

EXPRESSION OF INTEREST FOR ANNUAL FINANCIAL AUDIT SERVICES AND FILING OF TAX RETURN

Catholic Relief Services Tanzania (CRS) is a subsidiary of an International Development Organization, with registration status as non-government and non-profit organization in The United Republic of Tanzania.

CRS is responsible for compliance oversight, budget monitoring and financial reporting. Therefore, as part of ensuring adequate compliance with Tanzania Government and other underlying requirements.

CRS Tanzania Program would like to engage a reputable audit firm to provide statutory audit of CRS and filing tax return for financial year ends September 2019. Competent and reputable Audit firms are hereby invited to submit their bid proposal.

Scope of work

- The audit will be in conformity with Generally Accepted Accounting Standards and International (GAAP). Standards of Auditing ("ISA"). The findings and recommendations shall include an action plan for CRS and accounting improvements depending on findings and its implications and shall accommodate management comments.
- The external auditor will file tax returns for audited financial year that ended September 2019. Auditor will be required to respond to all queries raised by Tanzania Revenue Authority regarding this task on behalf of CRS.

Eligibility Criteria

- Eligible Audit firm should meet the following criteria:
- Audit firm registered in Tanzania and regulated by National Board of Accountants and Auditors (NBAA).
- Provide Audit Methodology, Proposed Work-plan, Curriculum Vitae for the partner, manager and key staff proposed for the audit team, Audit firm and staff must be independent of CRS, and affirm their independence in the engagement letter. The firm must have relevant experience in carrying out Audits particularly of Financial Audits of Non Profit Organizations, for donor funded Programs, Any actual or potential conflict of interest in taking up this role should be highlighted.

Deliverable

The audit report and accompanying statements of financial condition shall, at a minimum, be presented in English. The key deliverables are:-

- Audited Financial Statement and Reports for the audited period.
- Management letter explaining adequately findings noted on internal control structure, policies, procedures and any instances of non-compliance with donor requirements and relevant laws and regulations.
- Tax Clearance Certificate from Tanzania Revenue Authority (TRA) after filing Tax Returns.

Terms of Reference

The detailed invitation Terms of Reference (TOR) is available from March 2 to 6, 2020, during office hours. Interested bidders are invited to pick-up a hard copy of the terms of reference (TOR) at the CRS office or can request a soft copy.

Requests for TOR should be submitted via e-mail to Elizabeth Sendama at elizabeth.sendama@crs.org with "Request for TOR Document: "2020 ANNUAL AUDIT SERVICES AND FILING OF TAX RETURN" in the subject line.

Each company should submit the request once only and CRS will send the terms of reference within 24 hours.

The Request for tender document will not be accepted after March 6, 2020.

The deadline for submission of the completed proposal is 15hrs local time on March 17, 2020.

Medium firms are encouraged to apply