



# Network Activities Group (NAG)

No.51, Shukhinthar Street, Rose Garden , Ward- 27, North Dagon Township, Yangon, Myanmar.  
Tel: 09-450694361~5, Email: info@nagmyanmar.org, Web: www.nagmyanmar.org

## REQUEST FOR EXPRESSION OF INTEREST (EoI)

### Consultancy Services for Project Auditing

Reference No: NAG/ VA - SR - 122 - 2021

Date: 9<sup>th</sup> December 2021

<b>Organization</b>	Network Activities Group
<b>Country</b>	Myanmar
<b>Project</b>	Community-Led Local Governance Through Women Empowerment Project
<b>Services/Work Description:</b>	External Audit Firm
<b>Duration</b>	1 <sup>st</sup> January 2022 to 31 <sup>st</sup> March 2022
<b>Location</b>	Yangon
<b>Applications closing date</b>	31 <sup>st</sup> December 2021
<b>How to apply</b>	Submit application together with “Consultancy services for Staff Capacity Building” in the subject line together with, 1. Proposal, both technical and financial 2. CV of experts proposed 3. Details on the organizational profile if submitting through an institution to <a href="mailto:procurement@nagmyanmar.org">procurement@nagmyanmar.org</a> , <a href="mailto:recruitment@nagmyanmar.org">recruitment@nagmyanmar.org</a>
<b>Note</b>	Only short-listed candidates will be invited for the interview. <b>Please, do not send original documents as they will not be returned.</b>

### I. Background of the Project

“Community-Led Local Governance through Women Empowerment” (CLLWE) project under Trocaire’s IAPF Program has been implementing in 45 villages of Mongyai Township starting from March 2017 focusing on women representations, awareness-raising on gender, gender-related issues, and resource rights, encouraging the local community to link with key government departments and capacity building related to food security and livelihood.

There is a goal of the project: Empowering women to improve access to socio-economic opportunities and gender equality, with the following specific objectives –

- To be strengthened the capacity of CBO especially to take a critical role in development initiatives together with the community both men and women
- Empower women to advocate duty bearers to improve access to public services and rural Infrastructure
- Improved Awareness and Knowledge on gender equity and resource rights

### II. Objectives

The general objective of the assignment is to conduct Organization Financial Audit by Certified External Audit Firm for the financial year 2021.

The specific objectives are to:



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- Express an independent professional opinion on whether financial statements are prepared in all material respects following the applicable financial reporting standards
- Carry out following the International Standards on Auditing (ISAs) assess whether the accounting system and procedures adopted are maintained as per Organization Financial Policy and Guidelines
- Assess key risks and provide technical inputs on improving Financial Policy and Guidelines

### III. Scope of Work

The Audit firm shall examine and carry out an audit of the books of accounts maintained by the Organization. It is required to go through the Project contract, Memorandum of Understanding, Organization Policy, Procedures, and Manuals which form the basis of financial operations. In addition to this, the auditor shall also look into detailed processes of Procurement, Administration, and Human Resources Management.

#### Specific tasks to be performed by the audit firm

The following are specific tasks and functions of the Audit Firm:

- Review the existing bookkeeping system, examine transactions and internal control & accounting system of the Organization
- Review and verify all the necessary documents and vouchers as per accounting practices
- Verify that the funds received from Donors have been not only used under the Grant Agreements but also sought value for money, and only for the purpose for which the financing was provided
- Verify that goods and services financed by Donors have been procured under the Procurement Policy and Guidelines
- Verify that necessary supporting documents, records, and accounts have been kept and they are consistent with the Finance Policy and Manuals of the Organization and Donors as per financing Agreement
- Verify that the accounts have been maintained properly and give a true and fair view of the financial situation of the Organization and the resources and expenditure
- Evaluate the internal control system and effectiveness of the present accounting system (currently transition from Excel-based to QuickBooks software) and suggest capacity needs and system improvements

### IV. Technical Competencies

The bidding Audit Firm will be required to meet the following criteria:

- The engagement partner is an Independent and Certified Public Accountant
- Five Years of Auditing experiences and having auditing experiences with National NGOs
- The firm should commence its assignment as soon as the contract has been signed (the first to third Quarter Financial Report for Financial Year-2021 are ready to be audited while the last Quarter Documents will be handed over by 31<sup>st</sup> January 2022)

### V. Supervision and Performance Evaluation

The awarded firm will be working with Finance and Program Teams.

### VI. Management Letter

The Audit Firm should submit a draft management letter on the 2<sup>nd</sup> week of March and a final management letter on 31<sup>st</sup> March 2022 covering the following information:

- Identify specific deficiencies or areas of weakness in systems and controls, and make recommendations for their improvement;
- Examine on test basis the appropriateness of supporting documents, records, and books of accounts relating to all project activities;
- Include management responses to audit findings and recommendations;
- Any matters that come to the auditor's attention during the audit that might have a significant impact on the implementation of the program;



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- Examine, assess, and report on compliance with the terms and conditions of the agreement between funding partners and NAG
- The Audit Firm shall report the identified amount in case there are any missing supporting documents;

## VII. Deliverables and Timeframe

The following are the main deliverables and expected timeframe of this assignment:

Sr	Particular	Period
1	Engagement (Contracting)	1 <sup>st</sup> week of January 2022
2	Audit Planning	2 <sup>nd</sup> week of February 2022
3	Audit Field Work	4 <sup>th</sup> week of February 2022 and 1 <sup>st</sup> week of March 2022
4	Draft Audit report and Management Letter	2 <sup>nd</sup> week of March 2022
5	Final Audit Report and Management Letter	31 <sup>st</sup> March 2022

## VII. Submission of Expression of Interests

The EoI should cover the following information:

- Organizational Background/ Profile of Audit Firm including team structures and achievements
- The technical proposal includes methodology and work plan
- The financial proposal indicating the proposed fees and expenses

## VIII. CONTRACT TERMS

The contract will be a short-term consultant contract with 3 months assignment period from 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 2022.

## VIII. Background of Network Activities Group

Network Activities Group (NAG) is a national registered non-profit organization in Myanmar. In fostering our vision “Emergence of a peaceful, prosperous and dignified society that values equity and diversity”, NAG focuses on the Governance Approach, intending to necessary changes of various stakeholders and existing practices towards good governance which is essential and core for the sustainable development and win- win solutions for all stakeholders. Accordingly, NAG has engaged stakeholders of all levels and different areas including local, regional and national government departments, trying to promote interaction, good relations, and eventually coordination and collaboration among them. Given that nature of facilitating and coordinating activities, and creating networks of development efforts with partners, and promoting governance among relevant stakeholders, NAG implements livelihood, natural resources management and rural development programs and projects in Central Dry Zone, Coastal and Delta, Hilly Region and South Eastern Part of Myanmar.