

TERMS OF REFERENCE

PROVISION OF EXTERNAL AUDIT SERVICES FOR THE FINANCIAL YEAR ENDING 30TH JUNE, 2011

(a) BACKGROUND

The Regional Centre on Small Arms in the Great Lakes Region, the Horn of Africa and Bordering States (RECSA) is an Inter-Governmental organization with a mandate to coordinate the implementation of the Nairobi Protocol on the Prevention, Control and Reduction of small arms and light weapons in the Great Lakes Region, the Horn of Africa and Bordering States. It was established in June, 2005 by the 3rd Ministerial Review Conference. There are twelve member states of the Great Lakes Region and the Horn of Africa signatory to the Nairobi Declaration and Nairobi Protocol namely:- Burundi, Democratic Republic of Congo, Djibouti, Ethiopia, Eritrea, Kenya, Rwanda, Seychelles, Somalia, Sudan, Uganda and the United Republic of Tanzania.

The mission of RECSA is to coordinate action against Small Arms and Light Weapons proliferation in the Great Lakes Region, the Horn of Africa and Bordering States.

(b) OBJECTIVES OF THE AUDIT

To express an opinion on the financial statements, make recommendations on internal controls system, review and confirm donor funded projects and issue an audit report.

(c) SCOPE OF THE AUDIT

(i) To conduct an Audit in accordance with the generally accepted International Standards on Auditing for the period July, 2010 to 30th June, 2011. This will involve review of the financial statements, the books of accounts and the underlying records and confirm the assets of the organization.

(ii) Make recommendations on internal controls taking into account current structure and staffing levels of RECSA.

(iii) Review and confirm donor funded projects in accordance with grants agreements.

(d) AUDIT DELIVERABLES (REPORTS)

(i) Issue an Audit report expressing an opinion on the financial statements in accordance with generally accepted International Standards on Auditing.

(ii) Make Recommendations on internal controls.

(e) AUDIT TIMETABLE

The audit is expected to commence the first week of August, 2011 and completed within two weeks and report submitted to the Chairman of Finance and Audit Sub-Committee of RECSA Technical Advisory Committee (TAC) by 31st August, 2011. Draft financial statements will be availed to the Auditors third week of July, 2011.

(f) PROPOSALS

Technical and Financial proposals are required. These should be separately sealed and four copies deposited in the tender box at the Secretariat reception at Timau Plaza 7th Floor, Argwings Kodhek Road next to Yaya Centre latest by 5pm 27th June, 2011.

(g) TERMS OF PAYMENT

25% on signing of contract and 75% on successful completion of Audit.

(h) CONTACTS

For purposes of this proposal the Executive Secretary – Mr. Francis K. Sang and the Finance Officer – Dr. Francis K. Sang, the Executive Secretary could be contacted.