

AUDIT SERVICE

Children's Dignity Forum has decided to invite tenders for the provision of external audit services with effect from 2018 Financial Year. The successful tenderer will undertake the 2017 audit and produce the relevant financial statements. The financial year for CDF is January – December.

CDF's objectives for this tender process are to:

- Secure a high quality provider of external audit services
- Appoint a supplier who will provide high standards of professional service
- Appoint a supplier who will provide excellent value for money
- Work with an audit partner who will add value to our services

REQUIREMENTS

- A) Conduct Annual Audit for the Coming 3 Years
- B) Preparation of the Organization's Financial Statements
- C) Reporting and Presenting Auditing Findings to the Management and Board of Directors
- D) Provision of advice to the Organization Management and Board on Technical Accounting and Financial Matters including taxes.
- E) Obtaining an understanding of the entity and its environment
- F) Perform of Annual Audit and provide report by April 2017.

PROPOSED CONTRACT PERIOD

The Contract will be for an initial Three Year Period commencing from January 2018 with Auditing service of 2017 Year Audit and will be subject to the annual appointment by the Board of Directors.

TENDERS should include the following information

- The fee for the first year of the contract period specifying what is included in the charges. The fee should cover the audit of the Organization and the provision of taxation services. Preparation of the final accounts. Costs should be provided on a per hour basis for any additional advice or services that may be required from time to time.
- An indication of the level of fees that would be charged in the subsequent periods of the contract.
- A schedule of hourly rates for each level of fee earning staff.
- CVs of senior staff such as the Audit Partner and Manager and supporting personnel who would conduct the audit.

- An explanation of the audit approach that would be used including the firm's policy in relation to maintenance of continuity of staff involved in the audit. Details of relevant experience within the sector and the business activities and issues addressed.
- Details of the areas of technical expertise within the firm that can be called on to support the audit team and to provide advice to the Board and management of the Organization as required.
- Details of any relevant services that may be appropriate to the needs of the Organization.