

EXPRESSION OF INTEREST | EXTERNAL AUDITOR'S SERVICES

Background information

The Center for Health, Human Rights and Development (CEHURD) is an indigenous, non-profit, research and advocacy organization which is pioneering the justifiability of the right to health in the East African Region (for further details please see: www.cehurd.org). CEHURD was formally registered on 31st December 2009 with Certificate No. 114712 as a non-profit company limited by guarantee under the Companies Act (Chapter 110 of Laws of Uganda) by the Ministry of Justice and Constitutional Affairs. CEHURD was further registered with the National Bureau for Non-Governmental Organizations on 7th September, 2019 with Registration No. 1713 under the Non-Governmental Organizations Act, 2016.

Audit Objective

We would like to engage a reputable audit firm to carry-out institutional and project specific audits for the financial year ending December 31st, 2020.

Scope of work

The successful External Auditor will audit institutional and selected projects implemented by CEHURD and funded by different donors. The audits will be guided by and comply with project donor requirements for audit.

Eligibility Criteria and response requirements

Eligible Audit firm should meet the following criteria:

1. Compliance with legal requirements of registration – it should be a legally registered firm.
2. Experience of the audit firm with audit reporting under International Financial Reporting standards (IFRS) and International Standards on Auditing (ISA)
3. References from three clients served by the firm, preferably NGOs served within the last three years.
4. Provide Audit Methodology, proposed Work-plan, and Curriculum Vitae for the partner, manager and key staff proposed for the audit team.
5. Audit firm and staff must be independent of CEHURD and affirm their independence in the engagement letter.
6. Any actual or potential conflict of interest in taking up this role should be declared to CEHURD.
7. Only Expression of interest on 2020 certified list of Institute of Chartered Public Accountants of Uganda (ICPAU) will be considered.

Deliverables

The key deliverables will be:

- Audited Financial Statement for institutional and selected projects indicating if accounting standards have been applied and whether they reflect a true and fair view of the financial position of the institution.

- Management Letter where matters that are not material to the financial statements, but which the auditors wish to communicate to CEHURD management are reflected for management action.
- Any specific deliverable that may be required by the project donor. Donor requirements will be shared with the audit firm by CEHURD.
- Institutional and selected project audit reports which will include an Independent Auditors Report (Opinion) on the financial statement for each project. The audit will also include such other required schedules or analyses as the project donor has determined are necessary.

Submission guidelines

The proposal submitted should have a maximum of 20 pages. The proposal subject line should clearly read, **“EOI: EXTERNAL AUDITORS.”**

The EOIs should be addressed to: **The Procurement Committee**

Mode of submission: **ONLY** electronically submitted proposals will be accepted.

Proposals should be submitted to the following address: info@cehurd.org

The deadline for submission of proposals is: **15th November 2020.**

Only shortlisted bidders will be invited to present themselves for interview at CEHURD offices at a date to be communicated. For any questions, send an email to: info@cehurd.org not later than 7 days after the date of the advert.

Disclaimer and protection clauses

This call for EOI is not intended to result in the direct issuance of a contract:

- CEHURD may cancel this request for expression of interest
- CEHURD may reject any or all responses
- CEHURD reserves the right to disqualify any offer based on the offerors failure to follow instructions
- CEHURD may choose to award only part of the activities in the EOI, or issue multiple awards based on this EOI activities
- CEHURD may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed statement of work