

REQUEST FOR PROPOSALS (RFP), FOR ENGAGEMENT OF EXTERNAL AUDITORS FOR NCA  
NIGERIA COUNTRY OFFICE (PR/2021/NGA/0223)

ORGANIZATION: NCA

CLOSING DATE: 16 JUL 2021

NORWEGIAN CHURCH AID ('NCA') is a member of the ACT Alliance and we provide emergency assistance in disasters, work for long-term development in local communities and address the root causes of poverty, we advocate for just decisions by public authorities, business and religious leaders.

Norwegian Church Aid is an ecumenical diaconal organization for global justice. We work to help the poorest and those in need, regardless of their creed, race, political or religious affiliation.

NCA has a presence in Nigeria to respond to the Humanitarian crisis in Northeast Nigeria. NCA has its core competencies in Gender-Based Violence and Water Sanitation and Hygiene. NCA has its strengths in works and invest in local partners and ensures their capacities are built from the onset of response, to enable them to have the capacity to respond in a long-term intervention including recovery and development.

#### Scope of Service

The external auditing services will be carried out from NCA's office in Maiduguri, currently at No.135 Mandara Street, Off Gombole Road, Old GRA, Maiduguri, Borno State, Nigeria. In addition, auditors may be expected to travel to field offices within NE Nigeria.

Auditing procedures must be performed in accordance with International Standards on Auditing (ISA). The scope of work must be wide, covering a range of issues e.g. legal/ statutory obligations to Borno State and the Federal Government of Nigeria, procurement and logistics, assets and liabilities, salaries and allowances, programme and financial oversight, accounting practices and internal control.

Deadlines and expected main tasks to be carried out by the external auditing team are:

- Interim audit covering 1 January to 30 June 2021 accounts and internal controls with submission of a dated and signed Management Letter before 30th of September.

- Annual audit on Financial Statements for the calendar year and internal controls with submission of a signed audit opinion and all required supporting documentation before 28th of February.

All documentation including any additional annexes required are to be submitted in English and in pdf-format to NCA's Global Group Auditor with a copy to NCA Nigeria Country Office.

While NCA's Global Group Auditor is responsible for the issuance of the detailed annual audit instructions, all communication concerning this contract and scheduling of audit work is with the Finance Manager of NCA Nigeria Country Office.

#### MANDATORY REQUIREMENTS

- Proof of valid registration as an auditing firm with the Institute of Chartered Accountants of Nigeria, ICAN.
- Proof of membership with ICAN for the responsible partner and the on-site audit team manager. A Curriculum Vitae for the proposed audit team should be submitted along with the offer.
- Documented references, preferably with Non-Governmental Organizations, detailing name of client, address, contact person and year.
- Availability of an audit team led by a senior with a minimum 4-5 years of relevant experience.
- Company must have updated tax clearance certificate
- Company must have a functional TIN number

#### HOW TO APPLY

Interested and qualified firms across Nigeria and beyond should please send their Expression of Interests to [procurement.ng@nca.no](mailto:procurement.ng@nca.no) or visit [reliefweb.int/jobs](http://reliefweb.int/jobs) to download the RFP template.

Duly filled RFPs and required documents should be submitted on or before the deadline to [procurement.ng@nca.no](mailto:procurement.ng@nca.no)

CLOSING DATE: **Friday, 16th July, 2021 by 17:00hrs** Nigerian Time.