

## TERMS OF REFERENCE FOR

### HACT FINANCIAL AUDIT Of NGOs for FY 2020 & 2021

#### TABLE OF CONTENTS

Page

INTRODUCTION .....	2
A. Background on SHF Projects .....	3
Background on DCPSF Project: .....	4
B. Project Management.....	4
C. Consultations with concerned parties.....	4
D. Description of Financial Reports (UNDP CDR) to be audited .....	5
E. Audit Services Required .....	7
F. The Audit Report and Management Letter .....	8
ANNEX 1: AUDIT SERVICES REQUIRED .....	12
ANNEX 2: QUALIFICATIONS OF AN AUDITOR.....	14
ANNEX 3: SAMPLE AUDIT REPORT .....	15
ANNEX 4: DEFINITION OF AUDIT OPINIONS .....	22
Annex 5: International Standards on Auditing (ISA) 450 and 710 .....	23
ANNEX 6: Priority of Audit Observations and Recommendations.....	24
ANNEX 7: TEMPLATE FOR AUDITORS TO REVIEW AND SIGN THE UPDATED ACTION PLANS FOR PRIOR YEAR AUDIT OBSERVATIONS AND RECOMMENDATIONS .....	24
ANNEX 8: TEMPLATE FOR AUDIT DATA AND OBSERVATIONS.....	25
ANNEX 9: GUIDANCE OF FORMULATING AUDIT OBSERVATIONS AND RECOMMENDATIONS 27	
ANNEX 10: GUIDANCE ON AUDIT MATERIALITY (ISA 320, 450) .....	29
ANNEX 11: LIST OF PROJECTS TO BE AUDITED .....	31



## INTRODUCTION

Throughout this document the term "implementing partner" is used to refer to the institution designated to manage the project. Where the project is nationally implemented (NIM), this will refer to a government institution. Where the project is NGO executed, this will refer to an NGO. The term "government coordinating authority" refers to the government institution, which is the official UNDP counterpart.

This specimen Terms of Reference (TOR) is intended to provide guidance to UNDP country offices and to the government implementing partners (IPs) (or NGOs) in agreeing to the terms of reference for the audit of projects managed by governments (or NGOs). These audits are under the responsibility of the UNDP country office.

This specimen TOR highlights requirements in the audit services required (Part E and Annex 1) as well as areas to be covered in the audit report and management letter (Part F and Annex 3), as follows:

- Auditors must certify, express an opinion, and quantify the Net Financial Misstatement (NFM) on each of the following:
  - (i) UNDP Statement of Expenses - the Combined Delivery Report (CDR) - for the period 1 January to 31 December 2020
  - (ii) Statement of Cash Position reported by the project as at 31 December 2020
  - (iii) Statement of Assets and Equipment as at 31 December 2020
- Auditors must indicate the risks associated with their findings and provide a categorization by risk:  
High, Medium, or Low.
- Auditors must provide the monetary value of the NFM of the qualification if the audit opinion on the CDR is Qualified, Adverse or Disclaimer.

### Follow-up to resolve Audit Observations

1. The United Nations Board of Auditors (UN BoA) has commented on the NGO/NIM audit results and the cases where they noted a lack of conclusive actions to properly address an audit qualification in the previous year audit and the related NFM. They also commented on the recurrence of the same significant audit issues in the same projects without being duly resolved. This is unacceptable and country offices must ensure adequate and direct action is taken to prevent the same deficiencies from recurring in the future. If further guidance is needed, country offices should contact OAI, Special Assignments Section or the respective OAI Regional Audit Centre.

### A Critical Audit Requirement

2. Following the International Standards on Auditing (ISA 450 and ISA 710), there is a requirement regarding a previous year modified audit opinion.<sup>1</sup> This audit standard requires that auditors, when expressing an opinion on this year's statements, take into account the possible effect of a prior year modified opinion that has not been properly corrected or resolved.

3. Consequently, a previous year modified opinion that has not been properly resolved may cause the auditors to issue a modified opinion in their current year audit report. If proper attention is not paid to this aspect, the risk could be a significant accumulation of unresolved modified opinions from previous years that would lead the UN BoA to issue a modified audit opinion on UNDP financial statements. (Refer to Annex 5)

4. Country offices (COs) must ensure the audit services are adequately covered as specified in the present TOR and CDRs are duly certified by the implementing partners and auditors and signed by UNDP CO management and attached to the audit reports; the same applies for the Statement of Cash Position (cash and bank balances of the project) and Statement of Assets and Equipment. If the project does not hold any assets or equipment or there is no cash at hand or bank account, the auditors must clearly

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<sup>1</sup> A "modified" audit opinion means either a qualified opinion, a disclaimer of opinion or an adverse opinion.



indicate this in the opinion page and certify it.

Annex 1	provides the audit services required and standard scope of audit.
Annex 2	describes the qualifications of an auditor and may help in the process of selecting auditors.  Note: Where the TOR is being supplied to a short list of firms as part of a request for proposals (RFP) and the firms short listed have been pre-qualified, then the list of qualifications would not be needed.
Annex 3	is a sample audit report that needs to be submitted by the auditor (ISA 705, 706). A management letter needs to be attached to the audit report.
Annex 4	provides a definition of audit opinions (ISA 700).
Annex 5	provides guidance on Reporting Prior Year Modified opinion not corrected (ISA 450 and 710).
Annex 6	defines the three risk categories of audit observations and recommendations.
Annex 7	provides a template sample of certified prior year updated action plan (FY2020) that needs to be uploaded in CARDS.
Annex 8	provides a template for audit data and observations for FY2020 audits that auditors need to submit, and the CO copy paste in CARDS the information.
Annex 9	provides guidance on formulating audit observations and recommendations.
Annex 10	provides guidance on Audit Materiality (ISA 320 and 450).
Annex 11	List of projects to be Audited .

## **A. Background on SHF Projects**

The Sudan Humanitarian Fund (SHF) is a pooled funding mechanism established in 2005 for humanitarian activities in Sudan. Under the overall authority of the Humanitarian Coordinator (HC), the SHF is intended to give the HC greater ability to target funds to the most critical humanitarian needs, encourage early donor contributions and enable a rapid response to unforeseen circumstances.

Only humanitarian projects included in the UN and Partners Work Plan for Sudan (the Work Plan) are eligible for SHF funding. The Work Plan outlines the annual strategic and operational plan for the UN and partners' assistance in Sudan and is developed in consultation with national, regional and local authorities. It is divided into seven planning regions and one national program, each covering up to twelve sectors with four cross cutting issues that all sectors are expected to integrate into their programming.

Both the Work Plan and the SHF help advance humanitarian aid reforms as proposed in the Secretary-General's report, *In Larger Freedom* (2005), such as strengthened response capacity, more predictable and timely funding to organizations, strengthened coordination, as well as donors' endorsement of Good Humanitarian Donor ship (GHD) principles.

The SHF is administered by the Multi-Partner Trust Fund Office (MPTF Office) of the United Nations



Development Programme (UNDP) in accordance with its financial regulations and rules.

The UNDP serves as the Administrative Agent (AA) and is responsible for concluding Standard Administrative Arrangement (SAA) with donors and Memorandum of Understanding (MOU) with Participating UN Organizations. It receives, administers and manages contributions from Donors. It disburses these funds to the Participating UN Organizations in accordance with the decisions of the HC. The AA also maintains a Rapid Response Reserve as directed by the HC. Finally, the AA prepares and submits financial reports on the Sudan CHF account to the HC, each donor that has contributed to the SHF, as well as the Advisory Group.

### **Background on DCPSF Project:**

The Darfur Community Peace and Stability Fund (DCPSF) have been established on 24 October 2007 to promote peace building and reconciliation in Darfur through the implementation of community-based recovery and development activities. Under the overall authority of DCPSF Steering Committee, chaired by the UN Resident Coordinator (RC), the DCPSF is a pooled funding mechanism intended to channel funds towards the most critical needs and encourage early donor contributions.

The UN and its partners will apply to this fund to support priority programs and projects promoting peace and stability in Darfur. The scope of the DCPSF will focus on, though is not limited to, the following areas:

- Support Peace Building at the Local Level
- Expansion of Basic Social Service Delivery
- Enhancing Livelihoods of Communities
- Improving Governance and the Rule of Law

Priority programs and projects of the DCPSF will be implemented by a range of organizations such as UN Organizations, the International Organization for Migration (IOM), Non-Governmental Organizations (NGOs) and Civil Society Organizations (CSOs).

The Multi-Partner Trust Fund Office (MPTF Office) of the United Nations Development Programme (UNDP) serves as the Administrative Agent (AA) and is responsible for concluding Standard Administrative Arrangements (SAA) with donors and Memorandums of Understanding (MOU) with Participating UN Organizations. It receives, administers and manages contributions from Donors. It disburses these funds to the Participating UN Organizations in accordance with the decisions of the DCPSF Steering Committee through its Chair. Finally, the AA prepares and submits financial reports and statements on the DCPSF account to the DCPSF Steering Committee and to each donor that has contributed to the DCPSF.

### **B. Project Management**

Contact addresses, physical location address and name of NGOs audit focal points will be provided by the Fund Management Unit in UNDP Sudan Country Office to the Auditor in due course.

### **C. Consultations with concerned parties**

Prior to the start of audit work, the Audit Firm will be required to consult and agree with the UNDP Country Office Fund Management Unit (FMU) and the NGOs on the planning of field work. Further, upon completion of the draft audit reports and management letters, the auditor will be required to meet with the UNDP country office representatives from Oversight and Support division, Operation Division and Fund Management Unit to debrief them on the major findings from the audit and its recommendations for future improvements as well as to seek their feedback thereon.



## D. Description of Financial Reports (UNDP CDR) to be audited

The Fund Management Unit will provide the Financial Statements, including the Statement of Cash Position and the Statement of Assets and Equipment purchased by SHF/DCPSF fund, with year-end inventory listing.

### Description of the Combined Delivery Report and Supporting Schedules

The report to be audited is referred to as the Combined Delivery Report (CDR). This report is prepared by UNDP, using an in-house accounting software package called ATLAS. The CDR serves as the official financial statement that must be certified by the auditors. Project financial statements, if certified, **must reconcile to the expenses appearing in the CDR and must be attached to the audit report.** As described in more detail below, the CDR combines expenses from three disbursement sources for a calendar year. Refer to the section below on changes to the CDR since the adoption of the International Public Sector Accounting Standards (IPSAS) by UNDP effective 1 January 2012. The three disbursement sources include:

#### 1. *Implementing partner (either Government or NGO)*

UNDP procedures require that where funds are advanced to the executing agency, the agency must submit to the UNDP country office, on a quarterly basis, a financial report including: (1) the status of the advance; (2) a list of the disbursements made since the previous financial report; and (3) a request for a new advance. The UNDP country office enters the disbursements in ATLAS through the year as the financial reports are received. These implementing partner disbursements are recorded in the *Government* expenses column in the CDR.

#### 2. *UNDP (country office, headquarters and other country offices)*

Disbursements made by UNDP from its own bank accounts are entered in ATLAS by the UNDP country office. These UNDP disbursements are recorded in the *UNDP* expense column in the CDR. These disbursements may be classified as either *direct payments* or *UNDP support services*. This distinction, while very important for audit purposes, is not apparent from the CDR and can only be provided by the UNDP country office as a supporting schedule. A brief description of each category is provided below.

- a) **Direct Payments** - This is where the implementing partner is responsible for the expenses but requested UNDP to effect payment to the vendor/consultant on its behalf. The implementing partner is accountable for the disbursement and maintains all supporting documentation. UNDP simply effects payments on the basis of properly authorized requests and gives the implementing partner a copy of the related disbursement voucher as evidence that payment was made.
- b) **UNDP Support Services** - This is where the government and UNDP have agreed that UNDP will provide support services to the project and signed a Letter of Agreement. These support services must be described in the Letter of Agreement (LOA). UNDP is fully responsible and accountable for these expenses and, accordingly, maintains all supporting documentation for the disbursement. These expenses are outside the scope of audit and, therefore, will not be reviewed by the auditors. This scope limitation should not be used as a reason for issuing a qualified audit opinion on the CDR. Where there is no signed Letter of Agreement for UNDP Support Services or a Country Programme Action Plan (CPAP) with the respective clauses of the LOA for UNDP Support Services, the audit should also cover the UNDP expenses under CO support. The CO must include this information in the TOR/contract for the auditors.



### 3. UN agencies

The UN agency reports its expenses to UNDP and to the government. The UNDP country office enters the expenses in ATLAS. These UN agency expenses are recorded in the UN agencies expense column in the CDR. Note: Any expenses under this column are outside the auditors' scope of audit. UN entities are audited under their own audit arrangement, following the 'Single Audit' principle and are not covered by UNDP's audit regime.

At the end of the year, after receiving the fourth quarter financial report from the implementing partner and the year-end expense report from the UN agency, UNDP prepares the CDR and submits it to the implementing partner for signature. UNDP will provide the auditor with the signed CDR together with the following supporting documentation.

1. The quarterly financial reports submitted by the implementing partner.
2. A list of the direct payments processed by UNDP at the request of the implementing partner.
3. A list of the disbursement made by UNDP as part of support services provided to the implementing partner.

**Note:** With the adoption of the International Public Sector Accounting Standards (IPSAS) by UNDP effective 1 January 2012, the CDR is now prepared in two sections; the first section containing the total expense information as explained above (by Implementing Partner, UNDP and UN Agencies) and the second section showing the following information:

- Outstanding NEX advances
- Un-depreciated Fixed Assets
- Inventory
- Prepayments
- Commitments

In addition to the verification of the total project expense reflected in the CDR, the auditors will now be responsible for validating certain areas of the information appearing in the Funds Control section of the CDR as shown above.

Outstanding NEX advances – If there is an amount appearing under this category, the auditors should reconcile it to the cash at hand at the project level. In principle, this amount should represent the balance of any advances transferred to the implementing partner minus the total expenses reported in the quarterly financial reports submitted by the implementing partner to UNDP.

Un-depreciated Fixed Assets – There could be cases where fixed assets that belong to or are used by the project are under UNDP's control (i.e. in situations where UNDP is providing support services to the project and there is no signed Letter of Agreement, as an example). If there is an amount appearing on the CDR under this category, the auditors should investigate and determine that these assets are project related or not and, if project related, should perform the same audit procedures to validate the assets as those undertaken for the certification of the Statement of Assets and Equipment. Please refer to the Programme and Operations Policies and Procedures (POPP) section on "Administrative Services/Asset Management/Property Plan and Equipment/Furniture and Equipment Acquisition and Maintenance" for information regarding the custody/control/ownership of assets.



Inventory – Similar to the case of Un-depreciated Fixed Assets, there may be situations where certain items of inventory that were acquired for the project are temporarily under UNDP's control/custody. If there is an amount under this category, the auditors should determine the nature of the inventory and whether or not it is intended for the project. If it is determined that the inventory is project related, then the same audit procedures for the certification of the Statement of Assets and Equipment should be applied. Please refer to the aforementioned section of the POPP on asset management as well as the section on "Financial Resources/Inventory Management" for additional guidance as necessary.

Prepayments – The auditors should validate any amount appearing under this category, i.e. determine what it represents and if it is in any way project related.

Commitments – Any amounts appearing under this category would be provided for informational purposes only and, therefore, the auditors would not be required to undertake any audit procedures related to the verification or validation of same.

## **E. Audit Services Required**

The scope of the audit services required should be sufficiently clear to properly define what is expected of the auditor but not in any way that restricts the audit procedures or techniques the auditor may wish to use to form an opinion. It should specify at least the following:

- A definition of the entity or the portion of an entity that is subject to audit. This will normally be the project office whether located within a government department or in a separate location.
- That the audit will be carried out in accordance with either ISA<sup>2</sup> or INTOSAI<sup>3</sup> auditing standards.
- That the audit period is 1 January to 31 December of the year 2020. In addition to any pending prior year(s) if requested by UNDP
- That the scope of the audit is limited to the implementing partner expenses, which are defined as including: (1) all disbursements listed in the quarterly financial reports submitted by the implementing partner; and (2) the direct payments processed by UNDP at the request of the implementing partner.
- That the auditor is required to verify the mathematical accuracy of the CDR by ensuring that the expenses described in the supporting documentation (the quarterly financial reports, the list of direct payments processed by UNDP at the request of the government) are reconciled to the expenses, by disbursing source, in the CDR.
- That the auditor is required to state in the audit report the amount of expenses excluded from the scope of the audit because they were made by UNDP as part of direct support services and the amount of total expenses excluded because they were made by a UN agency. This scope limitation is not a valid reason for the auditors to issue a qualified audit opinion on the CDR.
- That the auditor is required to state in the audit report if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed.
- That the auditor is required to express an opinion as to the overall financial situation of the project for the period 1 January to 31 December 2020 and will certify:
  1. The Statement of Expenses (CDR) for the period from 1 January to 31 December 2020;
  2. The Statement of Cash Position (cash and bank balances of the project) reported by the project as at 31 December 2020; and

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<sup>2</sup> International Standards on Auditing (ISA) published by the International Auditing and Assurance Standards Board of the International Federation of Accountants

<sup>3</sup> International Organization of Supreme Audit Institutions



3. The Statement of Assets and Equipment held by the project as at 31 December 2020.

- That the auditor is required to, as applicable, report in monetary value, the net financial impact of any modified audit opinion (modified opinions can be qualified, adverse, or disclaimer) on the Statement of Expenses (CDR) where applicable. This should also include prior year non resolved NFI.
- That the auditor/audit firm is required to submit all draft audit report by 10<sup>st</sup> of March 2021 and all final signed audit report with signed UNDP statements by 30<sup>th</sup> of March 2021

**Note:** Audit opinions must be one of the following: (a) unmodified, (b) qualified, (c) adverse, or (d) disclaimer. If the audit opinion is other than “unmodified”, the audit report **must** describe both the nature and amount of the possible effects on the financial statements.

The report should also make a reference to the section of the management letter with regard to the related audit observation number and the action taken or planned to be taken to address and conclusively correct the issues underlying the qualification. A definition of audit opinions is provided in Annex 4.

## F. The Audit Report and Management Letter

### Audit Report – VERY IMPORTANT

The audit report should clearly indicate the auditor’s opinion (Refer to Annex 3 for a sample Audit Report). This would include at least the following:

- That it is a special purpose and confidential report
- The audit standards that were applied (ISAs, or national standards that comply with one of the ISAs in all material respects)
- The period covered by the audit opinion
- The amount of expenses audited
- The amount of the net financial misstatement of the modified audit opinion on the CDR, if modified
- The reason(s) resulting in the issuance of a modified audit opinion, qualified, adverse or disclaimer of opinion (the reason(s) must be also included in the management letter as an audit observation(s))
- The scope limitation (description and value) for those transactions that are the responsibility of UNDP (as part of direct CO support services to NIM) or a UN agency. Important to note: Such scope limitation should not be reason for a qualified audit opinion as such transactions would be, in general, excluded from the audit scope
- Whether the UNDP CDR - for the period from 1 January to 31 December 2020 is adequately and fairly presented and whether the disbursements are made in accordance with the purpose for which funds have been allocated to the project.

- (a) A Financial Audit to express an opinion on the project’s financial statements that includes:
- Expression of an opinion on whether the statement of expenses presents fairly the expense incurred by the project over a specified period in accordance with agreed upon accounting policies and that the expenses incurred were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant regulations and rules, policies and procedures of the Government or UNDP; and (iv) supported by properly approved vouchers and other



supporting documents. The CDR is the mandatory and official statement of expenses to be certified. Other forms of statement of expenses that may be prepared by a project office are not accepted.

- Whether the result of the prior year's audits resulting in modified audit opinions on the CDR had conclusive actions to properly address an audit qualification in the previous year audit and the related NFI. If there is a lack of conclusive actions, the auditors must take into account the possible effect of a prior year modified opinion that has not been properly corrected or resolved.

**Note:** Consequently, a previous year modified opinion that has not been properly resolved may cause the auditors to issue a modified opinion in their current year audit report. If proper attention is not paid to this aspect, the risk could be a significant accumulation of unresolved modified opinions from previous years.

- Expression of an opinion on the value and existence of the project's statement of assets and equipment as at a given date. This statement must include all assets and equipment available as at **31 December 2020**, and not only those purchased in a given period. Where a project does not have any assets or equipment, it will not be necessary to express such an opinion; however, this should be disclosed in the audit report.
- Express an opinion on the value and existence of the cash held by the project as at a given date, i.e. **31 December 2020**. The Audit Firm is required to express an opinion on the Statement of Cash Position where a dedicated bank account for the project has been established and/or the project holds petty cash. Where the project does not hold any cash, this should be disclosed in the audit report.

The Financial Audit will be conducted in accordance with International Standards on Auditing (ISA).

- (b) An audit to assess and express an opinion on the project's internal controls and systems.

The deliverable will be an audit report similar to a long form management letter that covers the internal control weaknesses identified and the audit recommendations to address them.

The management letter should be attached to the audit report and cover the following topics/issues:

- A general review of a project's progress and timeliness in relation to progress milestones and the planned completion date, both of which should be stated in the project document or Annual Work Plan (AWP). This is not intended to address whether there has been compliance with specific covenants relating to specific performance criteria or outputs. However, general compliance with broad covenants such as implementing the project with economy and efficiency might be commented upon but not with the legal force of an audit opinion.
- An assessment of a project's internal control system with equal emphasis on: (i) the effectiveness of the system in providing the project management with useful and timely information for the proper management of the project; and (ii) the general effectiveness of the internal control system in protecting the assets and resources of the project.
- A description of any specific internal control weaknesses noted in the financial management of the project and the audit procedures followed to address or compensate for the weaknesses. Recommendations to resolve/eliminate the internal control



weaknesses noted should be included.

The audit of internal controls and systems will be conducted in accordance with the International Standards on Auditing (ISA).

The management letter should also include the following:

- Audit observations/recommendations (guidelines in Annex 9)
- The categorization of audit observations by risk severity: High, Medium, or Low. Definitions of these categories are given in Annex 6.
- Management comments/response to audit observations and recommendations (project management and/or UNDP, as applicable).
- Indication of observations that affect the audit opinion (when qualified, adverse or disclaimer of opinion is given).

More detailed guidance for the above general categories is provided below.

### **Review of project progress**

As part of the general review of project progress, specific steps could include the following:

- Review annual and quarterly work plans, quarterly and annual financial reports, and requests for direct payments and assess in terms of their timeliness and their compliance with the project document or the AWP, and the UNDP Programme Operations Policies and Procedures (POPP) on Results Management.
- Review the annual project report prepared by the implementing partner and assess in terms of compliance with UNDP guidelines and whether the implementing partner met its responsibilities for monitoring described in the project document or AWP.
- Review whether the decisions and/or recommendations of the above activities have been followed through by the implementing partner.
- Review the pace of project progress and comment on the causes for delays.
- Comment on whether implementation services of the UN Agency were provided in line with the project document or AWP.

### **Assessment of internal control**

The auditor is required to conduct a general assessment of internal controls according to established internal control standards. An example of established internal control standards and further information is available on the INTOSAI site [www.intosai.org](http://www.intosai.org) (*Guidelines for Internal Control Standards*). The INTOSAI standards are intended for use by government managers as a framework to establish effective internal control structures.

In addition to the above general assessment, additional specific steps should include the following:

- Review the expenses made by the implementing partner and assess whether they are in accordance with the project document, AWP and budgets; and are in compliance with the UNDP POPP on Results and Accountability.
- Review the process for procurement/contracting activities and assess whether it was transparent and competitive.



- Review the use, control and disposal of non-expendable equipment and assess whether it is in compliance with UNDP POPP on Results and Accountability; and also whether the equipment procured met the identified needs and whether its use was in line with intended purposes.
- Review the process for recruiting project personnel and consultants and assess whether it was transparent and competitive.
- Review the implementing partner accounting records and assess their adequacy for maintaining accurate and complete records of receipts and disbursements of cash; and for supporting the preparation of the quarterly financial report.
- Review the records of requests for direct payments and ensure that they were signed by authorized government officials.

### **Recommendations for improvement**

Recommendations should be directed to a specific entity so there is no confusion regarding who is responsible for implementation. The response of the entity should be included in the management letter, immediately following the recommendation.

Also, the auditor may wish to comment on “good practices” (if any) that were developed by the implementing partner that should be shared with other project personnel.

### **Available Facilities and Right of Access**

The auditor would have full and complete access at any time to all records and documents (including books of account, legal agreements, minutes of committee meetings, bank records, invoices and contracts, etc.) and all employees of the entity. The auditor should be advised that he/she has a right of access to banks, consultants, contractors and other persons or firms engaged by the project management. If an auditor may not have unrestricted access to any records, person or location during the course of the audit, this restriction should be clearly defined, with reasons, in the TOR.



## ANNEX 1: AUDIT SERVICES REQUIRED

The scope of audit services shall be in accordance with International Standards on Auditing (ISA) and cover the overall management of the project's implementation, monitoring and supervision. The audit work should include the review of work plans, progress reports, project resources, project budgets, project expenses, project delivery, recruitment, operational and financial closing of projects (if applicable) and disposal or transfer of assets. To this effect, the scope of the audit shall cover the following areas as they are performed at the level of the project:

### Human resources

The audit work shall cover the competitiveness, transparency and effectiveness of the recruitment and hiring of personnel and include performance appraisal, attendance control, calculation of salaries and entitlements, payroll preparation and payment, and management of personnel records.

### Finance

The audit work shall cover the adequacy of the accounting and financial operations and reporting systems. These include budget control, cash management, certification and approving authority, receipt of funds, and disbursement of funds, recording of all financial transactions in expense reports, records maintenance and control.

### Procurement

The audit work shall cover the competitiveness, transparency and effectiveness of the procurement activities of the project in order to ensure that the equipment and services purchased meet the requirement of either the government (or NGO) or UNDP and include the following:

- As applicable, delegations of authorities, procurement thresholds, call for bids and proposals, evaluation of bids and proposals and approval/signature of contracts and purchase orders
- Receiving and inspection procedures to determine the conformity of equipment with the agreed specifications and, when applicable, the use of independent experts to inspect the delivery of highly technical and expensive equipment
- Evaluation of the procedures established to mitigate the risk of purchasing equipment that do not meet specifications or is later proven to be defective
- Management and control over the variation orders

The audit work in the area of procurement shall also cover the use of consulting firms and the adequacy of procedures to obtain fully qualified and experienced personnel and assessment of their work before final payment is made.

### Asset Management

The audit work shall cover equipment (typically vehicles and office equipment) purchased for use of the project. The procedures for receipt, storage, and disposal shall also be reviewed.

### Cash Management

The audit work shall cover all cash funds held by the project and review procedures for safeguarding of cash.

### General Administration

The audit work shall cover travel activities, vehicle management, shipping services, office premises and lease management, office communications and IT systems, and records maintenance.

**Note:** The above scope shall cover those transactions performed at the level of the project to include direct payments made by the UNDP country office at the request of the project.



### Scope Limitation

Transactions/actions that are performed by the UNDP office at the request and on behalf of the project (i.e. UNDP direct support services to NIM) where there is a signed Letter of Agreement (LOA) are **not** to be included in the audit scope.

**Important note:** Such scope limitation should not be a reason for issuing a modified audit opinion by the auditors. Please refer to Section D.



## ANNEX 2: QUALIFICATIONS OF AN AUDITOR

1. The auditors will be engaged through an Audit firm contracted by UNDP through the competitive bidding exercise. The firm must have registration Certificate and previous auditing experience of minimum of 12 years. The selected firm is required to provide an Audit Manager (Audit Principal); an Audit Team Leader and Auditors to conduct the auditing under the scope of this ToR. Audit Manager is the main contact point in Auditing firm concerning the overall management of audit work as well as management of the contract with UNDP. Below are the minimum required qualifications for each category of expert required:

<b>Audit Staff Category</b>	<b>Education Qualification</b>	<b>Years of Experience in Auditing International or bilateral organizations</b>
<b>Audit Manager</b>	Chartered Accountancy (CA) from the recognized University; MBA is preferable but not a requirement	Minimum 10 years of experience in managing the works of Auditors involved in auditing of multi-national or international organizations applying ISA or INTOSAI Audit standards
<b>Audit Team Leader</b>	Chartered Accountancy (CA) from the recognized University	Minimum 10 year of work experience as Team Leader of the Field Audit Team conducting the Audit of 5 different clients at a time. Hands on experience to apply ISA or INTOSAI Audit standards
<b>Auditors (Field Work)</b>	Chartered Accountancy (CA) from the recognized University	Minimum 7 years of experience as Field Auditors conducting the Audit of an international organization or multi-national organizations, capable of applying ISA or INTOSAI Audit standards. Previous work experience in Sudan would be an added advantage.

2. The auditor should be experienced in applying either ISA or INTOSAI audit standards, whichever is applicable for the audit. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience with ISA or INTOSAI standards, including experience in auditing the accounts of entities comparable in size and complexity to the entity being audited.
3. Curriculum vitae (CVs) should be provided to the client by the principal of the firm of auditors who would be responsible for signing the opinion, together with the CVs of managers, supervisors and key personnel proposed as part of the audit team. It would be appropriate to indicate required/minimum professional qualifications necessary for the senior auditors/principals responsible for the audit. CVs should include details on audits carried out by the applicable staff, including on-going assignments indicating capability and capacity to undertake the audit.



## ANNEX 3: SAMPLE AUDIT REPORT

### **Independent Auditor's report to:**

***The National Project Director and  
The Resident Representative***

#### **I. Sample Independent Auditor's Report on Statement of Expenses (UNDP CDR)**

REPORT OF THE INDEPENDENT AUDITORS TO UNDP [insert project name] (Refer to ISA 700)

We have audited the accompanying Statement of Expenses ("the statement") of the project [insert project and project number(s)], [insert official title of project] for the period [insert period covered].

#### **Opinion**

##### **Clean Opinion:** Option 1: (Unmodified)

In our opinion, the attached statement of expenses presents fairly, in all material respects, the expense of [insert amount in US\$] incurred by the project [insert official title of project] for the period [insert period covered] in accordance with agreed upon accounting policies [if needed add - and the note to the statement] and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant UNDP regulations and rules, policies and procedures; and (iv) supported by properly approved vouchers and other supporting documents.

##### **Modified Opinions** (Refer to ISA 705)

##### Option 2: (Qualified opinion)

In our opinion, except for the effects of the matter described in the Basis for opinion section of our report, the attached statement of expenses presents fairly in all material respects the expenses of [insert amount in US\$] incurred by the project [insert official title of project] for the period [insert period covered] in accordance with agreed upon accounting policies [if needed add: and the note to the statement] and were: (i) in conformity with the approved project budgets; (ii) for the approved purposes of the project; (iii) in compliance with the relevant UNDP regulations and rules, policies and procedures; and (iv) supported by properly approved vouchers and other supporting documents.

##### Option 3: (Adverse opinion)

In our opinion, based on the significance of the matter discussed in the Basis for opinion section of our report, the statement of expenses do not present fairly the expenses of [insert amount in US\$] incurred by the project [insert official title of project] for the period from [insert period covered].

##### Option 4: (Disclaimer of opinion)

We do not express an opinion on the accompanying statement of expenses. Because of the significance of the matter described in the Basis for opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the statement of expenses of [insert amount in US\$] incurred by the project [insert official title of project] and audited by us for the period from [insert period covered].



## **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the auditor's responsibilities for the audit of the statement of expenses section of our report. We are independent of UNDP in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*[Add here a description of the basis for the qualified, adverse or disclaimer opinion]*

## **Management responsibilities**

Management is responsible for the preparation and fair presentation of the statement for <name/title> project and for such internal control as management determines is necessary to enable the preparation of a statement that is free from material misstatement, whether due to fraud or error.

## **Auditor's responsibilities**

Our objectives are to obtain reasonable assurance about whether the statement of expenses is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these documents.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of expenses, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## **Emphasis of Matter** *[if applicable (Refer to ISA 706)]*

We draw attention to Note [X] to the accompanying statement of expenses which describes the uncertainty related to the (insert the issue). Our opinion is not qualified in respect of this matter.

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Auditor's Name and Signature

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Date of the auditor's report

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Auditor's address



## **II. Sample Independent Auditor's Opinion on Statement of Assets and Equipment** (Refer to ISA 700)

We have audited the accompanying statement of assets and equipment ("the statement") of the project number [insert project and project number(s)], [insert official title of project] as at [insert date].

### **Opinion**

#### **Clean Opinion:** Option 1: (Unmodified)

In our opinion, the accompanying statement of assets and equipment presents fairly, in all material respects, the assets and equipment status of the project [insert official title of project] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement].

#### **Modified Opinions** (Refer to ISA 705)

##### Option 2: (Qualified opinion)

In our opinion, except for the effects of the matter described in the Basis for opinion section of our report, the accompanying statement of assets and equipment presents fairly, in all material respects, the balance of inventory of the project [insert official title of project] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement].

##### Option 3: (Adverse opinion)

In our opinion, because of the significance of the matter discussed in the Basis for opinion section of our report, the accompanying statement of assets and equipment does not present fairly the assets status of the project [insert official title of the project] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement].

##### Option 4: (Disclaimer of opinion)

We do not express an opinion on the accompanying statement assets and equipment. Because of the significance of the matter described in the Basis for opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the statement of assets and equipment amounting to [insert amount in US\$] as at xxxx [insert date].

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the auditor's responsibilities for the audit of the statement of assets and equipment. We are independent of UNDP in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*[Add here a description of the basis for the qualified, adverse or disclaimer opinion]*

### **Management responsibilities**

Management is responsible for the preparation of the statement of assets and equipment of the project, and for such internal control as management determines is necessary to enable the preparation of a statement of assets and equipment that is free from material misstatement, whether due to fraud or error.



### **Auditor's responsibilities for the audit**

Our objectives are to obtain reasonable assurance about whether the statement of assets and equipment is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these documents.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of assets and equipment, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### **Emphasis of Matter** *[if applicable (Refer to ISA 706)]*

We draw attention to Note [X] to the accompanying statement of expenses which describes the uncertainty related to the (insert the issue). Our opinion is not qualified in respect of this matter.

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Auditor's Name and Signature

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Date of the auditor's report

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Auditor's address



**III. Sample Independent Auditor's Report on Statement of Cash Position** (Statement of Cash Position is required only if there is separate bank account for each of the projects and/or petty cash) (Refer to ISA 700)

We have audited the accompanying statement of cash position ("the statement") of the project number [insert project and project number(s)], [insert official title of project] as at XXX.

### **Opinion**

**Clean Opinion:** Option 1: (Unmodified)

In our opinion, the accompanying statement of cash position presents fairly, in all material respects, the cash and bank balance of the project [insert official title of project] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement.

**Modified Opinions** (*Refer to ISA 705*)

Option 2: (Qualified opinion)

In our opinion, except for the effects of the matter described in the Basis for opinion section of our report, the accompanying statement of cash position presents fairly, in all material respects, the cash and bank balance of the project [insert official title of project] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement.

Option 3: (Adverse opinion)

In our opinion, because of the significance of the matter discussed in the Basis for opinion section of our report, the accompanying statement of cash position does not present fairly the cash and bank balance of the project [insert official title of project] amounting to [insert amount in US\$] as at xxxx [insert date] in accordance with agreed upon accounting policies [if needed add: set out in the note to the statement.

*Option 4: (Disclaimer of opinion)*

We do not express an opinion on the accompanying statement of cash position. Because of the significance of the matter described in the Basis for opinion section of our report, we have not been able to obtain sufficient appropriate audit evidence to provide a basis for an audit opinion on the statement of cash position amounting to [insert amount in US\$] as at xxxx [insert date].

### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those provisions and standards are further described in the auditor's responsibilities for the audit of the statement of cash position section of our report. We are independent of UNDP in accordance with the International Ethics Standards Board of Accountants' Code of Ethics for Professional Accountants (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with this code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*[Add here a description of the basis for the qualified, adverse or disclaimer opinion]*

### **Management responsibilities**

Management is responsible for the preparation of the statement of cash position of the project, and for such internal control as management determines is necessary to enable the preparation of a statement of cash position that is free from material misstatement, whether due to fraud or error.



## Auditor's responsibilities

Our objectives are to obtain reasonable assurance about whether the statement of cash position is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these documents.

As part of an audit in accordance with ISAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the statement of cash position, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## **Emphasis of Matter** *[if applicable (Refer to ISA 706)]*

We draw attention to Note X to the statement of cash position which describes the uncertainty related to the (insert the issue). Our opinion is not qualified in respect of this matter.

\_\_\_\_\_  
Auditor's Name and Signature

\_\_\_\_\_  
Date of the auditor's report

\_\_\_\_\_  
Auditor's address

Date of issuance: \_\_\_\_\_

AUDITOR'S NAME (Please print): \_\_\_\_\_

AUDITOR'S SIGNATURE: \_\_\_\_\_

STAMP AND SEAL OF AUDIT FIRM: \_\_\_\_\_



AUDIT FIRM ADDRESS: \_\_\_\_\_

AUDIT FIRM TEL. NO. \_\_\_\_\_

**Note:** Audit opinions must be one of the following: (a) unmodified, (b) qualified, (c) adverse, or (d) disclaimer. If the audit opinion is other than “unmodified” the audit report must describe both the nature and amount of the possible effects on the UNDP financial statement (CDR) (Amount of qualification). A definition of audit opinions is provided in Annex 4.



## ANNEX 4: DEFINITION OF AUDIT OPINIONS

### **Unmodified (Clean) Opinion (ISA<sup>4</sup> 700)**

An unmodified opinion should be expressed when the auditor concludes that the financial statements give a true and fair view (or are presented fairly, in all material respects) in accordance with the applicable financial reporting framework.

An unmodified opinion indicates implicitly that any changes in accounting policies or in the method of their application, and the effects thereof, have been properly determined and disclosed in the financial statements.

### **Emphasis of Matter (ISA 706)**

If the auditor considers it necessary to draw users' attention to a matter presented or disclosed in the financial statements that, in the auditor's judgment, is of such importance that it is fundamental to users' understanding of the financial statements, the auditor shall include an Emphasis of Matter paragraph in the auditor's report provided the auditor has obtained sufficient appropriate audit evidence that the matter is not materially misstated in the financial statements. Such a paragraph shall refer only to information presented or disclosed in the financial statements.

An emphasis of matter is not considered a modified opinion.

### **Qualified Opinion (ISA 705)**

The auditor expresses a qualified opinion when:

- (a) The auditor, having obtained sufficient appropriate audit evidence, concludes that misstatements, individually or in the aggregate, are material, but not pervasive, to the financial statements; or
- (b) The auditor is unable to obtain sufficient appropriate audit evidence on which to base the opinion, but the auditor concludes that the possible effects on the financial statements of undetected misstatements, if any, could be material but not pervasive.

### **Disclaimer of opinion (ISA 705)**

The auditor disclaims an opinion when the auditor is unable to obtain sufficient appropriate audit evidence on which to base the opinion, and the auditor concludes that the possible effects on the financial statements of undetected misstatements, if any, could be both material and pervasive.

The auditor shall disclaim an opinion when, in extremely rare circumstances involving multiple uncertainties, the auditor concludes that, notwithstanding having obtained sufficient appropriate audit evidence regarding each of the individual uncertainties, it is not possible to form an opinion on the financial statements due to the potential interaction of the uncertainties and their possible cumulative effect on the financial statements.

### **Adverse Opinion (ISA 705)**

The auditor shall express an adverse opinion when, having obtained sufficient appropriate audit evidence, s/he concludes that misstatements, individually or in the aggregate, are both material and pervasive to the financial statements.

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<sup>4</sup> ISA = International Standards on Auditing



## **Annex 5: International Standards on Auditing (ISA) 450 and 710**

### **Guidance on Reporting Prior Year Modified opinion not properly corrected or resolved**

Following the International Standards on Auditing (ISA) 450 and ISA 710 that came into effect on December 2010 there is a requirement regarding a previous year modified audit opinion<sup>5</sup> This audit standard requires that auditors, when expressing an opinion on this year's statements, to take into account the possible effect of a prior year modified opinion that has not been properly corrected or resolved.

Consequently, a previous year modified opinion that has not been properly resolved may cause the auditors to issue a modified opinion in their current year audit report. If proper attention is not paid to this aspect, the risk could be a significant accumulation of unresolved modified opinions from previous years that would lead the UN BoA to issue a modified audit opinion on UNDP financial statements.

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<sup>5</sup> A "modified" audit opinion means either a qualified opinion, a disclaimer of opinion or an adverse opinion.



## ANNEX 6: Priority of Audit Observations and Recommendations

<b>High</b>	Prompt action is required to ensure that UNDP is not exposed to high risks, i.e. failure to take action could result in major negative consequences and issues.
<b>Medium</b>	Action is required to ensure that UNDP is not exposed to risks that are considered moderate. Failure to take action could contribute to negative consequences for UNDP.
<b>Low</b>	Action is desirable and should result in enhanced control or better value for money.



**ANNEX 7      TEMPLATE FOR AUDITORS TO REVIEW AND SIGN THE UPDATED ACTION PLANS FOR PRIOR YEAR AUDIT OBSERVATIONS  
AND RECOMMENDATIONS**

Award no.:		Output No.:		Opinion Type:								
Obs No	Observation	Recommendation	Audit Area	Risk Severity	Proj/CO Mngt Comments	Action(s) Planned	Target Impl. Date	Action Unit	Person Responsible for Action	Updated Status	Actual Impl. Date	Description of Status Update
Award no.:		Output No.:		Opinion Type:								
Obs No	Observation	Recommendation	Audit Area	Risk Severity	Proj/CO Mngt Comments	Action(s) Planned	Target Impl. Date	Action Unit	Person Responsible for Action	Updated Status	Actual Impl. Date	Description of Status Update
Award no.:		Output No.:		Opinion Type:								
Obs No	Observation	Recommendation	Audit Area	Risk Severity	Proj/CO Mngt Comments	Action(s) Planned	Target Impl. Date	Action Unit	Person Responsible for Action	Updated Status	Actual Impl. Date	Description of Status Update

**Implementing Partner (IP)**

Signature of IP Official: \_\_\_\_\_

Name and title (print): \_\_\_\_\_

Date: \_\_\_\_\_

**UNDP Country Office**

Signature of UNDP Official: \_\_\_\_\_

Name and title (print): \_\_\_\_\_

Date: \_\_\_\_\_

**Government Auditors/Audit Firm**

Signature of Audit firm Official: \_\_\_\_\_

Name and title (print): \_\_\_\_\_

Date: \_\_\_\_\_

Stamp and Seal of audit firm: \_\_\_\_\_

**Note:** The values for the "Updated Status" could be: Implemented, In Progress, Not Implemented, N/A or Withdrawn. "N/A" means not applicable and would be used if there is an overall change in a project's working environment that makes last year's audit observation no longer applicable. For example, the project has been closed. Another example for using "N/A" is a project that had its own bank account and last year's audit recommendation called for the need to perform monthly bank reconciliation. However the following year, the auditor notes that the bank account has been closed. "Withdrawn" would be used if there is an overall change in a project's working environment that makes last year's audit observation and recommendation no longer valid. "Withdrawn" is very rarely used.



## ANNEX 8: TEMPLATE FOR AUDIT DATA AND OBSERVATIONS

The information in the four tables below should be completed by the auditors and signed. The CO can obtain the electronic version of the word document and copy and paste the information in CARDS for each project/project audit report.

**Table 1 - Template for auditors to report on the audit of the UNDP CDR**

<b>UNDP Combined Delivery Report (CDR)</b> as at 31 December 2020							
1	Project No.	Output No.	Amount audited and certified (US\$)	Audit opinion (unqualified, qualified, adverse, disclaimer)	Total amount of qualification of audit opinion (if qualified, adverse or disclaimer of opinion)	Reason(s) for qualification of audit opinion and breakdown of NFI amount (US	Observation(s) that had impact on qualification of audit opinion (list observation number(s) and page of audit report/management letter)

**Table 2 - Template for auditors to report on the audit of the statement of cash position**

Statement of Cash Position				
Project No.	Output No.	Value of Cash Position Statement as at 31 December 2020 (US\$)	Audit Opinion - Statement of Cash Position	Total amount of qualification - Statement of Cash Position (US\$)



**Table 3 – Template for auditors to report on the audit of the statement of assets and equipment**

Statement of assets and equipment				
Project No.	Output No.	Value of assets and equipment as at 31 December 2020 (cumulative from project start date) (US\$)	Audit Opinion - Statement of Assets and Equipment	Total amount of qualification on the Statement of assets and equipment (US\$)

**Table 4 - Template for auditors to report on current year audit observations and recommendations**

Project No.	Output No.	Observ. No	Audit Observation	Recommendation	Audit Area	Risk Severity	Project/CO Mngmt. Comments

Name and position of Auditor: \_\_\_\_\_

Signature of Auditor: \_\_\_\_\_ Date: \_\_\_\_\_

Name and stamp of Audit Firm: \_\_\_\_\_



## ANNEX 9: GUIDANCE OF FORMULATING AUDIT OBSERVATIONS AND RECOMMENDATIONS

The purpose of this note is to provide guidance on formulating audit observations and recommendations that are effective.

Effective audit observations should consist of four (4) common elements:

- 1) Condition
- 2) Criteria
- 3) Effect, potential impact or Risk
- 4) Recommendation

Items 1 to 3 must be part of what constitutes an audit observation. Below are helpful tips on each of these areas.

### CONDITION

The "Condition" refers to a conclusion, problem, or opportunity noted during the audit review. It directly addresses a control objective or some other standard of performance. Sample condition statements include:

- "The appropriate individual did not authorize this document."
- "The account has not been reconciled for three months."
- "The process can be streamlined to save six hours per day."

When documenting the condition, it is important to include the necessary level of detail in the description of the problem. Someone who has not participated in the audit, but has some basic understanding of the subject matter or function, should be able to comprehend any condition statement.

### CRITERIA

This element describes the standard being used as the benchmark for evaluation. In other words, it depicts the ideal condition. The criteria may reference a specific policy, procedure, or government regulation. At other times, the criteria may simply be a matter of common sense or prudent business practice. For example, a criteria statement might state that "Per policy #1234, all loans greater than \$100,000 must be approved by the board of directors;" or "Payroll processing responsibilities should be segregated to control the authorization of master file changes."

### EFFECT, POTENTIAL IMPACT OR RISK

The effect statement describes the particular risk that could exist (the potential impact or risk) or that has already existed (the effect) as a result of the condition or problem. Basically, it answers the question, "so what?" Effect statements often discuss the potential for loss, noncompliance, or customer dissatisfaction created by the problem.

Management is likely to zero in on the information provided in this aspect of the audit observation, as it allows them to see how the condition will negatively impact their activities. As a result, the effect statement often serves as the catalyst for a positive change.

One note of caution is in order - the risk suggested by the effect statement should not be overblown or exaggerated. While auditors are responsible for pointing out risks associated with control breakdowns, the effect statement should remain reasonable, plausible and should not be worded as if the world were coming to an end. If auditees are to take the audit observation seriously and respect what an auditor has to say, an auditor talks about risk in realistic, not exaggerated, terms.



### Risk Levels

In addition to explaining the and giving details about the “Effect, potential impact or risk” in the text of an audit observation, UNDP requires that the auditor also identifies the risk level in the audit report by using one of the following 3 pre-established risk levels:

<b>High</b>	Prompt action is required to ensure that UNDP is not exposed to high risks, i.e. failure to take action could result in major negative consequences and issues.
<b>Medium</b>	Action is required to ensure that UNDP is not exposed to risks that are considered moderate. Failure to take action could contribute to negative consequences for UNDP.
<b>Low</b>	Action is desirable and should result in enhanced control or better value for money.

### RECOMMENDATION

This aspect suggests how the situation might be remedied. An effective recommendation directly relates to and targets the cause. It isn't enough to state in general terms that management should fix the problem; the recommendation statement should also explain how remediation is to be achieved.

A good recommendation maintains the proper balance between the risk presented and the cost to control it. Before making a recommendation, the auditor should consider the following questions:

Does the recommendation solve the problem and eliminate or reduce the risk?

- Can the recommendation be implemented within the current environment?
- Is the recommendation cost-effective?
- Will the recommendation act as a temporary bandage or a permanent solution?

Examples of effective recommendations include monthly or quarterly physical inventories of all assets and equipment with reconciliation to appropriate records.

### ADDITIONAL TIPS

Whenever possible, similar findings should be combined into one form so that the case for implementing the recommendation is strengthened.

Playing devil's advocate can be an extremely helpful exercise. After completing the audit observation and recommendation, auditors should place themselves in the auditees' shoes and challenge/question the validity of the issue. If the issue cannot stand up to this exercise, it probably should not be included in the audit report.



## **ANNEX 10: GUIDANCE ON AUDIT MATERIALITY (ISA 320, 450)**

### **ISA 320**

ISA 320 deals with the auditor's responsibility to apply the concept of materiality in planning and performing an audit of financial statements.

Financial reporting frameworks often discuss the concept of materiality in the context of the preparation and presentation of financial statements. Although financial reporting frameworks may discuss materiality in different terms, they generally explain that:

- Misstatements, including omissions, are considered to be material if they, individually or in the aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements;
- Judgments about materiality are made in light of surrounding circumstances, and are affected by the size or nature of a misstatement, or a combination of both; and
- Judgments about matters that are material to users of the financial statements are based on a consideration of the common financial information needs of users as a group. The possible effect of misstatements on specific individual users, whose needs may vary widely, is not considered.

For purposes of the ISAs, performance materiality means the amount or amounts set by the auditor at less than materiality for the financial statements as a whole to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole. If applicable, performance materiality also refers to the amount or amounts set by the auditor at less than the materiality level or levels for particular classes of transactions, account balances or disclosures.

When establishing the overall audit strategy, the auditor shall determine materiality for the financial statements as a whole. If, in the specific circumstances of the entity, there is one or more particular classes of transactions, account balances or disclosures for which misstatements of lesser amounts than materiality for the financial statements as a whole could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements, the auditor shall also determine the materiality level or levels to be applied to those particular classes of transactions, account balances or disclosures.

The auditor shall determine performance materiality for purposes of assessing the risks of material misstatement and determining the nature, timing and extent of further audit procedures.

The auditor shall revise materiality for the financial statements as a whole (and, if applicable, the materiality level or levels for particular classes of transactions, account balances or disclosures) in the event of becoming aware of information during the audit that would have caused the auditor to have determined a different amount (or amounts) initially.

If the auditor concludes that a lower materiality for the financial statements as a whole (and, if applicable, materiality level or levels for particular classes of transactions, account balances or disclosures) than that initially determined is appropriate, the auditor shall determine whether it is necessary to revise performance materiality, and whether the nature, timing and extent of the further audit procedures remain appropriate.

### **ISA 450**

ISA 450 deals with the auditor's responsibility to evaluate the effect of identified misstatements on the audit and of uncorrected misstatements, if any, on the financial statements.

Each individual misstatement is considered to evaluate its effect on the relevant classes of transactions, account balances or disclosures, including whether the materiality level for that particular class of transactions, account balance or disclosure, if any, has been exceeded.

The circumstances related to some misstatements may cause the auditor to evaluate them as material,



individually or when considered together with other misstatements accumulated during the audit, even if they are lower than materiality for the financial statements as a whole. Circumstances that may affect the evaluation include the extent to which the misstatement:

- Affects compliance with regulatory requirements;
- Relates to the incorrect selection or application of an accounting policy that has an immaterial effect on the current period's financial statements but is likely to have a material effect on future periods' financial statements;
- Is an omission of information not specifically required by the applicable financial reporting framework but which, in the judgment of the auditor, is important to the users' understanding of the financial position, financial performance of the entity.

The cumulative effect of immaterial uncorrected misstatements related to prior periods may have a material effect on the current period's financial statements. There are different acceptable approaches to the auditor's evaluation of such uncorrected misstatements on the current period's financial statements. Using the same evaluation approach provides consistency from period to period.



## ANNEX 11: LIST OF PROJECTS TO BE AUDITED (INDICATIVE/ ESTIMATE EXPENSES-2020)

### Indicative List of FMU SHF and DCPSF projects to be audited in 2020

\* (All supporting documents required for the audit will be available at NGOs HQ in Khartoum @time of audit)

S/N	NGO Name	Project Title Per Contract	Project ID	Estimated Project Expenditures (USD)
1	Alsalam Organization for Rehabilitation and	SUD-18/HSD20/SA2/RCF/NGO/8217	109955	249,883.00
2	ARC (American Refugee Committee)	SUD-18/HSD20/SA2/WASH/INGO/7822	109921	237,464.00
3	ARC (American Refugee Committee)	SUD-18/HSD20/SA2/H-N/INGO/7825	109922	240,151.30
4	CDO (Cooperation for Development Organization)	SUD-18/HSD20/SA2/N-H/INGO/8055	109952	237,807.50
5	CIS (CARE International Switzerland in Sudan)	SUD-18/HSD20/RE/H-N/INGO/9217	110754	273,778.26
6	COOPI (Cooperazione Internazionale - COOPI)	SUD-18/HSD20/SA2/FSL/INGO/7830	109943	249,708.44
7	CRS (Catholic Relief Services)	SUD-18/HSD20/SA2/E/INGO/8219	109934	269,605.65
8	DRC (Danish Refugee Council)	SUD-18/HSD20/SA2/FSL-P/INGO/8168	109947	251,647.70
9	FPDO (Friends of Peace and Development Organization)	SUD-18/HSD20/SA1/RCF/NGO/7723	110028	306,838.59
10	FPDO (Friends of Peace and Development Organization)	SUD-18/HSD20/SA2/E/INGO/7803	109953	203,727.94
11	GAH (Global Aid Hand)	SUD-18/HSD20/SA2/P/INGO/8884	110065	138,603.66
12	GOAL (GOAL)	SUD-18/HSD20/SA2/WASH/INGO/7856	109925	256,471.00
13	IMC (International Medical Corps)	SUD-18/HSD20/SA2/H-N/INGO/7834	109926	233,248.28
14	IMC (International Medical Corps)	SUD-18/HSD20/SA2/H-N/INGO/7861	109949	310,300.29
15	IRW (Islamic Relief Worldwide)	SUD-18/HSD20/SA2/RCF/INGO/8199	109950	258,254.00
16	KPHF (Kuwaiti Patients Helping Fund)	SUD-18/HSD20/SA2/H/INGO/7785	109927	400,000.05
17	MC (Mercy Corps Europe (formerly Mercy Corps Scotland))	SUD-18/HSD20/SA2/FSL/INGO/8037	109936	250,000.00
18	NIDAA (Sudanese Development Call Organization)	SUD-18/HSD20/SA2/P/INGO/8186	109957	179,991.00
19	Oxfam America (Oxfam America)	SUD-18/HSD20/SA2/WASH/INGO/7951	109937	250,000.00
20	Oxfam America (Oxfam America)	SUD-18/HSD20/RE/WASH/INGO/9226	110755	102,750.68
21	PA (Practical Action)	SUD-18/HSD20/SA2/FSL/INGO/7820	109929	392,722.00
22	PBA (Peace Bridge Association)	SUD-18/HSD20/SA2/E/INGO/8012	109954	200,011.76
23	Plan (Plan International)	SUD-18/HSD20/SA2/E/INGO/8053	109939	256,879.90



24	SC (Save the Children )	SUD-18/HSD20/SA2/P/INGO/7907	109940	173,195.94
25	SORR (Sudanese Organization for Relief & Recovery)	SUD-18/HSD20/SA2/RRR/NGO/8208	109958	150,000.00
26	TGH (Triangle Génération Humanitaire)	SUD-18/HSD20/SA2/FSL/INGO/7865	109920	300,000.00
27	IRW (Islamic Relief Worldwide)	SUD-17/HSD20/S1/RCF/INGO/4782	105344	292,901.00
28	ADRA	DCPSF/17-ADRA-ING0-11	108890	510,500.00
29	CRS (Catholic Relief Services)	DCPSF/17-CRS-ING0-02	108881	532,687.00
30	DPI	DCPSF/17-DPI-NG0-06	108886	250,000.00
31	DPI	DCPSF/17-DPI-NG0-13	108892	85,000.00
32	RCDO	DCPSF/17-RCDO-NG0-14	108894	250,000.00
33	CIS (CARE International Switzerland in Sudan)	DCPSF/17-CIS-ING0-01	108880	270,000.00
34	CDO (Cooperation for Development Organization)	SUD-16/HSD20/S1/N/NGO/1663	100318	268,549.31
	<b>Total USD</b>			<b>8,832,678.25</b>

**Note:**

The list of the NGOs/Project provided is not the exhaustive one, there may be some changes during the entire period of LTA, and UNDP will communicate such a change to the contracted audit firm in advance.



### Indicative List of FMU SHF and DCPSF projects to be audited in 2021

S/N	NGO Name	Project Title Per Contract	Project ID	Project Budget (USD)
1	AMVO (Almanar Voluntary Organization)	SUD-19/HSD20/RE/N/NGO/14293	118362	\$201,337.42
2	AORD (Alsalam Organization for Rehabilitation and Development)	SUD-19/HSD20/SA1/E-P/NGO/12817	116414	\$399,884.68
3	AORD (Alsalam Organization for Rehabilitation and Development)	SUD-19/HSD20/SA2/E/NGO/14131	118047	\$399,666.40
4	AORD (Alsalam Organization for Rehabilitation and Development)	SUD-19/HSD20/RE/WASH/NGO/14143	118393	\$249,998.01
5	AOSCD (Alshroog Organization for Social and Culture Development)	SUD-19/HSD20/SA1/P/NGO/12946	116415	\$100,050.35
6	ARC (American Refugee Committee)	SUD-19/HSD20/SA1/H-N-WASH-FSL/INGO/12717	116416	\$913,571.49
7	ARC (American Refugee Committee)	SUD-19/HSD20/SA1/WASH-FSL/INGO/12723	116417	\$731,158.03
8	ARC (American Refugee Committee)	SUD-19/HSD20/SA1/H-N-FSL/INGO/12726	116418	\$593,219.98
9	ARC (American Refugee Committee)	SUD-19/HSD20/SA2/H-N-WASH/INGO/14068	118048	\$1,730,989.38
10	BPWVO (Business and Professional Women Voluntary Organization)	SUD-19/HSD20/SA1/FSL/NGO/12858	116419	\$214,000.00
11	CAFOD (Catholic Agency for Overseas Development (CAFOD))	SUD-19/HSD20/SA1/P/INGO/13298	116952	\$99,993.37
12	CIS (CARE International Switzerland in Sudan)	SUD-19/HSD20/SA2/WASH-H-N/INGO/14166	118049	\$1,974,307.85
13	COOPI (Cooperazione Internazionale - COOPI)	SUD-19/HSD20/RE/FSL/INGO/14060	117992	\$200,000.00
14	COOPI (Cooperazione Internazionale - COOPI)	SUD-19/HSD20/RE/WASH/INGO/14154	117993	\$350,000.00
15	CRS (Catholic Relief Services)	SUD-19/HSD20/SA1/E/INGO/12985	116420	\$557,964.24
16	CRS (Catholic Relief Services)	SUD-19/HSD20/SA1/FSL/INGO/13001	116421	\$314,422.28
17	CRS (Catholic Relief Services)	SUD-19/HSD20/SA2/E/INGO/14165	118050	\$445,593.33
18	CW (Concern Worldwide)	SUD-19/HSD20/SA1/FSL/INGO/12847	116422	\$273,240.55
19	CW (Concern Worldwide)	SUD-19/HSD20/SA1/H-N-FSL/INGO/12848	116423	\$604,488.37
20	CW (Concern Worldwide)	SUD-19/HSD20/SA2/H-N/INGO/14125	118051	\$327,874.52
21	DRC (Danish Refugee Council)	SUD-19/HSD20/SA1/P/INGO/12971	116424	\$300,003.50
22	DRC (Danish Refugee Council)	SUD-19/HSD20/SA2/P/INGO/14151	118073	\$180,000.00
23	GAH (Global Aid Hand)	SUD-19/HSD20/SA2/H-P-N/NGO/14159	118074	\$750,048.07
24	GAH (Global Aid Hand)	SUD-19/HSD20/SA2/E-P/NGO/14164	118075	\$707,809.27
25	GAH (Global Aid Hand)	SUD-19/HSD20/RE/WASH/NGO/14398	118547	\$199,993.49
26	GOAL (GOAL)	SUD-19/HSD20/SA1/H-N-WASH-FSL/INGO/12862	116425	\$979,001.34
27	GOAL (GOAL)	SUD-19/HSD20/SA2/H-N-FSL-P/INGO/14324	118642	\$1,425,061.82
28	IAS (International Aid Services)	SUD-19/HSD20/SA1/WASH/INGO/12868	116426	\$199,999.91
29	IAS (International Aid Services)	SUD-19/HSD20/SA1/WASH-P/INGO/12986	116427	\$337,912.94
30	IMC (International Medical Corps)	SUD-19/HSD20/SA2/H-N-WASH/INGO/14157	118076	\$822,118.78



31	IRW (Islamic Relief Worldwide)	SUD-19/HSD20/SA1/WASH/INGO/13000	116428	\$230,027.71
32	IRW (Islamic Relief Worldwide)	SUD-19/HSD20/RE/WASH/INGO/14149	118363	\$312,438.72
33	IRW (Islamic Relief Worldwide)	SUD-19/HSD20/SA2/WASH-E/INGO/14155	118077	\$1,138,836.00
34	IRW (Islamic Relief Worldwide)	SUD-19/HSD20/RE/WASH/INGO/14206	118364	\$459,623.10
35	JASMAR (JASMAR)	SUD-19/HSD20/SA1/FSL/INGO/12854	116429	\$210,224.49
36	MC (Mercy Corps Europe (formerly Mercy Corps Scotland))	SUD-19/HSD20/SA1/WASH-FSL-P/INGO/12933	116430	\$1,416,446.54
37	Nada (Nada Elazhar for Disaster Prevention and Sustainable Development)	SUD-19/HSD20/SA2/P/INGO/14156	118079	\$228,703.94
38	NCA (Norwegian Church Aid)	SUD-19/HSD20/SA1/FSL-WASH/INGO/12959	116431	\$559,411.15
39	NCA (Norwegian Church Aid)	SUD-19/HSD20/RE/ESNFIs/INGO/13249	116951	\$200,000.39
40	Oxfam America (Oxfam America)	SUD-19/HSD20/SA2/FSL-WASH-P/INGO/14132	118080	\$2,211,806.27
41	PBA (Peace Bridge Association)	SUD-19/HSD20/SA1/E/INGO/12988	116434	\$215,911.88
42	Plan (Plan International)	SUD-19/HSD20/SA1/E-FSL-H-N-P/INGO/12804	116435	\$2,157,630.48
43	RI (Relief International)	SUD-19/HSD20/SA2/FSL-H-N-WASH/INGO/14152	118082	\$2,432,494.74
44	SC (Save the Children )	SUD-19/HSD20/SA1/P/INGO/12636	116436	\$450,000.00
45	SC (Save the Children )	SUD-19/HSD20/SA1/N-H-P/INGO/12639	116437	\$600,000.00
46	SC (Save the Children )	SUD-19/HSD20/RE/P/INGO/13953	117994	\$486,935.58
47	SC (Save the Children )	SUD-19/HSD20/RE/WASH/INGO/14038	117995	\$250,000.00
48	SC (Save the Children )	SUD-19/HSD20/SA2/E/INGO/14139	118083	\$400,000.00
49	SC (Save the Children )	SUD-19/HSD20/SA2/H-N/INGO/14145	118084	\$925,841.69
50	SC (Save the Children )	SUD-19/HSD20/SA2/P/INGO/14150	118085	\$199,999.98
51	SC (Save the Children )	SUD-19/HSD20/RE/H/INGO/14233	118549	\$99,486.40
52	SORR (Sudanese Organization for Relief & Recovery)	SUD-19/HSD20/SA2/P/INGO/14115	118086	\$200,000.85
53	TGH (Triangle Génération Humanitaire)	SUD-19/HSD20/SA1/FSL-WASH/INGO/12939	116438	\$500,000.00
54	TGH (Triangle Génération Humanitaire)	SUD-19/HSD20/RE/WASH-FSL-E/INGO/14397	118550	\$650,000.00
55	VSF (Germany) (Vétérinaires sans Frontières (Germany))	SUD-19/HSD20/SA1/FSL/INGO/12987	116439	\$556,640.21
56	VSF (Germany) (Vétérinaires sans Frontières (Germany))	SUD-19/HSD20/SA2/FSL-WASH-H-N-P/INGO/14141	118087	\$2,069,531.24
57	WR (World Relief)	SUD-19/HSD20/SA1/H-FSL-N-WASH/INGO/12688	116440	\$1,830,762.56
58	WR (World Relief)	SUD-19/HSD20/SA1/H-N/INGO/12690	116441	\$506,709.68
59	WR (World Relief)	SUD-19/HSD20/SA2/FSL-N-P-WASH/INGO/14126	118088	\$942,771.83
60	WR (World Relief)	SUD-19/HSD20/SA2/H-N-WASH/INGO/14129	118089	\$1,569,061.72
61	WVI (World Vision International)	SUD-19/HSD20/SA1/N-E-FSL-H-P/INGO/12667	116442	\$1,835,155.53
62	WVI (World Vision International)	SUD-19/HSD20/SA2/FSL-WASH-H-N-E-P/INGO/14138	118090	\$2,952,623.56
	<b>Total USD</b>			<b>\$45,382,785.61</b>



