

## **PROVISION OF AUDIT SERVICES TERMS OF REFERENCE (TOR)**

BBC Media Action Cambodia would like to invite qualified audit firms operating in Cambodia to submit a technical and financial proposal for the provision of statutory financial audit services for the financial year starting **1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024** with estimated spending in Cambodia around **USD1.7Million**.

The selected audit firm would be extended for financial audit services for FY2023-2024 and FY2024-2025; if services are considered satisfactory.

### **ABOUT BBC Media Action**

BBC Media Action uses media and communications to help people take control of their lives and make informed decisions. We do this through our focus on health, governance and rights, resilience and humanitarian response, partnering with civil society, local media and governments to produce creative programmes in multi-media formats which inform and engage audiences and strengthen the media sector. We have been working in Cambodia since 2003 addressing a range of development issues including climate change adaptation, sexual and reproductive health, youth empowerment and economic security.

### **RESPONSIBILITIES**

The auditor's responsibilities shall include the following:

- a) Conducting independent audit of the BBC Media Action's Financial Statements in line with the International Standards on Auditing and the Cambodian International Standards on Auditing.
- b) Express an opinion on whether the Financial Statements are prepared, in all material respects, in accordance with the applicable financial reporting standards and whether the organization maintains proper books of accounts, and whether the accompanying financial statements give a true and fair view of the financial position of the organization.

### **DELIVERABLES**

The expected deliverables are as follows:

- a) A Financial Audit report for Fiscal Year 2023-2024 (April to March)
- b) Financial report for Fiscal Year 2023-2024 (April to March) in English and Khmer aligning with Cambodia financial reporting standard for not-for-profit entity (CFRS for NFPEs).
- c) Management letter highlighting observed weaknesses in the system of internal control and the recommendations to address the identified issues.
- d) follow up from the previous year recommendation

The audit exercise is required to start on **July, the 1<sup>st</sup> 2024** and the final audit report should be availed on or before **September, the 16<sup>th</sup> 2024**.

## REQUIRED PROFILE OF THE AUDIT FIRM

Bidding firms will be required to meet the following criteria:

- Be registered with the Kampuchea Institute of Certified Public Accountants and Auditors (KICPAA) and its partners must hold current practicing certificates.
- Proven experience in providing audit services with a sound knowledge of donor-financed projects
- Qualified staff with relevant experience and skills in auditing.
- Have a system of quality control in the provision of audit and assurance services.
- Should demonstrate that it has the capacity, capability and experience required to undertake the audit within required timeline.
- In addition, the Firm should demonstrate experience in auditing International Non-Governmental Organizations.

## TENDER SUBMISSION

Firms meeting the above criteria are requested to submit their proposals via email at [Procurement@kh.bbcmediaaction.org](mailto:Procurement@kh.bbcmediaaction.org) as follows:

a) Technical Proposal containing:

- Confirmation of the Firm's understanding of the Terms of Reference and its capacity and capability to deliver on the TOR. (half page)
- The Audit methodology/approach, work plan and timelines for undertaking and completing the assignment, and deliverables. (up to 2 pages)
- Appropriate references to demonstrate the experience specified in the TOR.
- The CVs of the key staff proposed to do the assignment.

b) Financial Proposal indicating the proposed fees including VAT and other expenses.

The proposal should be submitted with the subject line clearly written as **“REQUEST FOR PROPOSALS: PROVISION OF AUDIT SERVICES”** not later than **June 13<sup>th</sup>, 2024**.

**No hard copies will be accepted.**

Questions should be addressed to the same email address provided above (not by phone).