



Mbeya Office | PO Box 2663
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Mwanza Office
Wurzburg RD, Opposite Bugando Medical Centre
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EXPRESSION OF INTEREST

EXTERNAL AUDIT SERVICES

INTRODUCTION

The Baylor College of Medicine Children's Foundation – Tanzania (Baylor-Tanzania) is a non-profit organization that collaborates with the Tanzanian government in the healthcare sector. Our primary objective is to enhance the well-being and quality of life of HIV-infected children and their families by providing exceptional, impactful, ethical, and state-of-the-art comprehensive care and treatment. Additionally, we focus on training healthcare professionals and conducting clinical research.

1.0 REQUIRED AUDIT ASSIGNMENTS

The External Auditor is expected to conduct the audit for the period of July 2023 to June 2024 and report on the financial aspects of Baylor College of Medicine Children's Foundation - Tanzania (BCM -CFM) for the period under review.

Baylor Tanzania requires that the External Auditor demonstrate experience conducting financial audits of USAID resources managed by a local Non-Governmental Organization (NGO) recipient in accordance with U.S. Government Auditing Standards [2011/2007] revision issued by the U.S. Government Accountability Office and the USAID Office of the Inspector General "Guidelines for Financial Audits Contracted by Foreign Recipients (Guidelines)."

2.0 SCOPE OF THE EXTERNAL AUDIT

The external auditor shall express an opinion on the financial statements for Baylor-Tanzania as at 30th June 2024.

The financial statements shall be prepared in accordance with International Financial Reporting Standards (IFRS) and Baylor College of Medicine Children's Foundation Tanzania regulations. Therefore, the External auditor is expected to review Statement of Financial Position, Statement of Financial Performance and the Cash Flow Statement.



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It is expected that the External Auditor shall conduct the audit exercise in accordance with International Standards on Auditing and in accordance with International Public Sector Accounting Standards (IPSAS) and the requirements of the Non-Governmental Organizations Act, No. 24 of 2002. The standards require the auditor to comply with ethical requirements; plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatements

The work of the Auditor shall include but not limited to an assessment of the following:

- 2.1 The entities compliance with the requirements for the presentation, reporting and disclosure of financial and other related information. The auditor will assess the adequacy of the financial reporting for the Baylor-Tanzania by considering his/her understanding of the organizational objectives
- 2.2 The financial statements have been prepared in accordance with Baylor College of Medicine Children's Foundation Tanzania financial regulations and generally accepted accounting practices. And also, on true and fair view of the financial positions as at 30 June 2024 and its resources; expenditure for the year on that date.
- 2.3 Baylor-Tanzania compliance with the requirements for internal controls insofar as this is necessary or relevant for the purpose of the financial audit, generally accepted accounting principles, record keeping and documentation
- 2.4 Internal controls and record keeping systems are adequately maintained and can be relied upon as described in IAS315 in as far as these components and elements are appropriate for the entity's activities
- 2.5 Accounting and financial reporting (including underlying transaction processing systems and ledgers). The financial reports are fairly and accurately presented
- 2.6 The effectiveness of the computerized accounting system for the purpose of recording and producing financial information
- 2.7 The effectiveness of segregation of duties as structured in the organization organogram
- 2.8 Necessary supporting documents, records and accounts have been kept in respect of all expenditure/revenue with clear linkages between the books of accounts and the accounting ledger
- 2.9 Payments are made in accordance with the approved activities and budgets of the programme or project documents and those payments are supported with adequate documentation
- 2.10 Assess the going concern of Baylor-Tanzania programs, activities and its funding

It is expected that the auditor will not subcontract other experts' services without prior written authorization from Baylor-Tanzania.



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3.0 SCOPE LIMITATION

The auditor will notify the local board of trustees through the Executive Director or the member of the board as soon as possible of any limitations in the scope of work he/she may find prior to or during the audit. The Auditor will notify any particular attempt by any concerned individual to restrict the scope of the audit, or any lack of co-operation on the part of the officers mandated by the board. The Auditor will consult the Baylor-Tanzania on what action may be required, whether or how the audit can be continued and whether changes in the audit scope or the timetable are acceptable.

4.0 EXERCISE DELIVERABLES

The external auditors are expected to provide the following as part of the audit exercise.

4.1 Provide engagement letter

The letter shall describe auditors and management responsibilities, audit methodology and the timetable among others

4.2 Organize an entrance and exit meetings

4.3 Carry out planning and field work

4.4 Produce Audit report

It is requested that the auditor shall submit audit report to the board not later than 31st December 2024 for local board's approval

4.5 Provide management letter

In addition to the audit report, the External Auditor is required to prepare management letter which will:

4.5.1 Give auditor's comments and observations on the accounting records, systems and controls that have been examined during the course of the audit

4.5.2 Identify specific deficiencies or areas of weakness in systems and internal controls and make recommendations for their improvement

4.5.3 Report on the degree of compliance of the financial covenants on the financial agreements and give comments on the internal and external matters affecting such compliance



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4.5.4 Communicate matters that have come to his/her attention during the audit which might have a significant impact on the implementation of the programme

4.5.5 Bring to the attention of the board on any matters that auditor considers pertinent.

5.0 CLIENT RESPONSIBILITY

The client shall provide office space for the duration of the audit and also make available all reports, documentation and any other information required by the auditor. The auditor shall however request these documents in good time

6.0 TIME FRAME

The auditor is expected to be completed within a period of four weeks after the commencement of the audit.

7.0 ENGAGEMENT PERIOD

The auditor once recruited shall be engaged for a period of up to three years subject to yearly re appointment by the board.

8.0 AUDIT FEES

Baylor-Tanzania will be responsible for the payment of all audit fees per the agreement payment method that shall be agreed upon between the auditor and Baylor-Tanzania representatives.

9.0 Submission guidelines

The proposal submitted should have a maximum of 19 pages exclusive of the statutory requirements which shall be attached separately.

The proposal should be addressed to: **Executive Director**

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

It should be submitted to the following email:

info@baylorfoundationtanzania.or.tz

The application should be titled “Firm Name-External Auditor Application”

The deadline for submission of the proposal is **30th August 2024 at 1600 hours EAT.**