

Terms of Reference

1. Background

Malteser International (MI) has operated in Bangladesh since 2017, working on various humanitarian aid and development cooperation projects.

Since 2017, the MI Bangladesh Programme has been implemented through several local partners in various districts of Bangladesh with a minimal structure in the country. Malteser International (MI) has been registered with the NGO Affairs Bureau (NGOAB) since April 2024, with registration number 3401.

Malteser International had an administrative project to run the operation in Bangladesh, which the NGO Affairs Bureau approved. Now, as a statutory requirement of the NGO Affairs Bureau, Malteser International is seeking to assign an "Audit Firm" to audit this project.

2. Objectives of the Assignment

Audit is a statutory requirement of the NGO Affairs Bureau. Therefore, an Audit firm must conduct examination of expenses, processes, and internal control systems as per all the requirements of NGOAB rules and regulations and the International Accounting Standards (IAS).

Required:	Audit firm to conduct audit for three years
Place of Assignment:	MI Dhaka Office
Name of the Project:	MI Administrative Project in Bangladesh
Project Period:	October 2024 to December 2026
Supported by:	Malteser International (MI)
Implemented by:	Malteser International (MI)

3. Scope of Work

The audit must be conducted as per all the requirements of NGOAB rules and regulations and the International Accounting Standards (IAS). This includes, but may not be limited to review of operational expenses, the financial statements of the project "MI Administrative Project in Bangladesh," books of account, systems and controls along with the following:

- a. Fund used according to the approved budget and plan
- b. Agreements with contractors/suppliers are verified and the agreed payments
- c. Personnel costs agree with paid salaries, signed contracts, payroll and cashbook, and staff salaries ledger
- d. Procurement procedures must comply with procurement guidelines and tender policies
- e. That the resources are used efficiently, economically and effectively
- f. Procurement procedures must comply with procurement guidelines and tender policies
- g. Auditor can extend the area of audit based on the statutory requirements



Audit Period:

- Current Audit Period: Oct to Dec 2024
- Next Audits Periods: Jan to Dec 2025 and Jan to Dec 2026

Project Budget:

Year	Period	Approximate Budget in BDT
1	October 2024 to December 2024 (3 Months)	14,455,902
2	January 2025-December 2025 (12 Months)	46,318,277
3	January 2026-December 2026 (12 Months)	44,054,405
Total Amount in BDT		104,828,584

4. Audit standards and methods

- Compliance with the applicable Government regulations such as, e.g., Income Tax Act, requirements of NGOAB, Bangladesh Bank, etc.
- The audit shall be conducted in accordance with the International Auditing Standards
- The auditors shall certify that the financial reports comply with the International Financial Reporting Standards (IFRS) or otherwise describe why not

5. Timeline

The audit shall be implemented, and Auditors shall provide Reports as per the timelines given in the table below:

Task	Tentative deadline	Responsible
Inception meeting	Immediately after signing the contract	Coordinated by MI
Share draft Financial Statement to Auditor and Entrance meeting between Malteser International and Auditor	Last week of January	Malteser International and Auditor
Audit trail (Checking Books of Accounts, bills, vouchers, along with other documents) and Exit meeting	1 st Week of February	Audit firm
Share draft FS report and Management report	2 nd Week of February	Audit firm
Management response	2 nd Week of February	Malteser International and Auditor
Incorporation of Management response, Report Finalized and Submitted to the respective government authorities	3 rd Week of February	Audit firm

6. Deliverables:

- a. Audit report with financial statements and management report (2 sets for MI, hard copy)
- b. Audit firms submit directly to respective government authorities according to the laws of Bangladesh.



7. Required Documents for Bidding

Bidders are required to submit the following documents:

- Legal documents (registration, eTIN, BIN and others)
- Enlistment document (the Audit firm must be enlisted by NGOAB, Bangladesh Bank, BSEC, FRC)
- Organization profile and foreign affiliation (If any)
- Separate technical and financial proposals for the audit in BDT (Including VAT & TAX)
- Recommendation letter from other NGO (if any)

8. Mode of payment: Payment will be made through BDT currency after receiving the final report. The Audit firm will bear the expenses for travel, food, and accommodation for the Auditor team.

9. Timeline/Instruction for Submission of Proposal:

- a. Audit firm must submit a three-year financial proposal mentioning the year-wise breakdown.
- b. Interested bidders may submit questions for clarification to **sabbir.ahmed@malteser-international.org** by 5th December 2024.
- c. Interested Audit firms are requested to submit the proposals by 12th December 2024 to the email **strictly** to mb.procurement-bangladesch@malteser-international.org having the subject heading "PRF-BGD-2024-0023".

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