

Terms of Reference to appoint external auditors for Collaborative Africa Budget Reform Initiative (CABRI) for a period of 3 years

1. Purpose

Appointment of external auditors to audit CABRI's financial statements for a period of 3 (three) years, covering the 2022/2023 to 2024/2025 financial years.

2. Background

The Collaborative Africa Budget Reform Initiative (CABRI) is a network of senior budget officials in Africa. It has been operating informally since 2004 and achieved international organisation status on 3 December 2009 after the governments of *Kenya, Ghana, Mali, Rwanda, Senegal, and South Africa* ratified the international agreement. The CABRI Secretariat is currently hosted by the National Treasury of the Government of South Africa.

CABRI consists of 17 member countries which have acceded to the organisation by the submission of their respective instruments of ratification. Upon accession, each member is required to pay membership fees.

Pursuant to Article 14 of the CABRI Agreement and corporate governance principles of transparency and accountability, the CABRI Secretariat is required to submit an annual audited financial report to the Management Committee and General Assembly (CABRI's governing bodies).

CABRI's finances are prepared according to acceptable and generally recognised accounting principles as stipulated in CABRI's Rules & Procedures Manual.

3. The objective of the assignment is to:

- Audit CABRI's financial statements for the abovementioned financial years.
- Provide an **audit report** (i) the auditor's opinion on the financial statements (ii) all ineligible expenditures will be disclosed in an annex to the audit report.
- Provide a **management letter** that will (i) give comments and observations on the accounting records and procedures, systems, and controls that were examined during the course of the audit; (ii) identify specific deficiencies and areas of weakness in systems and control and make recommendations; (iii) communicate matters that have come to attention during the audit which might have a significant impact on the implementation and sustainability of CABRI.



4. Finance and Accounts

CABRI receives funding in four ways:

- Membership fees from member states.
- Development partners pay suppliers directly, where their respective procurement processes are utilised.
- Development Partners provide tranches of funds to CABRI to be used in the execution of work using CABRI procurement methods.

CABRI's financial year starts on the 1 April and ends on the 31 March of the following year.

CABRI's financial statements are generated using AccPac accounting software ERP100.

The CABRI Secretariat has an average of 500 - 700 transactions per financial year.

Funding received from development partners is sometimes earmarked for specific events or purposes. Note: Such requirements by development partners should also be reported on.

5. Knowledge, Skills, and Attributes required

0 = No information, 1 = Poor, 2 = Fair, 3 = Good, 4 = Excellent

Scoring criteria		Weight
Price – Value for Money		0.25
Qualifications and Experience	Credible and extensive external auditing experience from team members (i) Audit Manager: 10 Years professional experience including managerial leading audit teams (ii) Senior Auditor: 5 years professional experience (iii) Assistant Auditor: 2 years of professional experience; all the above should have relevant university qualification in accounting/auditing.	0.20
	Team members' experience with development partner-funded international organisation.	0.15
	Team members' experience with the AccPac accounting software	0.10
Ability to meet deadlines based on the project plan		0.10
Overall competency of the organisation to perform required service		0.15
Overall Proposal		0.05

6. Deliverables and Working Arrangements

The service provider will be contracted by CABRI.

Depending on the quality of the deliverables, the CABRI Secretariat reserves the right to limit the scope of or terminate the assignment at any stage.

The firm will be expected to perform sample testing and other activities requiring the use of CABRI's documents at the CABRI offices in Centurion for the duration of the project.



Final drafts of the required deliverables as stated in paragraph 3 are to be submitted to the CABRI Secretariat on 30 September.

The auditing firm will be accountable to CABRI's Finance Manager and Executive Secretary.

7. Project duration and Payment Terms

The successful service provider will be expected to conclude within 60 days.

The 2022/23 financial statement audit period will be from 15 July and be concluded by 15 September 2023, where a final draft will be submitted on 30 September 2023.

Payment will be made on receipt of the final invoice AFTER the audit has been completed and approved by the MC.

The firm may be required to provide a statement of work to support the final invoice.

8. How to proceed

Suitably qualified companies are invited to submit a proposal to the CABRI Secretariat. The proposal should include:

- The company profile;
- Detailed CV's of team members who will be assigned to the CABRI Secretariat;
- Information on previous experiences working with similar organisations;
- A proposed approach for the work; and
- A cost breakdown for the contract period of three years, containing the hourly rate and total project costs. Fees must be quoted at a rate inclusive of VAT

Staffing Category	Rate/Hour
Partner	
Managers/Supervisors	
Auditors	

- All cost breakdowns should be based on specific financial year

9. Procurement proceeding

Submit the proposal to:

Collaborative Africa Budget Reform Initiative (CABRI)

1st Floor, Southdowns Ridge Office Park

Cnr Nellmapius and John Vorster Drive

Irene

Centurion

Tel: 060 9955381

Email: jade.naidoo@cabri-sbo.org

The closing date for submission of the proposal is 25 January 2023 at 10:00 a.m.



10. Special conditions of contract.

CABRI reserves the right not to appoint any company to pursue this project.

During the duration of the contract CABRI might change the following:

- Office address
- Ways in which funding is received,
- Development partner(s) (Donors)
- Rules and Procedures
- Level of Delegation