

Part 1 – About ADD International

Background:

ADD International fights for independence, equality and opportunity for People with Disabilities living in poverty in Africa and Asia. ADD International is an ally to the global disability movement. We partner with organisations of disability activists in Africa and Asia to help them access the tools, resources and support they need to build powerful movements for change. We do this by;

1. **Supporting activists.** We partner with disability activists in Africa and Asia to help them build powerful movements for change. Disability activists tell us the change they want to make and what they need to make it happen. Together we develop a tailored package of long term support to help activists access the tools, skills and resources they need to make changes happen.
2. **Building movements.** We support organisations of disability activists to build strong and sustainable organisations that can have an ever-increasing impact. We then help these groups connect with each other to build wider movements and we work with them to promote the rights of disabled people.
3. **Influencing for change.** We work with organisations of disabled activists to influence governments, international development actors and the private sector to design policies and services at a local and global level which take into account the needs of disabled people.

Further details can be found here: <https://www.add.org.uk/>

Where We Work:

We support People with Disabilities in the following countries.

1. Bangladesh
2. Cambodia
3. Sudan
4. Tanzania
5. Uganda

ADD's Structure:

ADD International is both a private company limited by guarantee and registered charity. The objects of the company, as set out in the Memorandum and Articles of Association, are to relieve poverty and sickness amongst disabled persons throughout the world, and to advance any other exclusively charitable purposes for the benefit of disabled persons throughout the world.

ADD International is registered with the relevant Government departments in all five countries and publishes individual audited financial statements in each country each year. The accounting records of each of the five Country offices are audited by local auditors who sign off the relevant financial statements. The financial statements from each country together with the UK figures are consolidated into the group financial statements of ADD International. Thus, in total, ADD International publishes six sets of financial statements each year, five audited by local Country auditors and the consolidated accounts audited in the UK.

Part 2 – Terms of Reference: Invitation to tender selection criteria

Scope of Audit:

Commencing with the fiscal year ending 31st December 2018, on an annual basis the Auditor shall perform an examination of the **consolidated** financial statements of the Charity in accordance with International Standards on Auditing. The Auditor will issue an audit opinion and management letter in accordance with the relevant legislation.

They will work closely with staff to review the system of internal financial controls, accounting procedures and processes to ensure these are adequate to meet audit standards. The Auditor will have full access to all relevant documents, underlying accounting records, supporting vouchers, and audited reports from each country. The auditors will also have direct access to country auditors and ADD International key staff members.

In Scope:

Action on Disability and Development (ADD International)

Culture fit:

ADD International is seeking an auditor that understands and sympathises with our purpose, values and vision.

Technical competency and experience in the charity sector:

We are seeking auditors that specialise in the charity sector and have a strong portfolio of international charity clients. We expect our auditors to be aware of and actively leading developments in the sector and advising on best practice.

ADD International welcomes working in partnership with professional advisers and we would expect to benefit from advice in specialist areas. We are particularly interested in advice on charities and reserves.

ADD International welcomes applications from audit firms that demonstrate experience of working with charity organisations with an international presence.

Value for money:

We expect our professional advisers to be proactive in the relationship, sharing experience, knowledge and ideas so that the audit adds value in addition to meeting statutory requirements.

We would like to see a focus on minimising the cost of external audit services to the Charity while at the same time maintaining and enhancing value.

Team competency

The auditor is expected to appoint a suitably skilled and experienced team to carry out the audit programme. Please provide an overview of the audit team structure, and levels of qualification and experience.

The Audit Partner will also be required to meet with the ADD International Finance, Audit and HR Subcommittee where the accounts are submitted for approval, to discuss any management letter issues, and potentially with the board of Trustees.

We expect the Auditor to ensure a level of stability and consistency within the team throughout the term of the working relationship.

Audit Strategy

Your response to this invitation to tender should include an outline of your audit strategy, including how you approach auditing against key risks and where you would focus your substantive testing.

Year End and Audit timetable:

Activity	Tentative dates for 2019
Financial Year End	31 December 2018
On-site audit visit	Early March 2019
Audit Closure meeting	w/c 8 April 2019
Accounts and Audit Report sent to Finance, Audit and HR Subcommittee	19 April 2019
Presentation of Audit Report to the Finance, Audit and HR Subcommittee	24 April 2019 (0930 - 1130)
Board Approval of Trustees Annual Report and Accounts	9 th or 10 th May 2019

Bidders should confirm availability of key staff against the above year end timetable.

Part 3 – Instructions for responding to the invitation to Tender

Introduction:

Please read and understand these instructions before responding, to ensure that your tender meets our requirements. ADD International reserves the right to refuse non-compliant tenders.

Only information provided as a direct response to the specification will be evaluated. Potential suppliers should respond on the basis that ADD International has no prior knowledge of their organisation. Information and detail which forms part of general company literature or promotional brochures etc. will not form part of the evaluation process.

Key Dates

Activity	Date
Issue ITT	5 th December 2018
Closing date for completed tenders	11 th January 2019
Shortlisting	Week of 14 th January 2019
Presentations to evaluation panel	Week of 28 th January 2019
Select supplier, Finalise & Agree contract	6 th February 2019
Period of agreement	Audit of Accounts for year ending 31 st December 2018 and three further years subject to annual review and approval by the Finance, Audit and HR Subcommittee of the Board

Communications

- i) **Completed tenders** must be returned to Adil Shah; adil.shah@add.org.uk
- ii) **Clarification questions** regarding the tender documents or process must be made in writing by email to Adil Shah; adil.shah@add.org.uk

Clarification questions will be responded to within 5 working days. All clarification questions and responses will be anonymised and compiled into a single file and shared with all bidders on a timely basis.

Format for responding

Please provide a written proposal in response to part 2 of this document (terms of reference: invitation to tender selection criteria). Key contact details and company information should be easily identifiable.

The Charity's objectives for this tender process are to secure a high-quality provider of external audit services that can demonstrate a clear understanding of ADD International, whilst achieving excellent value for money.

Your proposal should cover all aspects of the external audit scope and communicate how your organisation will add value to ADD International, such as in relation to an international network,

specific advisory services, or alignment with one or more of our key area of work and delivery activities.

Evaluation process

Compliant bids will be evaluated by a panel made up of a member of the Finance, Audit and HR Subcommittee of the Board, the Chief Executive and the Director of Finance and Operations.

Shortlisted bidders will be invited to present their proposal in full in the form of an interview with the above panel.

Selection

A single provider will be selected for the services.

Unsuccessful bidders will also be notified, and feedback can be provided on request.