

TERMS OF REFERENCE

FOR

**External Audit of CBM Global Disability Inclusion, Zimbabwe for
the year ended 31st December 2024
5 Edmonds Avenue, Belvedere, Harare
Zimbabwe**

1. BACKGROUND OF THE ORGANIZATION

CBM was named after its founder (1876-1955)-Pastor Ernst J. Christoffel. CBM is an International Christian development organization that works alongside persons with disabilities and their representative organizations to fight poverty and exclusion and transform lives. We envision an inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential. Our mission is to end the cycle of poverty and disability. CBM Global is a dual mandate organization, working across the development and humanitarian nexus, with Inclusion Advisory Group (IAG) providing advice in development and humanitarian contexts. CBM Global is a Federated entity with Six CBM Member Teams (CBM-UK, Switzerland, Ireland, Kenya, Australia, and New Zealand), largely fundraising for eleven (11) country offices. In Zimbabwe, CBM Global is registered as a Private Voluntary Organization-(PVO 01/22).

2. CBM Global Zimbabwe Projects

4.1.1. Inclusive Eye Health: CBMG is implementing five (5) Inclusive Eye Health (IEH) projects. CBMG Zimbabwe takes a development approach working with three IEH partners to strengthen systems on prevention of avoidable blindness. Our Eye Health projects cover 8 out of the 10 provinces of the country.

4.1.2. Community Mental Health: CBM Global support persons with psychosocial disabilities to access recovery and human rights oriented, community based mental health services in Zimbabwe. Currently, CBM Global Zimbabwe is implementing one Community Mental Health project through a local partner in Manicaland. The project addresses mental health challenges among communities affected by Cyclone Idai with a strong disability inclusion component.

4.1.3. Inclusive Education: CBMG is working with a local disability organization and two sub-partners to implement an integrated Inclusive Education and Eye Health project in Masvingo Province covering seven Districts. The Integrated project targets to enroll and retain children with disabilities in model inclusive primary schools and cluster primary schools.

4.1.4. Disaster Risk Management (DRM): BMG is implementing two Disaster Risk Management (DRM) projects in Chipinge and Chimanimani districts of Manicaland province. The projects being implemented in partnership with three local organisations of persons with disabilities and a

mainstream disaster risk management and livelihood partner, supports communities to be resilient in an inclusive way in the face of disasters.

3. Objectives of the Audit

CBMG Global is seeking the services of a qualified audit firm to provide institutional audit services.

The specific objective of this assignment is to: review the operational and financial performance of CBM Global Zimbabwe, in accordance with Generally Accepted Accounting Principles(GAAP) and International Financial Reporting Standards(IFRS) in order to provide the CBM Global Management with reasonable assurance that the financial statements of the CBMG, proper books of accounts have been maintained and that the accompanying financial statements are true and fair and free from material misstatement for the year under review and whether systems and controls are working effectively.

5.1. Specifically, the audit will determine whether controls ensure:

5.1.1. That grants used by CBMG Zimbabwe for the administration of the Office are in accordance with the approved Annual Budget Plan(s) and any additional funds granted within the financial year.

5.1.2. The disbursements are made in accordance with the activities and approved budget.

5.1.3. That disbursements are supported by adequate documentation according to CBMG guidelines and that all necessary supporting records and accounts are maintained according to the CBMG standards, taking into account relevant local statutory audit requirements.

- Receipts: vouch for the accuracy and completeness of recorded receipts.
- Payments: vouch payments from cashbooks against respective invoices and against receipts for goods and services and whether they were checked by management for arithmetic accuracy, pricing, condition and authorization.
- Bank and cash balances-agree reported balances to the cashbook and review bank statements and cash count sheets to reconciliations.

5.1.4. That agreements with contractors are verified and confirm the agreed payments.

5.1.5. That personnel costs agree with paid salaries, with signed contracts, payroll and cashbook and staff salaries ledger.

5.1.6. Review existing asset list & draw new one as per management decision.

5.1.7. That procurement procedures comply with procurement guidelines and tender policies.

5.1.8. That the resources are used efficiently, economically and in an effective way.

6. General and Financial Requirement:

6.1.1. The Audit Reports should consist of an Income and Expenditure Statement, Receipts & Payments Statement/cash flow statement and Balance Sheet. Auditor is also required to submit Management Reports

6.1.2. Audit will be conducted based on the Financial Reports and documents provided by the organization.

6.1.3. Verification of transfer of funds to the Partner Organizations if any.

6.1.4. Physical verification of Stores and inventory (if any) at the time of visit.

6.1.5. Physical verification of Assets.

6.1.6. Verify and confirm that Goods, works and services financed have been procured in accordance with established rules and procedures.

7. General Control and Compliance Requirements:

7.1.1. Verify and confirm that the required internal control/check system is in existence.

7.1.2. Verify that 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 Stakeholders

7.1.3. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal financial and operational control system to monitor expenditures and other financial transactions.

7.1.4. Verify all funds have been used in accordance with the established rules and regulations and only for the purposes for which the funds were provided.

8. SCOPE OF WORK

The suggested audit scope is to review the following:

8.1.1. The annual financial reports and financial statements, for the period 1st January 2024 to 31st December 2024 are fairly and accurately presented.

8.1.2. The compliance with the respective Government Acts as applicable, organizational policies, contracts, grant agreements and relevant regulatory authorities.

8.1.3. The internal control system and management structure of Zimbabwe Office (legal status, staff management, accounting system, control of assets and expenditures in financial transactions).

8.1.4. The procurement system, use, control and disposal of non-expendable equipment acquired with CBM funds.

9. APPROACH

9.1.1. The auditor shall plan and perform the work in accordance with generally accepted auditing standards taking into account relevant local statutory audit requirements.

9.1.2. The audit will include tests of the accounting records and other auditing procedures that the auditors consider necessary to accomplish our audit objectives.

10. TIMELINES

The audit shall be implemented, and Reports shall be provided by Auditors as per the timelines given in the table below.

S.N	Schedule	Timeline
1.	Submission of signed Audit Engagement Letter to CBMG Head Office	7 th of December 2024
2.	Meeting between Management & Auditor	16 th of January 2025
3.	Checking Books of Accounts, bills, vouchers along with other documents at CBM Global Zimbabwe office	27 th of January to 7 th of February 2025
4.	Draft Audit report & Management letter	14 th of February, 2025
5.	Feedback by Zimbabwe office on draft Audit & response to Management letter	21 st of February 2025
6.	Certified Audit Report	28 th of February 2025
7.	Management letter	28 th of February 2025

10.1. Eligibility Criteria

Bidding firms will be required to meet the following criteria:

10.1.1. Be registered with Public Accountants and Auditors Board (PAAB) and its partners must hold a current Practicing Certificate.

10.1.2. Should have been in operation for a period of at least five years.

10.1.3. Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required timelines

10.1.4. The firm should demonstrate experience auditing Not for Profit organizations with multiple funding mechanisms and sources including restricted and unrestricted funds.

11. REPORTING AND DELIVERABLES:

The Audit Report will be written in English language and will comprise:

- (a) The audit standards that were applied (In accordance with International Auditing Standards and applicable regulations)
- (b) The auditors' opinion on the financial statements for the period covered.
- (c) A complete set of the financial statements including following component-
 - Balance Sheet
 - Income & Expenditure Statements
 - Statement of Changes in Reserves
 - Cashflow statement
 - Notes to the Financial Statements

In addition to the Audit Report, the auditors will prepare a Management Letter in which they 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) Report on the degree of compliance with all governing laws or statutory Requirements
- d) Report on the current organisational structure and managerial capacity and if it ensures effective management of the CBM Global Zimbabwe Office.
- e) Communicate matters that have come to their attention during the audit which might have a significant impact on the management and sustainability of the CBMG Office.

12. Submission of Bids

12.1.1. An expression of interest documenting your understanding of the assignment, methodology for carrying out the engagement, expected outputs and tax-inclusive costs for conducting the institutional audit assignment.

12.1.2. Profile with the resume of the lead firm.

12.1.3. At least three (3) recent reference letters.

NB: The above should be shared as a single pdf document of not more than 15 pages.

The deadline for submission of expressions of interest is **Tuesday 3 December 2024, at 1600hrs (CAT)**. Applications should be sent by email to Tsitsi.Kativhu@cbm-global.org, copying Florence.Saburi@cbm-global.org. Please indicate "Provision of Institutional Audit services" in the subject line of your email application.