Request for Proposal

RFP/TF/NIG/036

Three Year External Audit.

Date of Request for Quotation	05/11/2026
Deadline for Submission of Quotation	Friday 20th November, 2026 by 1300Hrs
Contact Name	Mikah Gado
Contact Email Address	Nigeria.procurement@tearfund.org
Contact Phone Number	+234 8065563327

Proposals should be submitted by email to the named contact above before the date and time specified. Proposals submitted after the deadline may be excluded from the evaluation process.

Please note, any contract formed with a supplier will be based on Tearfund's standard terms and conditions. For more information including an overview of our supplier onboarding and order processes, please visit our Global Suppliers Hub.

- **Purpose of the Audit:**

  The purpose of this project audit is to provide an independent and objective assessment of the financial records of We Matter Too project for the past three years and also review the appropriateness of the accounting procedures and records operations for the accounting period of January 2024 to 31st December 2026. It aims to ensure that funds have been utilised in accordance with the donors and Tearfund agreement and applicable financial regulations while identifying any areas of risk or non-compliance. The audit will support transparency, accountability, and good governance by verifying financial accuracy and providing recommendations for strengthening financial controls where necessary.

Objectives:

The primary objective of an audit under CAMA 2020, is for an appointed auditor to express a professional opinion on the financial position of an organization as contained in the financial statement prepared by the management so the users can have faith in them. Hence the primary objectives of this statutory audit are:

- To examine the accounting books and supporting documents, transactions, and financial records of We Matter Too for the period under audit for accuracy and reliability
- To assess whether Tearfund has complied with relevant laws, regulations and statutory requirements.
- Verify if the financial statements present a true and fair view of the project's financial position

- To detect any form of irregularities, weaknesses, or risks in financial management and provide recommendations for improvement.
- To evaluate the effectiveness or otherwise, of the internal control system of Tearfund Nigeria
- To obtain evidence supporting the existence, ownership, valuation and proper recording of assets and liabilities.

- To communicate audit opinion and relevant findings to the management and the donor

Responsibilities of the Auditors:

The appointed auditor shall have the following responsibilities:

- Planning the Audit: Understanding Tearfund Nigeria operations, internal control system to plan the audit effectively
- Assessing Risk: Identifying arrears where there may be a higher risk of material misstatement in the financial statements
- Evaluating the Internal Controls: Testing the design and effectiveness of Tearfund Nigeria internal control to determine how much reliance can be placed on them
- Verification of accounting records: Check accounting books, invoice, receipts, bank statements and other supporting documents to confirm the accuracy of financial transactions.
- Expression of an audit opinion: Issue an independent audit report stating whether the financial statements present true and fair view
- Ensuring Compliance: Checking to ensure Tearfund Nigeria complied with the relevant laws, regulations and accounting standards.
- Verification of assets and liabilities: Obtain evidence concerning the ownership, valuation and proper recording of the organization assets and liabilities.
- Report weakness and significant findings: Communicate significant audit findings and identifies control deficiencies to management

- Reviewing financial statements, including income and expenditure records.

- **Locations:**

The auditor will spend a significant portion of the audit exercise in Abuja and a visit to Wadata and Gboko in Benue State where the project was implemented.

- **Scope**

- The audit will cover the period from 1st January 2024 to 31st December 2026 and also carry out the exercise taking into consideration all the auditor's responsibilities mentioned above

- ## Deliverables

The auditor will be expected to deliver the following:

- A draft audit report for review and discussion.
- A final audit report detailing findings, conclusions, and recommendations.

- A management letter (matters for governance attention) which shall contain any findings made during the audit of the project. It shall highlight internal control weaknesses and corrective actions required as well as list any measures that have been taken as a result of previous audits and whether such measures have been adequate to deal with reported shortcomings.
- Any other relevant documentation.

Audit Standards

The audit will be conducted in accordance with internationally accepted auditing standards such as:

- International Standards on Auditing (ISA). The auditor shall comply with all ISAs relevant to the audit, ref.ISA200 (Overall objectives of the independent auditor and the conduct of an audit in accordance with international standards on auditing), paragraphs 18 and 20. Of particular relevance is ISA240 (The Auditor's responsibility to consider Fraud and Error in an Audit of Financial Statements), and ISA800 ("Special Considerations audits of single financial statements and specific elements, accounts or items of a financial statement").
- International Public Sector Accounting Standards (IPSAS) (if applicable)
- [Any other donor-specific or national auditing standards]

Auditor Qualifications

The audit shall be carried out by an independent chartered accountant (auditor) and the audit firm must:

- Be a registered, licensed, and reputable audit firm with experience in auditing donor-funded projects.
- Have expertise in international financial reporting and auditing standards.
- Demonstrate knowledge of financial regulations in the UK and Nigeria and donor compliance requirements.
- Assign a qualified lead auditor with a minimum of 7 years of relevant experience

Duration and Timeline

Timeline

The audit should commence on 15th January 2027, with the final report submitted by **25th February 2027**.

Consultancy Activity	Activity Owner
1. Pre audit meeting	15th January 2027
2. Field Work-Abuja Office	19th-22nd Jan 2027
3. Field Visit-Makurdi and Gboko	25th-29th Jan 2027
4. Audit debriefing	February 4th 2027
5. Management account and 1st draft	15th Feb 2027

6. Final report	28th Feb 2027

Reporting and communication

The auditor will report to the Tearfund Country Director and Finance Manager and provide periodic updates. Meetings may be scheduled to discuss preliminary findings before the final report is issued.

All documents required by this RFP must be received in the dedicated email nigeria.procurement@tearfund.org NOT LATER THAN 1300 Hrs (West Africa Time) on November**, 20th, 2026**

Tearfund designee will answer any questions up to 12:00 hrs on Friday 18th November, 2026 in relation to this RFP; hence any request for clarification should be addressed to the procurement team via nigeria.procurement@tearfund.org

Please note that proposal should include all cost including accommodation, feeding, logistics and other related cost during the period of the audit

Please do not hesitate to contact us if you have any questions. We look forward to receiving your proposal.