

**NAME OF THE SPONSOR: ICF Caritas Ukraine**

**PROGRAMME TITLE – EA 03/2022/Ukraine/Emergency Response on the Consequences of Hostilities in Ukraine**

**DURATION: 24/02/2022- 31/12/2022 AUDIT PERIOD: 24/02/2022- 31/12/2022**

# BACKGROUND

Caritas Ukraine is a registered international charitable foundation and a member organization of Caritas Internationalis and Caritas Europa. Caritas Ukraine itself is a network consisting of a national office and over 40 local, independently registered offices throughout the country.

Since 1992, Caritas Ukraine has supported a range of social services for the most vulnerable populations, ensuring home care and palliative care, assistance for children and youth, support for people with special needs, assistance for labor migrants and their families, and, since 2014, emergency relief efforts. In early 2022, most local Caritas organizations reformatted their activities to meet the urgent needs of displaced families fleeing the Russian invasion, as well as vulnerable Ukrainians in frontline areas.

With funding from dozens of Caritas International Member Organizations, Caritas Ukraine and 40 local Caritas organizations implemented a 37-million-euro emergency response between February 24, 2022 and December 31, 2022. Activities including offering evacuation services; equipping and running collective centers; providing in-kind food and hygiene kits, providing protection services in crisis centers and child friend spaces; and support for shelter repairs. Over 2,000 staff supported project implementation across the 40 locations.

# OBJECTIVE

The objectives of this audit are to enable the Auditor to express an opinion on whether:

1. the Financial information and reports (see annex 1) accurately present, in all material respects, the actual expenditure incurred and the revenue received by the Project Holder for the period (February 24, 2022 – December 31, 2022), in conformity with the applicable Contractual Conditions set with donors (if applicable);
2. The incomes and expenses, assets and liabilities are adequately supported by original documentation and have been properly accounted for; for assets declared as used, the inventory systems show proofs of existence at the date of the agreement; the method applied for the conversion of local and foreign currencies into Euro is consistent with standard accounting practices.
3. Adequate and effective internal control system exist.

# AUDIT SCOPE

The audit work shall cover the adequacy of accounting and financial operations, reporting and management as well as accounting procedures (referring to the national law and the international accounting standards).

A verification of mathematical accuracy is expected, in order to ensure that the expenditures described in the financial statements are reconciled with the supporting documents and with the bank statements.

The period covered by the audit is 24/02/2022 date to 31/12/2022.

The budget of the project – 37,6 M EUR. Expenditures of the project – 30,0 M EUR.

The audit will be carried out at the National office of Caritas Ukraine, where all the consolidated documentation of the offices involved in the implementation of the project and necessary for the execution of the audit will be prepared. Address: 04053, 4Б Bulvarno-Kudryavska str., Kyiv, Ukraine.

Contact – Chief Accountant of Caritas Ukraine Yuliia Derkach, [yderkach@caritas.ua,](mailto:yderkach@caritas.ua) t+ 380506572230

# WORK PLAN and DEADLINES

Below are the estimated key dates that comprise the audit engagement.

Start of audit: 20.02.2023 First review: 10.03.2023

Second review: 15.03.2023 Delivery of draft report: 17.03.2023

Delivery of final audit report: 20.03.2023

2 originals and a digital copy of the final audit report will be delivered

The auditors shall provide a draft final report of their findings including an opinion, a management letter and a set of conclusions and recommendations not later than 2 weeks after the end of their work and 20/03/2023 at the latest.

These findings are to be reviewed by the National Caritas Director/Secretary General before the audit report is finalized and submitted.

# VERIFICATION PROCESS AND METHODOLOGY

The audit methodology and the audit techniques to be used are those in accordance with international auditing standards and following the ISA 800 norm.

# REPORTING

The audit report should include the following:

1. Audit method used and the scope of the audit.
2. A statement declaring that all information and documentation needed to complete the audit has been made available as required.
3. Declaration that the required audit standards that have been applied.
4. Distribution and use of the audit report.
5. Formal Opinion.
6. The period covered by the report.
7. Cash flow statement covering the EA implementation period 24/02/2022- 31/12/2022.
8. Statement of receipts and expenditures covering the EA implementation period 24/02/2022 – 31/12/2022.
9. Income table by source of funding
10. The balance at the end of the implementation period.

The auditor should submit a letter to the management at the completion of the audit. The management letter should include recommendations to address any weaknesses identified with regards to financial regularity, the internal control system, adherence to contract conditions (if applicable) and the effective use of financial resources.

The audit report shall be written in English with a copy in Ukrainian.

# ELIGIBILITY OF THE AUDITOR

By agreeing these ToR the Auditor confirms that he/she meets at least one of the following conditions:

1. The Auditor and/or the firm is a member of a national accounting or auditing body or institution, which in turn is member of the International Federation of Accountants (IFAC).
2. The Auditor and/or the firm is a member of a national accounting or auditing body or institution. Although this organization is not member of the IFAC, the Auditor commits him/herself to undertake this engagement in accordance with the IFAC standards and ethics set out in these ToR.
3. The Auditor and/or the firm is registered as a statutory auditor in the public register of a public oversight body in a third country and this register is subject to principles of public oversight as set out in the legislation of the country concerned (this applies to auditors and audit firms based in a third country).

**Annex 1 to the ToR for the Auditors**

**Financial information to be prepared by Caritas Ukraine before the start of the audit**

1. List of Incomes and expenses related to EA 03/2022/Ukraine/ Emergency response on the consequences of hostilities in Ukraine:

Total income listed by donor

Table of transfers & currency conversions Expenses/costs presented by month and by budget line

1. Balance sheet at the end of the period (complete as applicable)
2. Consolidated financial report at the end of the period per 31/12/2022 against the last budget approved
3. List of project staff working on the EA and percentages dedicated to working on the EA - 2,000 staff
4. List of equipment bought through the EA - 2,000 pcs
5. A consolidated table of stock procurement and closing balance on total amount 18 262 064 EUR
6. Bank accounts statements at the beginning 24/02/2022 and to the end of the period 31/12/2022 – 40 bank accounts
7. Monthly bank reconciliations as available
8. Cash flow statement

# Budgeted cost of audit services

250 000 UAH

# SUBMISSION OF PROPOSALS

Interested parties must submit proposals to Caritas, in the format and by the deadline indicated below:

**Date of submission of tenders:** before 14.02.2023

# Place of submission:

mailing list for address

м. Київ, Нова пошта №72 МБФ Карітас України

Марина Воржева, 0503583523

**Person in charge of receiving tenders:** Procurement manager Vorzheva Maryna. e-mail: [mvorzheva@caritas.ua](mailto:mvorzheva@caritas.ua)

**Form of submission:** in writing in a sealed envelope