

REQUEST FOR PROPOSAL – PROVISION OF EXTERNAL AUDIT SERVICES

1. BACKGROUND

The Macroeconomic and Financial Management Institute of Eastern and Southern Africa (MEFMI) is a regionally owned institute currently with 14 member countries: Angola, Botswana, Burundi, Eswatini, Kenya, Lesotho, Malawi, Mozambique, Namibia, Rwanda, Tanzania, Uganda, Zambia and Zimbabwe. MEFMI operates from a Secretariat based in Harare, Zimbabwe.

MEFMI was founded with the view to build sustainable capacity in identified key areas in ministries of finance and/or planning and central banks and related institutions. MEFMI strives to improve human and institutional capacity in critical areas of macroeconomic and financial management. The Institute delivers its products and services through country specific technical assistance missions, e-learning courses, regional and in-country workshops for professionals, seminars for senior professionals, retreats for heads of departments/divisions and executive fora for top executives. These products and services are delivered in all member states on a rotation basis. The Secretariat also develops selected professionals into MEFMI Fellows, who become regional experts in specific areas of macroeconomic and financial management.

2. OBJECTIVE OF THE AUDIT

The objective of the Audit of MEFMI Financial statements is to enable the auditors to express an independent opinion on MEFMI's Financial statements. The Auditors may not provide any other services to MEFMI that may result in conflict of interest.

3. AUDITING STANDARDS

The selected firm will be expected to carry out a full scope audit in accordance with International Standards on Auditing (ISA).

4. AUDIT SCOPE

4.1. The audit will be carried out in accordance with the Standards in 3 above and will involve all the tests and verification procedures that the auditors deem relevant in:

- a) Understanding MEFMI's accounting systems and assessing its adequacy as a basis for the preparation of the financial statements;
- b) Provide reasonable assurance that MEFMI's financial statements were prepared according to the International financial reporting standards;
- c) Providing reasonable assurance that MEFMI's internal control system is robust enough to lead to efficient resource utilisation and reliable financial reports; and
- d) Providing reasonable assurance that the audit plan is comprehensive enough to detect any material misstatements, irregularities, and fraud in MEFMI's financial statements.

4.2. In conducting the audit, the auditor should ensure that:

- i. All funds received have been used in accordance with the MEFMI Constitution, and donors' agreements where applicable, with due attention paid to economy and efficiency and only for the intended use;
- ii. Goods and services were procured in accordance with sound procurement practices as spelt out MEFMI's procurement manual and have been properly accounted for;
- iii. The Institute has kept all appropriate supporting documents, records and books of accounts relating to all MEFMI business;
- iv. The financial statements have been prepared in accordance with section 3 above and they give a true and fair view of the state of affairs as year-end; and
- v. The overall internal control and risk management framework is sound and in line with the Institute's policies as approved by the Board of Governors.

5. SYSTEMS

MEFMI has well documented systems and procedures. The major systems in place are as follows:

- i) Pastel Accounting System;
- ii) Sage 300 People System for Payroll, Human Resource and Employee Self Support systems;
- iii) Quantrix system for Budgeting and Reporting;
- iv) Electronic database of activities carried out in the member countries;
- v) Various policies and procedures manuals. The major ones, among others, are as follows:
 - Workshops, Technical assistance Missions, Fellows Development programmes operational guidelines;
 - Accounting Policies and Procedures
 - Procurement manual;
 - Human Resources and Procedures Manual
 - Remuneration Policy,
 - IT Policies and Standards
 - Business Continuity Plan
 - Risk Management Policy
 - Anti-fraud, Anti-Corruption and Anti-Money Laundering Policy.

6. BASIS OF SELECTION

Proposals will be assessed based on the following:

- a) Qualification of proposed team;
- b) Relevance of experience of members of the proposed team;
- c) Experience of Firm in auditing similar organisations;
- d) Timing of audit; and
- e) Cost

7. EXPECTED OUTPUTS

- a) Signed Audited Financial Statements by 10 March. MEFMI's year end is 31 December.
- b) Management letter to be issued after the audit along with the audited financial statements, commenting on operations, systems etc. and giving recommendations for improvement where necessary.
- c) Additional financial statements as per agreements signed by Cooperating partners, as detailed in eight (8) below.

8. SUBMISSION OF PROPOSAL

MEFMI now invites eligible audit firms with requisite expertise in providing the above-mentioned services to submit proposals.

- a) Eligible firms should make electronic submit electronic submissions, giving details as specified in section 6.
- b) The firm will be selected in accordance with MEFMI procurement procedures.
- c) Proposals should be **e-mailed** to the address below by **15 January 2024**.

Email: capacity@mefmi.org

9. EXCLUSION CRITERIA

MEFMI adheres to international best practices and implements a mandatory rotation and cooling off period for prior auditors. Any firm that has offered this and related assurance services in the last 6 years are not eligible to apply and will not be considered.

For further clarifications, please do not hesitate to contact Mr. Jacob Mukamba at jacob.mukamba@mefmi.org Telephone: +263 4 745988/9/91-94