ASHIKA Development Associates

Kambhe House (1st Floor), K.K Roy Road, Rangamati

www.ashikacht.org

Ref: ASHIKA-AULSM-CHTBD-RFQ-013 **Date:23/11/2026**

TERMS OF REFERENCE (ToR)

Appointment of an Independent External Audit Firm
Project Name: Access to and Utilization of lifesaving services by marginalized communities in Chittagong Hill Tracts in Bangladesh (AULSM-CHTBD) Project
Funding Agency: Helen Keller International (HKI)
Implementing Organization: ASHIKA Development Associates.
Audit Period: 26/02/2026 to 30/11/2026

1. Background

ASHIKA Development Associates is implementing the AULSM-CHTBD project with financial support from Helen Keller International (HKI). The project aims to achieve its planned objectives through various development interventions.
To ensure transparency, accountability, proper utilization of donor funds, and compliance with the grant agreement and applicable financial regulations, the organization intends to appoint an independent and qualified external audit firm to conduct an audit of the AULSM-CHTBD project.

2. Objectives of the Audit

The main objectives of the audit are to:

- Verify whether project funds have been utilized for the purposes specified in the approved project budget and grant agreement.
- Ensure that financial statements and expenditure reports present a true and fair view of project transactions.
- Assess compliance with rules and regulations of ASHIKA Development Associates and Helen Keller International's donor requirements and the implementing organization's financial policies.
- Examine the adequacy and effectiveness of internal financial control systems.
- Identify financial irregularities, unsupported expenditures, and instances of non-compliance.

3. Scope of Work

The selected audit firm shall perform the following activities:

3.1 Financial Management and Expenditure Verification

- Examine books of accounts, cashbooks, ledgers, vouchers, bills, invoices, and supporting documents.

- Verify expenditures against the approved project budget and budget lines.
- Review bank statements, bank reconciliation, cash balances, and fund transfers.
- Verify salary, allowances, travel, training, workshop, and operational expenses.

3.2 Donor Compliance

- Review compliance with the grant agreement and applicable Helen Keller International financial and administrative requirements.
- Verify that project funds are used exclusively for approved project activities.
- Review financial reporting and budget utilization.
- Identify any ineligible, unsupported, or unauthorized expenditures.

3.3 Procurement and Compliance

- Examine procurement processes, including quotations, comparative statements, purchase orders, work orders, and bills.
- Verify compliance with the organization's procurement policy and applicable donor requirements.
- Review supplier selection, procurement approvals, and conflict-of-interest safeguards.

3.4 Assets and Inventory Management

- Verify fixed assets, equipment, and inventory records.
- Review asset registers, stock registers, and physical verification reports.
- Assess whether project assets are properly recorded, safeguarded, and utilized.

3.5 Internal Control and Risk Assessment

- Assess the effectiveness of internal financial and administrative controls.
- Review compliance with VAT, TAX, and applicable statutory requirements.
- Identify weaknesses and provide practical recommendations.

4. Audit Standards and Methodology

The audit shall be conducted in accordance with applicable International Standards on Auditing (ISA), relevant professional requirements in Bangladesh, and the applicable terms of the donor agreement.

The audit firm shall use appropriate audit procedures, including document review, transaction sampling, physical verification, interviews, and analytical procedures.

5. Duration of the Assignment

The audit assignment shall be completed within 02 (Two) working days from the date of signing the agreement and receipt of all necessary financial documents.

6. Eligibility and Qualifications

Interested audit firms must:

- Be legally registered and licensed to provide audit services.
- Have enlisted by NGOAB
- Have at least 05 (five) years of audit experience.
- Have experience auditing organizations of similar size and sector.
- Employ qualified Chartered Accountants/Certified Public Accountants.
- Demonstrate knowledge of applicable accounting and auditing standards.
- Have no conflict of interest regarding the assignment.

7. Documents Required for Submission

Interested audit firms shall submit:

- Firm profile.
- Valid registration and professional accreditation documents.
- Evidence of relevant audit experience.
- NGOAB enlististing document.
- List of similar assignments completed.
- Proposed audit methodology and work plan.
- CVs of the proposed audit team.
- Financial proposal, including applicable VAT and TAX.

8. Deliverables

The audit firm shall submit:

- Position, Statement of Comprehensive income, Receipt & Payment A/C, Cash Flows and Notes, Compiled Fixed Asset verification report to the financial Statement
- Draft Audit report-2 copies
- Final Audit reports-5 copies (original)
- Management Report of Audit Observations-Separately-03 (one original and two copies).

9. Evaluation and Selection Criteria

Criteria	**Weight (%)**
Firm Experience	25
Audit Methodology	25
Team Qualifications	20
Relevant References	10
Financial Proposal	20
Total	**100**

10. Confidentiality and Independence

The audit firm shall maintain strict confidentiality regarding all organizational, financial, administrative, and project-related information. The firm must conduct the assignment independently, objectively, and professionally.

11. Payment Terms

Payment shall be made upon satisfactory completion of the audit assignment and acceptance of the final audit report by the implementing organization, subject to applicable VAT and TAX deductions and the agreed contract terms.

12. Submission of Proposal

Interested audit firms are requested to submit their technical and financial proposals to:
Organization: ASHIKA Development Associates.
Project: AULSM-CHTBD Project
Funding Agency: Helen Keller International
Address: Kambhe House, K K Roy Road, Rangamati-4500.
Email: procurement@ashikacht.org
Submission Deadline: 29/11/2026

The organization reserves the right to accept or reject any proposal in accordance with its procurement policy and applicable donor requirements.

(Biplop Chakma)
Executive Director
ASHIKA Development Associates
Kambhe House, K.K Roy Road, Rangamati. Hill District.