



Partners in Population and Development (PPD)

An Inter-Governmental Organization

Promoting South-South Cooperation

Terms of Reference (TOR) for the External Auditors

Background:

Partners in Population and Development (PPD) is an inter-governmental organization of 26 developing countries, created for the purpose of improving/accelerating the transfer of knowledge, expertise and skills in the field of population and development through South-South Collaboration. PPD was established at the United Nations International Conference on Population and Development held in Cairo in 1994. PPD has been awarded Permanent Observer status at the United Nations General Assembly in November 2002 and Diplomatic status in Bangladesh in July 2003. PPD had one regional office in Uganda for Africa region, one programme office in China and one liaison office in New York

The mission of the PPD alliance is to Expand and Improve South-South collaboration in the fields of Family Planning and Reproductive Health. Each Partner of the Alliance will strengthen institutional capacity to undertake South-South exchange activities and rapidly expand the number of South-South trainings and consultative programmes, and long-term collaborative arrangement will be encouraged. PPD Secretariat will provide a central point for networking among Member Countries and for identifying opportunities for South-South exchange and source of financial support.

Objective of the Audit:

- 1 The objective of the audit of PPD's financial statements is to enable the auditors to express an independent professional opinion on the financial position of PPD and to ensure that the funds utilized to PPD's activities have been used for their intended purposes.
- 2 The books of accounts of PPD provide the basis for preparation of the PPD's Financial Statements. Proper books of accounts as required by law have been maintained by PPD and also maintain adequate internal controls and supporting documentation for the transactions.

Scope of the Audit

1. The audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
2. Verify all funds have been used in accordance with the established rules and regulations of PPD and only for the purposes for which the funds were provided.
3. Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented to.
4. The financial statements have been prepared by PPD management in accordance with applicable accounting standards and give a true and fair view of the financial position of PPD and of its receipts and expenditures for the period ended on that date.
5. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
6. Express an opinion as to reasonableness of the financial statements in all material respects.
7. Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
8. Conduct entry and exit meeting with the Executive Director of PPD.
9. In addition to the regular audit report, the auditors will prepare a Management Letter on the following:
 - a) Give comments and observation recommendation on Endowment fund uses and balances.
 - b) Give comments, observation and recommendation on some specific area such as overseas travel, project expenses, administrative expenses etc.
 - c) Give comments, observation and recommendation on Building construction additional expenses.
 - d) Give comments, observation and recommendation on some project such as Community clinic
 - e) Comments on Management of NY observer office and Geneva Office (PPD Ambassador in Geneva).
 - f) Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
 - g) Identify specific deficiencies and reasons in 2017 with the approved budget which will have impact in Income Statement of 2018 and areas of weakness in systems and controls and make recommendations for improvement.
 - h) Report on the implementation status of recommendations pertaining to previous period audit reports.
 - i) Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
 - j) Bring to the attention of PPD Management of any other matters that the auditors consider pertinent.

Audit Duration:

The audit work shall be completed within 14 working days from the date of commencement of the audit.

Deliverables:

- 1 The Auditors on completion of the audit work will submit 5 (five) original copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the Executive Director.
- 2 Management letter in accordance with the scope of work described here before.

Qualification of the Audit Firm:

The audit firms based in Bangladesh having affiliation/membership with an internationally reputed audit firms will be eligible to apply.

Audit Fees:

The audit fees will be fixed through a competitive bidding process.