



TERMS OF REFERENCE FOR ANNUAL FINANCIAL AUDIT

Background

World Relief Haiti is a global Christian humanitarian organization whose mission is to boldly engage the world's greatest crisis in partnership with the church. The organization was funded in the aftermath of World War II to respond to the urgent needs of war-torn Europe. Since then, for 80 years, and across 100 countries, World Relief has partnered with local churches and communities to build a world where families thrive and communities flourish.

For nearly 30 years, World Relief has partnered with Haitian churches to renew Haiti's beauty and strength. Through the implementation of the Church Empowerment Zone model, World Relief seeks to support the Haitian church in such a way that the church will be alight for all to see.

Objective of the Audit

1. The objective of the audit of World Relief Haiti's financial statements is to enable the auditors to express an independent professional opinion on the financial position of WRH and to ensure that the funds utilized to WRH's activities have been used for their intended purposes.
2. The books of accounts of WRH provide the basis for preparation of the WRH's Financial Statements. Proper books of accounts as required by law have been maintained by WRH and also maintain adequate internal controls and supporting documentation for the transactions.
3. To assess the internal financial controls environment and potential risks associated with the program within Haiti program.

Scope of the Audit

1. The audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures as the auditors deem necessary
2. Whether the use of donor funds has, in all material respects, been in accordance with the terms of the donor agreement, including the approved budget and work plan, and any amendments contained in the implementation letters;
3. Verify all funds have been used in accordance with the established rules and regulations of WRH and only for the purposes for which the funds were provided.

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.
5. The financial statements for the year ended 30th September 2023 have been prepared by WRH management in accordance with applicable accounting standards and give a true and fair view of the financial position of WRH 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

The above-defined scope does not in any way restrict the audit procedures or the techniques that the auditor may wish to use in forming an opinion on the Financial Statements being audited.

Deliverables

1. Audit Report that contain;
 - a) A professional opinion on the financial statements and supporting schedules as regards to their true and fair view
 - b) Accounting Standards that have been applied
 - c) The International Audit Standards that were applied
2. Management Letter which will;
 - a) Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
 - b) Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
 - c) Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
 - d) Bring to the Country Director's attention any other matters that the auditors consider pertinent.
 - e) Report on the implementation status of recommendations pertaining to any previous period audit reports;

Audit Duration

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

Audit Fees:

The audit fees will be fixed through a competitive bidding process.

Deadline:

The deadline for receiving offers is 1st May 2024

Eligibility criteria

Firms seeking to apply should be registered in Haiti and must have been in operation for at least 5 to 10 years providing both audit and tax services. Additionally, the firm must demonstrate experience in the audit of not for profit entities and organizations similar to WRH.

The following information should be provided:

- i. Patente
- ii. Quitus
- iii. NIF
- iv. Business Registration Certificate
- v. Certified Accountant with valid practicing license from the Institute of Certified Public Accountants Haiti.
- vi. List of at least three clients with registration similar to WRH

Please send your offers to following e mail address: wrhprocurement@wr.org