



FOUNDATION FOR PARTNERSHIP INITIATIVES IN THE NIGER DELTA

REQUEST FOR EXPRESSIONS OF INTEREST TO UNDERTAKE THE EXTERNAL AUDIT OF PIND'S FINANCIAL STATEMENTS AND CONDUCT PIND'S ANNUAL EXTERNAL AUDIT EXERCISE

1. BACKGROUND

The Foundation for Partnership Initiatives in the Niger Delta (PIND) is a non-profit organization that promotes peace and equitable economic growth in the Niger Delta region through strategic partnerships and collaborations with diverse organizations, including bilateral and multi-lateral aid agencies, federal and state government agencies in Nigeria, private companies, and civil society.

With an overarching goal of increasing income and employment in the region, PIND has two primary programs:

- **Economic Development:** Facilitates inclusive, sustainable, and diversified economic growth enabled by improved analysis, advocacy, and capacity building of market actors.
- **Peace Building:** Strengthens conflict management systems and capacities for enabling peace & economic growth, utilizing analysis & advocacy to address constraints to peace

These two programs are supported by four enablers: capacity building, advocacy, communications, gender, and social inclusion.

2. REQUIREMENT

PIND requires the services of an external audit firm that will conduct an audit of PIND's financial statements and conduct its annual external audit exercise

3. PURPOSE OF THE ASSIGNMENT

The purpose of this external audit exercise is for the expression of an independent professional opinion on the financial statements of the Foundation, and to carry out all other related duties necessary for an external audit of the Foundation.

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4. SPECIFIC OBJECTIVES

The objectives of this external audit exercise are to;

- Review a sufficiently adequate sample of financial transactions of the Foundation necessary for the conduct of the external audit exercise.
- Ascertain the adequacy of internal control measures and advise on same.
- And to report to the Board any observations or findings following the audit of the Foundation

5. SCOPE OF WORK

The Audits should be conducted in accordance with the ISAs (International Standards on Auditing).

6. ACTIVITIES AND TIMELINES

S/N	Description of activities	No. of days	Associated Deliverables (Codes)
T1.	Draft a plan for the external audit assignment	TBD	D1
T2.	Review sample transactions	TBD	D2 & D3
T3.	Verify the existence and condition of PIND assets	TBD	D2 & D3
T4.	Prepare a report detailing findings, observations, and recommendations on the internal control system of the Foundation	TBD	D2 & D3
T5.	Present audit report to PIND's Board of Trustees	TBD	D2 & D3

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7. DELIVERABLES

Item	Due date
D1 Audit plan/schedule	TBD
D2 Management report	TBD
D3 Audited financial reports	TBD
D4 Compute PIND's tax liability for the relevant year	TBD

8. DURATION

It is expected that the fieldwork (reviews and asset verification) will take about 2 weeks (10 working days) and the final report received within a week after the fieldwork. The auditors will also be required to present the report to the Foundation's Board of Trustees during the Board's meeting.

9. COSTS

PIND will compensate the Auditors for the agreed fee/cost based on PIND funding plans. Auditors are therefore requested to quote their fees only. PIND shall be responsible for travel, accommodation, and meals in the event of any approved travels to any of PIND's offices with respect to this assignment.

Note: All monies paid by PIND to Auditors for expenses shall be retired with the relevant receipts at the completion of the assignment and any balance outstanding shall be refunded to PIND.

Qualifications

We are seeking a firm of Chartered Accountants who have significant experience in Accounting and Auditing of development projects, especially donor-funded operations. The Audit Manager should have at least twenty (20) years of experience.

How to Apply

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Proposals should be emailed to etender@pindfoundation.org along with the following mandatory items/supporting documents on or before the close of business on 18th October 2024.

Mandatory required items from Audit Firms who intend to bid on any work or service in PIND

- Certificate of Business Registration
- Profile of organization
- Valid Tax Clearance Certificate
- CV of the Audit Manager
- Bank Reference Letter
- **Stamp Duty Notification Applicability:**

All bidders are advised to note that Stamp Duty applies to the total value specified in all contracts/grant agreements, as stipulated by the Stamp Duties Act of 2004. The deduction will be done at source and remitted to the Federal Inland Revenue Service (FIRS).

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