



ZANZIBAR MAISHA BORA FOUNDATION

P.O.Box: 904, Zanzibar - Tanzania

E-mail: info@zmbf.or.tz - Website: www.zmbf.or.tz

Tel: / Fax: +255 24 223 2167 - Migombani Zanzibar

Terms of Reference (TOR) for the Agreed Upon Procedures (AUP) for Expenditure Verification.

1. Background

The Zanzibar Maisha Bora Foundation (ZMBF) was established in July 2021, registered in September 2021, incorporated under the Zanzibar Societies Act, NO.6 OF 1995 with registration number Z0000119446, and officially launched in February 2022. The ZMBF is founded by the First Lady, Honorable Madam Mariam H. Mwinyi, the Wife of the Eighth President of the Revolutionary Government of Zanzibar (Revolutionary Government of Zanzibar), His Excellency Dr. Hussein Ali Mwinyi, to complement the Revolutionary Government of Zanzibar's efforts towards attaining quality life to all Zanzibaris focusing on women, youth, and children.

Currently, ZMBF is looking for an expert auditor/auditing firm to perform Agreed Upon Procedures for Expenditure Verification for the GBV Project funded by the Foundation for Civil Society ending 30th August 2023. The audit shall be performed in accordance with the International Standards on Auditing ISA 4400.

Rationale and Scope of Work

In the year 2022 ZMBF received TZS 47,899,556 from FCS in the form of grant to implement a project on “**Addressing Social and Public Health Consequences and Economic Costs of Violence Against Children**” in Mjini Magharibi. As part of grants management procedures by FCS as per the signed contract, ZMBF is required to perform Agreed Upon Procedure for the funding received for the implementation of the project. The aim of the Agreed Upon Procedure is to provide reasonable assurance on the reliability, completeness, and accuracy of documentation related to the project expenditure by ZMBF.

Due to this ZMBF is looking for a reputable Audit Firm registered by NBAA to conduct Agreed Upon Procedures for verification of expenditures with related supporting documents for the project for the funding received to implement this project. The Auditor will prepare a work plan for the exercise and share with management before the commencement of the work. The assignment will involve desk review and reporting. ZMBF will provide all necessary documents for reference. The Auditor will work in close collaboration with the Finance team. The work plan should be agreed upon before the commencement of the assignment.

2. Objective of the Audit

The objective of the engagement is to conduct a 100% verification of accounting documents

The assignment will involve;

- Assess if the organization maintains proper records and documentation.



ZANZIBAR MAISHA BORA FOUNDATION

P.O.Box: 904, Zanzibar - Tanzania

E-mail: info@zmbf.or.tz - Website: www.zmbf.or.tz

Tel: / Fax: +255 24 223 2167 - Migombani Zanzibar

- Assess if the organization complies with internal policies and procedures as well as government laws and regulations.
- Assess whether there is an effective internal control system in place and provide recommendations for improvement.

Specifically, the Agreed Upon Procedures on Verification of Expenditure Shall perform the Following;

1. Conduct 100% verification of all transactions.
2. An auditor is required to design steps and procedures in accordance with approved standards where applicable and accordingly includes such tests of the accounting records as deemed necessary under the circumstances.
3. An independent auditor is required to perform a review of internal controls of all significant accounting procedures, report their observations concerning any significant deficiencies, and make recommendations to correct the identified weaknesses.
4. Review procurement procedures to determine whether sound commercial practices including competition were used, reasonable prices were obtained, and adequate controls were in place over the qualities and quantities received.
5. Inform management how the work will be done and how long it takes to accomplish the assignment.
6. The content and format of the report – should be very clear when reporting on questioned, unsupported and forged expenditures. It should also indicate what was received, amount spent by ZMBF and balance as well as notes where the balances differ (i.e., Bank balances vs Receipt and Payment balance).
7. Document the findings.
8. List recommendations for improving the Organization's reporting systems.
9. Provide organization-specific feedback on the findings in the form of a written summary report.
10. Check the implementation status of the support visit report, pre-award assessment, and any other reviews conducted to ZMBF.



ZANZIBAR MAISHA BORA FOUNDATION

P.O.Box: 904, Zanzibar - Tanzania

E-mail: info@zmbf.or.tz - Website: www.zmbf.or.tz

Tel: / Fax:+255 24 223 2167 - Migombani Zanzibar

11. Check compliance with various laws and regulations (Statutory deductions, Registrar, Donors' contract, etc).
12. Hold exit meetings with the Management team of ZMBF.

3. Audit Duration

The audit work shall be completed within three days from the date of commencement of the 12th of September 2023 **Deliverables**

The Auditors on completion of the audit work will submit three (3) original copies of the Audit Report appended to the Findings along with the reports to the attention of the Chief Executive Officer. The report should;

- a) Give comments and observations on the accounting records, procedures, systems, and controls that were examined during the course of the audit.
- b) Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
- c) Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
- d) Implementation status of the pre award assessment, support visits and any other reviews.
- e) Bring to the Chief executive officer's attention any other matters the auditors consider pertinent.

4. Assessment Criteria

To achieve this objective, ZMBF welcomes proposals from reputable firms registered by NBAA to undertake this assignment. Interested firms should forward:

- Company profile
- CVs of key personnel who will conduct the exercise
- Previous experience in civil society sector in Tanzania
- Registration certificates

5. Audit Fees

The audit fees will be fixed through a competitive bidding process. In your proposal please be specific on your quoted price. The quoted price is subjected to negotiation before accepting the offer of engagement.



ZANZIBAR MAISHA BORA FOUNDATION

P.O.Box: 904, Zanzibar - Tanzania

E-mail: info@zmbf.or.tz - Website: www.zmbf.or.tz

Tel: / Fax: +255 24 223 2167 - Migombani Zanzibar

6. Submission of the bid

Interested and eligible audit firms must submit an encrypted RFP to **info@zmbf.or.tz** or in a sealed envelope clearly marked with "**RFP for Agreed upon Procedures for Expenditure Verification**" before 08 September 2023. Physical submission is useful and valuable.

Chief Executive Officer
Zanzibar Maisha Bora Foundation
P. O. Box 904,
Migombani,
Zanzibar.