The issues to be covered in the letter should include:

* The assessment of the efficiency of the administration, management and internal control systems.
* A description of any specific internal control weaknesses noted in the financial processes with recommendations to strengthen the internal control.
* Management comments/responses to audit findings and recommendations.
1. **Experience and Required Documents.**

The auditor or group of auditors must have at least 5 years' experience in this field. All submissions must contain the following information:

1. A motivation letter addressed to the Country Director of Christian Aid Burundi.
2. Detailed CV of the firm and documents attesting firm experience (certificate of services rendered)
3. Curriculum Vitae of staff who will be involved in the audit and they must be CPA certified
4. Copy of the Trade Register (RC)
5. Copy of Tax Identification Number (NIF)
6. Tax compliance certificate from Burundi Tax Authority (OBR)

7. A financial offer separate from the technical offer specifying the cost of the audit for the period under review

N.B. Technical and financial tenders must be placed in separate envelopes and combined these two envelopes in a third envelope.

1. **Deadline and Place of Delivery Offers**

Tenders must be submitted no later than **08 August 2025 at 12:00**. Any offer submitted after the above date will not be considered.

**Place of deposit**: At the Office of Christian Aid Burundi located in Bujumbura, **Rohero I** **Avenue de la JRR N° 23**

**Mention on the envelope**: "**OFFER FOR THE ORGANIZATIONAL AND FINANCIAL AUDIT CHRISTIAN AID BURUNDI"**

**X.** **Reporting timeframe**

The audit team will have two weeks of verification.

They will have to produce the interim report (1st draft) within a period of 2 weeks after completing field work. This report will be written in English and French. The report will include all the items listed above, related implications and recommendations. Christian Aid Burundi will have a week to read the interim report and submit comments to the Audit team. The interim report included the Christian Aid Burundi’s comments will be discussed in a meeting with key person of Christian Aid Burundi.

The final report should be produced within 2 weeks after the meeting. Christian Aid Burundi.