

## **TERMS OF REFERENCE FOR ISLAMIC RELIEF Worldwide-**

### **SUDAN OFFICE**

## **ANNUAL AUDIT for the Year Ended Dec 31, 2025**

The purpose of these Terms of Reference is set out the basis on which you are to act as auditors to clarify your expected responsibilities.

#### **Objectives of the audit**

The objective of the audit Islamic Relief Worldwide – Sudan Office to express an opinion whether the financial reports prepared are prepared in all material respect, in accordance with an identified financial reporting framework. The phrases used to express the auditor opinion are given a true and fair view or present fairly, in all material respect, which are equivalent terms.

#### **Audit Methodology**

The audit methodology and the audit techniques to be used are those which accord with international auditing standards.

Substantive testing procedures encompassing the following should be applied:

- Inspection of original support documentation;
- Inspection of inventory print-outs and physical inspection of assets and
- (Where necessary) inspection of computer systems.

#### **Expectations/output**

Through the audit exercise, the auditor will give an independent audit opinion as to the truth and fairness of the accounts prepared. Islamic relief management will get, as a byproduct, a management letter which will help the management to improve its efficiency. The audit report will also help to submit a return under any Taxation legislation and deposit the tax.

- 1.1 It is expected that the audit is undertaken in accordance with International Standards on Auditing (ISA's), and in the absence of local charity legalization have regard to the Statement of Recommended Accounting and Reporting by Charities for the time being applicable and published by the Charity Commissioners for England and Wales.
- 1.2 The auditors are expected to undertake the audit in accordance with the highest professional standards which will include tests of transactions, and of the existence, ownership and valuation of assets and liabilities.
- 1.3 Ascertain the accounting system in order to assess its adequacy as a basis for the preparation of financial reports.
- 1.4 Report on any significant weaknesses in, or observations on, the field office's systems.

- 1.5 Undertake an appropriate risk assessment of the field office.
- 1.6 The audit should include site visits to project areas and an assessment of these respective projects.
- 1.7 Where the field office is in undertaking projects funded by institutional donors, the audit should include the verification of the expenditure on the project and the income received for the project, including the existence, ownership of any assets purchased for the project.
- 1.8 A report is required to be sent to Islamic Relief International Headquarters stating whether, in your opinion, the financial statements of the field office, which have been audited by your firm, give a true and fair view of the state of the field office's affairs at the period end, and of its income and application of resources for the period then ended.
- 1.9 The basic fundamentals for prospective auditors are:
  - Credibility
  - Professionalism
  - Independence
  - Quality of service
  - Confidence

## Audit Scope

The audit must involve obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error.

This includes an assessment of: whether the accounting policies are appropriate to the IRW and the charity's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements.

The scope of the audit should also cover the accuracy and completeness of the IRW consolidation schedule

- **Statutory audit** of the CO financial statements under ISA, with management letter and agreed action plan, plus explicit testing of internal controls (including funds remitted from overseas and donor-funded transactions) consistent with our policies.
- **Project/donor audits** on projects funded from the UK, Canada, and Europe (e.g., SIDA/IR Sweden projects), using donor-mandated audit scopes, deadlines, and reporting templates; auditors must confirm readiness to meet amended donor timelines.
- **Component audit coordination** with the IRW group auditor (ISA 600), including access to working papers and financial schedules.

### **1. Legal & organizational aspects**

- Legal positions of Islamic Relief Sudan.
- Adherence to legal requirements & constitution. For example the keeping of minutes
- Right of disposal & decision-making levels.
- Attention paid to taxation laws.
- Adherence to laws of employment including termination benefit entitlement

### **2. Accounting System**

- Detailed bookkeeping.
- Supporting vouchers & other documents, including legal requirements in this regard.
- Income and Expenditure Account
- Balance Sheet.
- The use of all Bank Accounts and the regular reconciliation of bank & cash balances.
- Debtors
- Creditors
- Stock (In Kind Donations)
- Fixed Assets (fixed assets register with special reference to the additions and disposals during the accounting period)

### **3. Management Reporting**

- The auditors are expected to formally report on control weaknesses found during the course of the audit to local country management.
- This audited accounts with the audit opinion and the management letter should be directly sent to

Head of International Finance and Services  
Islamic Relief Worldwide  
19 Rea Street South  
Birmingham B5 6LB  
United Kingdom

- Assessment of the system of internal control & the arrangement of the bank account signatories.
- Businesslike & economic use of the resources.
- Assessment of the accounting system
- Assessment of the management & the administration.
- Adherence to Islamic Relief Financial Guidelines (copy available at Islamic Relief Sudan Office).
- Assessment of compliance with staff contracts – e.g. are staff benefits and entitlements as stated in contract adequately provided for.

#### **4. Audit Opinion**

The opinion on the financial statements should give a true and fair view of the state of the Islamic Relief Sudan's affairs as at 31 December 2025 and of the incoming resources and application of resources, including the countries income and expenditure and cash flows, for the year then ended;

The opinion should also confirm that the financial statements have been properly prepared in accordance with Generally Accepted Accounting Practice.

#### **4. IRW Consolidation**

1. In order to consolidate and compare local country accounts, IRW finance has prepared a consolidation template. Appendix II sets out the template and provides guidance on how this template should be completed.

The IRW consolidation template must be signed by the following to confirm its accuracy and consistency with the audited trail balance:

1. Country Director
2. Country Finance Manager

#### **5. Audit report**

- Audit Opinion in terms of a management letter (such a letter should include recommendations)
- Audit Opinion on the Financial Statements

It is expected that Auditors maintained an open communication approach with the respective Islamic Relief Sudan's Country Finance Manager and Country Director and ensure that there is no surprises at the end of the audit.

#### **Reporting**

The Audited Financial Statements and the Management Letter should be sent as soon as possible on completion to:

**Head of International Finance & Services**  
**Islamic Relief Worldwide**  
**19 Rea Street South**  
**Birmingham B5 6LB**  
**United Kingdom**

A copy should be given to the Islamic Relief Sudan's Country Finance Manager and Country Director and discussed with them before and during as well as on completion of the audit.

## **Requirements for Proposals from prospective auditors**

The prospective auditor is required to submit its understanding about the audit scope, methodology, client resource base and professional fee.

The attached Audit Tender document should be completed and sent to prospective auditors.

## **Audit Tender**

### **1 Introduction**

Islamic Relief's main objective is to promote sustainable social development by co-operating with local communities through relief and development programs. Islamic Relief has implemented a variety of relief and development programs, as well as launching several emergency responses since its inception, this includes; working with IDPs affected by floods and conflict through emergency and Relief programs. In the period to be audited, IR Sudan implemented projects funded by IR Partners, SIDA, DEC, SHF, UNFAO, WHO and WFP.

### **2 Organisational Structure**

Islamic Relief Sudan is headed by a Country Director as the officer-in -charge with support staffs that include Country Finance Manager, Head of Program, Sr. Program Managers, Finance Department, operation Department, HR Department, Security Department and various project teams etc. based at Head office in Port Sudan The organization's area offices are based in different states (Gadaref, Blue Nile, Sennar, Kordofan, Central Darfur, Jazirah, Omdurman), Each area office is headed by the Program Manager/Coordinator who reports directly to the HOP

### **3 Finances**

The last 1 years' accounts are included in the tender pack.

### **4 Auditors**

Amongst the essential qualities Islamic Relief will consider are as follows:

#### ***Technical competency***

- Islamic Relief expects the auditors to have expertise in its area of charitable activity and being able to provide advice in specialist areas such as taxes, Payroll, NGO accounting and risk management.

- Only internationally affiliated audit firms will be accepted for this audit.
- Each proposed firm must provide documented evidence of affiliation with a recognised international network (e.g., membership certificate, global network listing, or formal confirmation from the network HQ) and registration with local authorities. This evidence should accompany the RFP response and engagement letter.

### ***Cultural fit***

Islamic Relief expects the auditors that are appointed to understand and sympathise with the purpose, values and methodology of Islamic Relief.

### ***Expertise and experience in the NGO sector***

Islamic Relief is an International Relief and Development NGO, thus it expects its auditors to have NGO sector specialists within its audit team and an experience and portfolio of clients in the NGO sector.

### ***Value for money***

Islamic Relief expects its appointed auditors to be proactive in the relationship, sharing experience, knowledge and ideas so that the audit adds more value than just meeting statutory requirements.

Islamic Relief expects the audit to be cost competitive and balanced with a quality professional service. Islamic Relief will expect an open and clear approach to audit costs but will be considering overall value for money of the service provided in making its decision.

### ***Partner and manager time***

Islamic Relief expects in the proposal a realistic commitment of partner and manager time and consideration of how you will maintain consistent staffing levels.

### ***Communication***

Islamic Relief places strong emphasis on personal relationship and good communication. We hope that we can develop a free and open two way conversation including such areas as changes in accounting standards, fees, deliverables, timing of audit visits, staffing changes.

### ***Risk based approach***

We are also seeking to appoint auditors that take a risk-based approach to financial audit and have an understanding of risk in a broader context than financial risks.

## **5 Terms of Reference for Auditors**

Refer to attached Terms of Reference.

## 6. The financial and accounting year

Below are key dates in the accounting year for the preparation of accounts and audit reporting, we anticipate a similar pattern to each year in the future.

	Islamic Relief
<b>Financial year end</b>	31st Dec 2025
<b>Draft accounts available for audit</b>	20th Feb 2026
<b>Timing of the audit</b>	20 <sup>th</sup> Feb to 3 <sup>rd</sup> Mar, 2026
<b>Sign off to draft accounts required from auditors</b>	8 <sup>th</sup> Mar 2026
<b>Approval by Trustees</b>	8 <sup>th</sup> Mar, 2026

## 6 The tender proposal

Please provide the following information in the proposal, in the order identified in this section of the tender pack.

### *i) Details of your firm*

Your proposal should:

- Outline your structure, size and capabilities as relevant to us
- Identify your firm's major NGO clients
- Describe your audit philosophy and methods
- Provide two references of other NGO's that are your audit clients that can be taken up as required

### *ii) Staffing*

**Your proposal should identify:**

- The partner and manager who will be assigned to the audit, including details of their relevant experience and qualifications
- The time which the partner and manager identified above will devote to the audit
- How you manage succession planning and staff continuity

### *iii) Audit approach*

**Your proposal should identify how you:**

- Determine audit strategy and undertake audit planning
- Address matters of audit scope and materiality
- Identify and respond to critical audit issues
- Control and co-ordinate the audit process

- Ensure appropriate responsibility for decisions on the audit
- Conduct the reporting arrangements
- Approach the first year of the audit

**iv) Fees**

**Your proposal should include separate estimates of your total audit fees for reporting on:**

- **The NGO accounts**

**A three-year fee schedule based on the document attached as Appendix 1 should be completed and submitted as part of this section of the proposal.**

In addition in your written proposal you should:

- Provide an analysis of hours by grade of staff that will be involved on the audit together with details of your hourly charge out rates
- Indicate the basis of charging expenses
- Provide your proposed billing schedule
- Outline your proposals for setting and agreeing fees in future years

Your proposal should also contain details of other additional relevant services that your firm would propose to provide, but are not a necessary and integral part of the statutory audit, and where appropriate include these in the ‘additional services’ section in the three-year fee schedule.

## **7 Timetable for the tender process**

Below is outlined the timetable for the audit tender process.

	<b>Activity</b>	<b>Deadline</b>
1.	<b>Invitation to tender dispatched</b>	23 <sup>rd</sup> Jan 2026
2.	<b>Tender document received</b>	5 <sup>th</sup> Feb 2026
3.	<b>Selection panel review proposals &amp; shortlist &amp; schedule meeting with qualified bidders (if necessary)</b>	8 <sup>th</sup> Feb 2026
4.	<b>Firms are informed of IR decision</b>	15 <sup>th</sup> Feb 2026



## Appendix 1

As part of your written submission you are asked to submit your proposed fees schedule for the next three years.

Audit review

	<i>Year ended 31 December</i>		
	<b>2025</b>	<b>2026</b>	<b>2027</b>
	USD	USD	USD
<b>Islamic Relief</b>			

Other optional work (eg Taxes, PAYE review – please specify on project by project basis)

	<i>Year ended 31 December</i>		
	<b>2025</b>	<b>2026</b>	<b>2027</b>
	USD	USD	USD
<b>Project A</b>			
<b>Project B</b>			
<b>Project C</b>			

**NB: The fees quoted should include all chargeable time, out of pocket expenses (e.g. travel) and be all-inclusive fee only.**