



Disability Rights Advocacy Center (DRAC)

Terms of Reference for Annual Audit Exercise

Background:

Disability Rights Advocacy Center (DRAC) is a Non-Governmental, Not-for-Profit Organization that works to protect the Human Rights of Persons with Disabilities (PWDs) and promote their Inclusion in the Development Agenda. DRAC also aims to increase awareness about the situation of Women and Girls with Disabilities (WGWDs) in Nigeria.

DRAC has been active in championing Disability programming in Nigeria. DRAC has received support from several development agencies to implement Project activities in the year 2022.

Scope and Objectives of the Audit:

- The scope of the audit is an organizational audit and review from January 1st – December 31st 2022.
- The objective of the audit of DRAC's financial statements is to enable the auditor to express an independent professional opinion as to whether the financial statements in all material respect present a true and fair view of DRACs state of affairs, in compliance with International Financial Reporting Standards (IFRS) and other relevant regulations in Nigeria.
- The book of accounts provides the basis for the preparation of DRACs Financial Statements and is established to reflect the financial transactions in respect of the organizational expenses. DRAC maintains adequate internal controls and supporting documentation for transactions relevant to the preparation and presentation of financial statements.
- The audit will be conducted in accordance with the international Auditing standards and will include tests and verification procedures as the auditors deem necessary.
- All funds have been used in accordance with the conditions of relevant financing agreements, with due attention to economy and efficiency, and only for the purposes for which financing was provided.
- Appropriate Supporting documents, records, and books of accounts relating to all activities have been kept. Clear linkages exist between the books of accounts and the financial statements presented.
- The financial statements have been prepared by DRACs management in accordance with applicable accounting standards and give a true and fair view of the financial position of DRAC and its receipts and expenditures for the period ended on that date.

- Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
- Express an opinion as to the reasonableness of the financial statements in all material respects.
- Include in their reports opinions on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to error or fraud that are material in the financial statements.
- Upon completion of the audit, the audit firm will be expected to request a tax clearance certificate for the year 2022.

Deliverables:

- The Auditors upon completion of the audit work will submit 5 (five) original hard copies and a soft copy of the Audit report appended to the financial statements along with the reports to the attention of the Country director.
- Management letter in accordance with the scope of work described above.
- Provide tax clearance certificate for the year 2022 from FCT IRS and FIRS for the organization.
- Provide tax clearance certificate for staff for the year 2022.
- Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
- Report on the degree of compliance with the financing agreement and give comments, if any, on the internal and external matters affecting such compliance.
- Identify specific deficiencies and areas of weaknesses in systems and controls and make recommendations for improvement.
- Communicate matters that have come to their attention during the audit which might have a significant on the sustainability of the organization.

Additional assignment; Engagement to perform Agreed-Upon Procedures regarding financial information in accordance with International Standard on Related Services, ISRS 4400.

Proposal Content:

- The proposal should have a detailed and general background of the firm including a brief assessment of what our needs are and how your firm proposes to meet those needs.
- Details of your firm's experience in the audit of NGOs.

- Details of the staff who would be assigned to the audit, including partner, manager and any other key staff including years of experience especially in NGO audit.
- Details of your approach to auditing the organization including an outline of the audit plan defining the timeline of the varying facets of the audit engagement.
- Details of your proposed fee for the annual audit.
- Curriculum Vitae (CVs) should be provided by the principal of the firm of auditors who would be responsible for signing the opinion, together with the CVs of managers, supervisors and key personnel proposed as part of the audit team. The CVs should include details on audit carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit.
- Details of how your firm can add value to the organization in terms of other advice that could be made available to support on relevant issues such as risk, governance and statutory compliance.

Eligibility Criteria:

Interested firms must meet the following Criteria:

- Evidence of Valid Practicing License issued by the relevant professional body.
- Evidence of registration with the Corporate Affairs Commission.
- The Firms Profile, including professional qualifications of key staff, and experience with respect to similar successful previous engagements.
- Audited accounts of the firm for this year 2022
- Evidence of valid tax clearance certificates for the year 2022
- Demonstrable experience in the audit of a Non-Governmental Organization (NGO).

Institutional Arrangements:

The auditor will report directly to the Executive Director of the Disability Rights Advocacy Center (DRAC) and the Finance/operations will provide relevant documents necessary for the assignment including management reports for the year 2022, evidence of tax remittances to appropriate tax authorities, bank statements, grant agreements etc.

Method of Application:

Interested and qualified Audit firms should submit their technical and financial proposal on their suitability to: dracoperations@gmail.com The deadline for submission is close of business on **18th February 2023**, however, applications will be considered on a rolling basis. All CVs/resumes applications MUST be in

either word format or PDF. Applicants MUST indicate the Services applied for as the SUBJECT of the mail (E.g., Proposal to Provide Annual Audit Services for Disability Rights Advocacy Center).