



<b>TERMS OF REFERENCE:</b>	<b>Terms of Reference OF END OF PROJECT AUDIT OF EDUCATION OUT LOUD NATIONAL EDUCATION COALITION PROGRAM FUND BY OXFAM IBIS</b>
<b>Title of the consultancy</b>	End of Project audit of education out loud national education coalition program fund by Oxfam Ibis 2020-2021
<b>Background Information</b>	<p>The Education Out Loud (EOL) program is a Global Partnership for Education (GPE) funded program with the goal of strengthening civil society advocacy and influencing work in education policy processes, promote inclusion and learning, enhance accountability and transparency in education policy and create an enabling global and transnational environment for civil society engagement. The program is managed by Oxfam IBIS as the grant agent and implemented in 62 countries across the world including Zambia.</p> <p>The overall Goal of Education Out Loud is to enhance civil society capacity to further GPE 2020 goals in learning, equity, and stronger systems, by improving the participation of civil society, their efforts to strengthen advocacy and to ensure transparency and increased effectiveness in national educational policy and implementation processes. The Zambia National Education Coalition (ZANEC) is one of the sixteen (16) National Education Coalitions (NECs) under the Regional Management Unit (RMU) based in Kampala, Uganda that are implementing Operational Component I (OC I) of EOL Programme in the Horn, East and Southern Africa. ZANEC was awarded a grant from the Education Out Loud (EOL) fund in 2020.</p>

**Scope of the Audit**

1. The scope of the audit is the project audit of the *OC1 EOL grant agreement* for its entire implementation period, including Year Zero where applicable. The Zambia National Education Coalition management will provide the auditor access to the grant agreement(s) and all related documents (annexes, reports...).
2. As part of the audit the auditor will examine the organizational structure and existing procedures with special focus on governance; accounting practices; financial management; internal control; Fraud, bribery, and corruption; risk management.
3. The audit of financial transactions will be based on spot check examinations of the quality of voucher material and its correct recording in the books, with a view, among other things, to assessing its significance and risk.
4. At the audit the auditor will verify:
  - 4.1 that the accounts and reconciliations are correct and accurate and do not contain significant errors or omissions
  - 4.2 that the financial provisions (accounting policies) contained in agreements with local regulations and Oxfam have been complied with.
  - 4.3 that the transactions comprised by the accounts are in conformity with the conditions and general objectives for the grants as agreed with Oxfam IBIS and the budget.
5. The following are examples of the performance areas that the NEC must practice satisfactorily, and that the auditor will inspect, most likely through random spot checks.
  - 5.1 The procedures and control mechanisms related to approval of vouchers are satisfactory. The approval of a voucher must ensure that the voucher is based on thrift.
  - 5.2 Payroll costs for individual staff are reasonable when compared with relevant comparable organisations, salary Statistics, guidelines, or the like.
  - 5.3 Competitive quotations are being obtained in relation to procurement of goods and services
  - 5.4 Available assets are being kept in an appropriate manner and according to rules and regulations.
  - 5.5 Additionally, the auditor will assess any exchange rate gain or loss generated at the end of the project.

<b>Submission of bids</b>	The auditor must be a chartered accountant or poses similar qualifications and title in the specific country and must be able to conduct the audit in accordance with national laws and the International Standards on Auditing (ISA).
<b>Deliverables</b>	<ol style="list-style-type: none"> <li>1. The audited accounts must carry the auditor’s statement (audit report), stating that the accounts have been audited in accordance with the stipulations and guidelines in the present ToRs.</li> <li>2. The audited accounts should be accompanied with a management letter containing material weaknesses observed together with recommendations to address them.</li> </ol> <p><b>The auditor's statement must be issued in accordance with the ISA 7800/805</b></p>
<b>Methodology</b>	The auditors shall ascertain performance of the ZANEC through inquiry, observation and examination or inspection of evidence.
<b>Duration and period</b>	The audit must be planned to take place starting latest by 17 <sup>th</sup> January 2022 with the final report provided no later than 11 <sup>th</sup> February 2022.
	<p><b>Send Expressions of Interest By 19<sup>th</sup> November, 2021</b>  <b>to:</b></p> <p>The Executive Director,  Zambia National Education  Coalition,  Baptist Fellowship Building,  Plot 3061/2 Corner Makishi  Road and Great East Road,  P.O. Box 30774,  Lusaka-Zambia,  Email: <a href="mailto:admin@zanec.org.zm">admin@zanec.org.zm</a></p>