ORGANIZATION CONTEXT

FCI is a registered not-for-profit, non-governmental organization in Liberia. FCI was conceptualized and established to promote the rights of women and youth in natural resource governance at the community level. Specifically, the organization’s natural resource programming focuses on forest and land governance, with a strategic focus on increasing the participation of women and youth groups in decision-making, benefit-sharing and other management practices.

FCI is committed to building a Liberia where both men and women enjoy equal rights in a life shaped by dignity, peace and free of poverty. The organization continues to fight injustices that stem from unequal power dynamics and focuses on women and youth as marginalized groups to empower them to have the agency and ability to control their own livelihoods.

Vision

FCI seeks a Liberia where rural communities, especially women and youth, are better prepared and positioned to govern their natural resources (especially forest and land) and ensure equity in sharing the benefits accrued from such natural resources and foster sustainable community-driven development.

Mission

The mission of FCI is to support and promote community-based initiatives, especially women-led initiatives, for sustainable community-driven development that is inclusive and leaves no one behind.

SCOPE

The audit will be carried out in accordance with International Standards of Auditing, and guidelines provided by the Liberia Institute of Certified Public Accountants, and will include such tests and controls, as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be paid to the following:

(a) That all funds received under the grant agreement have been used in accordance with the conditions of the financing agreement, with due attention paid to value for money, and only for the purposes for which the funding was provided.

(b) That all necessary supporting documents, records, and accounts have been
kept in respect of all project income and expenditures;

(c) Where Special Accounts have been used, they have been maintained in accordance with the provisions of the FCI financial management manual;

(d) State whether the audit has uncovered material weaknesses in financial systems and provide suggestions for improvements.
**PROJECT FINANCIAL REPORTS**

The Project Financial Reports should include:

(a) A Summary of funds received by the organization and the summary of expenditures made for the accompanying year; and separately, the uses of funds by implementing partners as per disbursement categories.

(b) Consolidate Balance Sheet of the Institution.

**OUTCOME OF THE AUDIT**

The outcomes of auditing services shall be:

(a) The provision of an audit opinion;

(b) The provision of appropriate additional reports necessary in order to provide the services required as described;

(c) The meeting of all agreed deadlines to ensure that reports are available within the statutory time required.

(d) submit 3 (three) original copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the FCI Board of Directors Chairperson.

**MANAGEMENT LETTER**

In addition to the audit opinion, the auditor will prepare a "management letter", in which the auditor will:

(a) provide comments and observations on the accounting records, 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 their improvement;

(c) report on the degree of compliance with the financing agreement and give comments, if any, on the internal and external matters affecting such compliance;

(d) communicate matters that have come to attention during the audit which might have a significant impact on the management of the institution; and

(e) Bring to the attention of the FCI Management Team any other matters that the auditors consider pertinent as well as recommendations to deal with system changes.

**GENERAL**
The auditor should be given access to all legal documents, correspondence, and any other information associated with the project and deemed necessary by the auditor. Confirmation should also be obtained of amounts disbursed and outstanding at funds.

**QUALIFICATION OF THE AUDITOR**

(a) Independent Auditors (s) or Independent Auditing Firms accredited by the Liberian Institute of Certified Public Accountants

(b) At least five years’ experience in the conduct of independent audit;

(c) Experience conducting audit of Civil Society Organizations and Community Based Organizations.

**Staff/Engagement Team**

(d) Qualification of engagement team must be clearly stated including academic background as well as years of experience

**AUDIT FEES**

(e) The audit fees should be stated in the Expression of Interest. FCI will determine the final payment of Audit fees.

**TIME TABLE**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Expression of Interest</td>
<td>February 22, 2022</td>
</tr>
<tr>
<td>Deadline to Received Expression of Interest</td>
<td>March 8, 2022</td>
</tr>
<tr>
<td>Contracting of Auditor</td>
<td>March 10-12, 2022</td>
</tr>
<tr>
<td>Commencement of Audit</td>
<td>March 16, 2022</td>
</tr>
<tr>
<td>Deadline for 2021 Audit Report</td>
<td>March 30, 2022</td>
</tr>
</tbody>
</table>

**SUBMISSION**

Tender Submissions will only be accepted by sending the application through the following address:

Foundation for
Community Initiatives
Duarzon, Margibi County,
Liberia
Email: fcommunityinitiatives@yahoo.com
with copy to: l pope692@gmail.com

Email: fcommunityinitiatives@yahoo.com +231777947938/+231886376991