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# ACTIONAID INTERNATIONAL LIBERIA

**(Please read submission instructions carefully. Applications not in compliance with submission instructions will be disqualified)**

ActionAid International is active in over 49 countries in Africa, Asia, America and Europe regions in partnership with other organizations. ActionAid Liberia (AAL) is an ActionAid International country program and a registered international nongovernmental organization (NGO). AAL began operation in Liberia since 1997, beginning as a cross border Development Initiative by ActionAid Sierra Leone in response to the humanitarian crisis resulting from the Liberian civil war. AAL is one of the few NGOs in Liberia that works holistically from a women's rights perspective and challenges patriarchal systems and structures. Working on three main strategic objectives, ActionAid is working with other civil society organizations and the Government of Liberia to end poverty in Liberia. The strategic objectives are Youth and Urban Poverty; Women and Girls Rights, and policy and campaigns component which focuses on escalating issues from the community and national levels to relevant spaces for resolution and improvement.

## TENDER NOTICE:

ActionAid Liberia invites bids for the execution and completion of the above works together with all necessary ancillary works. The aforementioned Provision of Audit Services will be as follows:

### Introduction

ActionAid Liberia, hereafter referred to as the "Cooperation partner" wishes to engage the services of an audit firm for the purpose of auditing the 'Just and Equal Communities: Securing Comprehensive Sexual and Reproductive Health and Rights in Liberia' with the contribution number 10054. as stipulated in the agreement between the Cooperation partner and Sida. The audit shall be carried out in accordance with international audit standards (ISA) issued by IAASB[1]. In addition, an assignment according to International Standards on Related Services (ISRS) 4400 (Revised) shall be carried out. The audit and the additional assignment shall be carried out by an external, independent, and qualified auditor.

### Objectives and scope of the audit

The objective is to audit the financial report for the period 1st July 2024 to 30th June 2025 as submitted to Sida and to express an audit opinion according to ISA, applying ISA 800/ISA 805, on whether the financial report of just and equal Communities, Securing Comprehensive Sexual and Reproductive Health and Rights in Liberia' contribution number 10054 is in accordance with the Cooperation partner's accounting records and Sida's requirements for financial reporting as stipulated in the agreement including appendices between Sida and Cooperation partner (Agreement).

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**Additional assignment; according to agree upon procedures ISRS 4400 (Revised), review the following areas in accordance with the Terms of Reference below**

Mandatory procedures that must be included:

1. Observe whether the financial report is structured in a way that allows for direct comparison with the latest approved budget[2].
2. Observe and inspect whether the financial report provides information regarding:
   a) Financial outcome per budget line (both incomes and costs) for the reporting period and columns for cumulative information regarding earlier periods under current agreement.

   b) When applicable, compare if the opening fund balance[3] for the reporting period matches with what was stated as closing fund balance in the previous reporting period.

   c) A disclosure of exchange gains/losses. Inquire and confirm whether the disclosure includes the entire chain of currency exchange for Sida's disbursement to the handling of the project/programme within the organization in local currency/ies, if applicable.

   d) Explanatory notes (such as, for instance, accounting principles applied for the financial report).

   e) Amount of funds that has been forwarded to implementing partners, when applicable.
3. Choose a sample of three individuals for three different months and:

   a) Inquire and inspect with what frequency salary costs during the reporting period are debited to the project/programme.

   b) Inquire and inspect whether there are supporting documentation[4] for debited salary costs.

   c) Inquire and inspect whether actual time worked is documented and verified by a manager. Inquire and inspect within which frequency reconciliations between debited time and actual worked time is performed.

   d) Inspect whether the Cooperation partner complies with applicable tax legislation with regard to personal income taxes (PAYE)[5] and social security fees.
4. Review and confirm that the Cooperation partner screens IP's and/ or suppliers to ensure that such parties are not subject to the European Union's Financial sanctions list of persons, groups and organizations (EU Sanctions

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list) Enquire whether there have been any reported findings from the screening process and if so, report on such findings.

5. a) Inspect and confirm that the unspent fund balance (according to the financial report) at the end of the financial year is in line with information provided in the accounting system and/or bank account.

   b) **Applicable the final year:** Inspect and confirm the unspent fund balance (including exchange gains) in the financial report and confirm the amount that shall be repaid to Sida.

6. Inquire and inspect if the agreed overhead are based on a costs recovery model. Obtain information on debited overhead cost within the project and confirm whether the costs are in line with the cooperation partners routine of allocating overhead costs to different projects.

7. Inspect whether there is a reconciliation between the budgeted amount and the actual costs for the overhead on an annual basis.

**Follow up of funds that are channeled to implementing partners.**

Mandatory assignments that must be included if the Cooperation partner forward funds to implementing partners (

Choose a sample of a minimum of 60% of the total of disbursed funds as well as 60% of the number of IP's.

8. Inspect and confirm whether the Cooperation partner has signed agreements with the selected IPs.

9. Inspect and confirm whether the Cooperation partner, in all agreements entered with IP's included the requirement to carry out annual audits. The requirement shall specify that these audits shall be carried out with application of ISA (reporting according to ISA 800/805) and a separate assignment according to ISRS 4400 (Revised) should be included for project/programme support. If agreements regarding core support are entered into with IP's the audit shall be conducted in accordance with ISA 700 or National Standars on auditing.

10. Inquire and inspect whether the Cooperation partner has received financial reports and auditor report from all IP's including in the selected sample:
    a) Inquire and inspect whether the Cooperation partner has verified if reports are in line with the from IP's are in line with the requirements in the Agreement.

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b) Inquire and inspect whether the Cooperation partner has documented its assessment of the submitted financial reports and reporting from auditors including management responses and action plans from selected IP's.

c) Inquire and inspect whether the Cooperation partner has documented its follow-up actions based on the information provided in the financial reports and the reporting from the auditor of the selected IP's.

d) Inquire and inspect whether the Cooperation partner has reported substantial observation from selected IP's audit reports in its communication with Sida. List observations from IP's audit reports which have been part of this sample.

11. Confirm whether the Cooperation partner has followed up grants in accordance with the requirements as described in the Grant Agreement. Obtain a list of all IP's that are affected by the decision and select and confirm whether the selected IP's have been the followed up in accordance with annexed routines.

12. Enquire whether the Cooperation partner has used alternative payment methods. If so obtain information of the total amount that have been transferred through alternative payment methods. Furthermore, select all the implementing partners where the alternative payment method has been used.

Review, confirm and report on below

a) That the Cooperation partner has followed its routine for the use of alternative methods.

b) The relevant amount transferred.

c) Why the exception from bank transfers is motivated and authorized in the specific context.

**The reporting**

The reporting shall be signed by the responsible auditor (not just the audit firm and shall include the title of the responsible auditor.

**Reporting from the ISA assignment**

The reporting from the auditor shall include an independent auditor's report in accordance with the format in standard ISA 800/805 and the opinion shall be clearly stated. The financial report that has been the subject of the audit shall be attached to the audit report.

The reporting shall also include a Management letter that discloses all audit findings, as well as weaknesses identified during the audit process. The auditor shall make recommendations to address the identified findings and weaknesses. The recommendations shall be presented in priority order and with a risk classification.

Measures taken by the Cooperation partner to address weaknesses identified in previous audits shall also be presented in the Management Letter. If the previous audit did not have any findings or weaknesses to be followed-up on, a clarification of this must be disclosed in the audit reporting.

If the auditor assesses that no findings or weaknesses have been identified during the audit that would result in a Management Letter, an explanation of this assessment must be disclosed in the audit reporting.

**Reporting from the ISRS 4400 (Revised) Assignment**
The additional assignment according to agree upon procedures ISRS 4400 (Revised) under section II, shall be reported separately in an agreed-upon procedure report. Performed procedures should be described and the findings should be reported in accordance with the requirements in the International Standard on Related Services 4400 (Revised). When applicable, the sample size shall be stated in the report.

**Application Process**
Interested Candidates must submit the following documents:

a. Cover Letter
b. CV including reference details of previous clients
c. Sample of previous work in similar audit

Addressed to the Country Director, ActionAid Liberia Country Program, via email to vacancy.liberia@actionaid.org, copy Elizabethgbah.johnson@actionaid.org Email subject line should read **"Audit 09242026.** Deadline for submission of applications is **Friday, October 2, 2026**. Only shortlisted Firms will be contacted.