



Children's Rights and Violence Prevention Fund (CRVPF)

Terms of Reference

For

Provision of External Audit Services for CRVPF

Background Information:

Children's Rights and Violence Prevention Fund (CRVPF) is a child rights and social justice regional intermediary organization with a mission to provide grants and capacity development support to community organizations operating in four countries in East Africa: Uganda, Tanzania, Ethiopia, and Kenya. CRVPF supports community institutions that work with children, and young people, their families, communities, and schools to advance the rights and prevent violence and sexual violence against children and young people. CRVPF uses a cluster partnership model, the model encourages 2-5 community organizations and local NGOs to work together using one grant in a cluster partnership to address children's and young people needs in a particular geographic area.

CRVPF provides an initial short-term Planning and Learning Grant to cluster partners. The aim is to give partners time and space to know each other's strategies, develop closer working relationships, identify a common project area, conduct a joint situational analysis, listen to children, adolescent girls and boys, and families. The process will help to develop a multi-year child rights and violence prevention proposal for CRVPF grant support. This allows for the local development of child right environments with the active involvements of the children, adolescent girls and boys, their families and community leaders.

Overall objective of the External Audit:

1. The objective of the audit of CRVPF's financial statements is to enable the auditors to express an independent professional opinion on the financial position of CRVPF and to ensure funds are utilized for their intended purpose.
2. The books of accounts of CRVPF provide the basis for preparation of CRVPF's Financial statement. Proper books of accounts as required by law have been maintained by CRVPF and also maintain adequate internal controls and supporting documentation for transactions.

The overall objective is to engage a qualified and experienced internationally affiliated audit firm to provide external audit services for three years for financial years 2024, 2025 and 2026.

Scope of the Audit

1. The audit will be implemented in accordance with the International Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
2. Verify all funds have been used in accordance with the established rules and regulations of CRVPF and only for the purposes for which the funds were provided.
3. Goods, works and services financed have been procured in accordance with the CRVPF established rules and procedures.
4. Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented to.

5. The financial statements have been prepared by CRVPF management in accordance with applicable accounting standards and give a true and fair view of the financial position of CRVPF and of its receipts and expenditures for the period ended on that date.
6. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
7. Express an opinion as to reasonableness of the financial statements in all material respects.
8. Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
9. Conduct entry and exit meeting with the Executive Director and senior management of CRVPF.

In addition to the audit report, the auditors will prepare a Management Letter on the following:

- a. Give comments and observations on the accounting records, procedures, systems and controls that were examined during the audit.
- b. Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
- c. Report on the implementation status of recommendations pertaining to previous period audit reports.
- d. Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
- e. Bring to the Executive Director's attention any other matters that the auditors consider pertinent.

Consolidation of the Regional office and US Office audit:

CRVPF has an office in the USA and the audit firm will be required to also consolidate the regional office audit report with the US office audit report.

Audit Duration:

The audit work shall be completed within four weeks from the date of commencement of the audit.

Deliverables:

1. The Auditors on completion of the audit work will submit 5 (five) original copies of the Audit Report both for the regional office and consolidated appended to the Financial Statements along with the reports to the attention of the Board of Directors.
2. Management letter in accordance with the scope of work described here before.

Qualification of the Audit Firm:

The audit firm based in Uganda having affiliation/membership internationally will be eligible to apply.

Audit Fees:

The audit fees will be fixed through a competitive bidding process

How to Apply:

Interested international audit firms should send applications to info@crvpf.org and copy sarah.ameri@crvpf.org. Deadline for submission is Friday, 31 January 2025.

Disclaimer: “CRVPPF has a zero-tolerance policy on child abuse, fraud and bribery. This policy applies to all CRVPPF employees, board members, donors, contractors, suppliers and anyone we work with. If you suspect child abuse or any form of fraud, and bribery has accrued, you have an obligation to report to the responsible persons within the organization. If you are in breach of this policy, including failure to report any suspected breach, your relationship with CRVPPF will be terminated immediately without further notice.”