

## **YMCA Liberia**

### **REQUEST FOR PROPOSAL (RFP)**

FOR FINANCIAL AUDIT OF YMCA OF LIBERIA CONSOLIDATED ACCOUNTS FOR  
THE PERIOD ENDED JANUARY 1, 2022 – DECEMBER 31, 2022 &

JANUARY 1, 2023 – DECEMBER 31, 2023

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#### **SECTION 1: BACKGROUND:**

The Liberia YMCA was founded in 1881 in Harper, Maryland County. YMCA of Liberia is a non-for-profit membership-based organization specialized in youth development for over a century with proof of holistic youth development work in local communities and a national presence. YMCA of Liberia is also a part of a continental and global YMCA family for shared learning and support, with strong volunteer base of young people and professional practitioners serving on boards and community steering groups.

#### **SECTION 2 TERMS OF REFERENCE:**

##### **[Description]**

The YMCA of Liberia wishes to inform that it would like to commission an audit for its consolidated accounts including all restricted donor-funded projects for the period ended December 31, 2023.

The assignment will cover the below listed account and projects:

- YMCA of Liberia National Secretariat accounts
- Civil Peace Service Project (CPS) funded by Bread for the World Germany
- ZOA Peace Building Project, funded by SIDA
- Youth Power Space & Todee Agriculture project, funded by Toronto YMCA, in Canada
- COHREP Climate Project funded by Liberia Country Program (SDI)
- YMCA UNFPA SRHR project
- YMCA Youth Advance Project funded by Education Development Center (EDC)

- All We Can Y-Care International
- Global Center on Adaptation (GCA) Climate change
- USAY World Service funded by USA Y
- HP Life project funded HP foundation

### **[Purpose of the Audit]**

The purpose of the Audit is to:

- a. Verify that expenditure items charged against funds are appropriate.
- b. Verify that the accounting procedures applied in making such charges (against the YMCA and project funds) reflect standards of good practice.
- c. Verify that expenditure incurred against YMCA and project funds represents “value for money”.
- d. Verify that all funds are generally well managed and that internal financial controls allow for a clear and transparent audit trail.

The audit will serve as a means of financial accountability to the YMCA and all its donor partners. It will also help capture learning from how the project funds are administered and managed. The results will also be used to guide the Liberia YMCA and its partners in determining the need for added capacity.

### **[Scope and Focus]**

The scope of activity of the Contracted Auditor in undertaking this audit will be guided by the following:

- ✚ The Audit shall be conducted in conformity with generally accepted common and international auditing standards.
- ✚ The Contracted Auditor may make observations with respect to the efficiency of the internal financial procedure, accounting system, the internal financial controls systems of Liberia YMCA accounts
- ✚ The Contracted Auditor shall be completely independent and solely responsible for the conduct of the audit
- ✚ The Contracted Auditor will perform certain specific examinations on matters relating to YMCA funds and project funds, and issue reports on the result

- ✚ Analysis of the internal financial control systems of Liberia YMCA and its regional and sub-regional offices will be performed along with all active projects under the period for review
- ✚ The examination of the financial aspects of personnel management e.g., salary payments (proof of payments and receipts); tax deduction (proof of payments and receipts); proof of meeting social security payment obligations in respect of staff assigned to the project; reimbursement of costs to staff and volunteers and other related program activities
- ✚ The audit will be conducted in the light of the concepts of efficiency, economy and effectiveness, which constitute the core of value for money considerations, covering the areas which involve use of significant funding resources and/or are otherwise considered important.

### **[Evaluation and Methodology]**

- ✚ Study of the accounting Policies and Procedures applied in making charges against YMCA and project funds (Financial and Compliance)
- ✚ Examination of the administrative and management operations (Value for Money)
- ✚ Examination of the accounts and transactions at the YMCA head office in Monrovia involving the use of YMCA and project funds, as well as those at the regional and sub-regional offices that are considered to be relevant.
- ✚ Examination of the accounts and transactions which have contributed, in part, to a project-funded activity or item.

### **[STAKEHOLDERS PARTICIPATION]**

All relevant personnel of the YMCA (both Finance and Programme) will be available to provide responses to issues raised by the Contracted Auditor. Full access to all relevant documentation will also be given to the Contracted Auditor upon the commencement of the engagement.

### **[DELIVERABLES & TIME FRAME]**

A draft report should be submitted to the YMCA of Liberia electronically in Microsoft Word. The report should be no longer than 30 pages excluding cover page, table of contents, summary and appendices. The audit should not take more than 15 working days (including preparation and report writing).

Proposal for the audit services sent to [application@ymca.org.lr](mailto:application@ymca.org.lr) not later than Friday May 10, 2024 at 5pm. Should you have any question about the request, please referred to the term of reference for the proposal with contact numbers 0770-649-565 / 0886-510-638