TERMS OF REFERENCE (ToR)
FOR THE EXTERNAL AUDIT OF WE ARE WOMEN ACTIVISTS (WAWA)
Financial Year Ending 31 December 2026

1. Organizational Background

We Are Women Activists (WAWA) is a non-political, non-profit and non-governmental network established in Bosaso, Puntland, in March 2000 by women-led organizations committed to advancing women's rights, social justice and inclusive development. Since its establishment, WAWA has grown into a recognized civil society network bringing together member organizations working across Puntland and other parts of Somalia.

WAWA was established to strengthen collaboration among women organizations, amplify women's voices in policy and decision-making, and promote equitable access to opportunities and resources. The network works closely with communities, government institutions, civil society organizations and development partners to improve the wellbeing of women, girls and vulnerable groups.

Over the years, WAWA has implemented programmes in human rights, gender equality, prevention and response to gender-based violence (GBV), peacebuilding, conflict resolution, governance, civic participation, education, livelihoods, humanitarian assistance, youth empowerment, HIV/AIDS awareness, and organizational capacity strengthening. The organization has successfully partnered with a range of international donors and UN agencies in implementing development and humanitarian projects.

Transparency, accountability, integrity, respect and responsible stewardship of donor resources are central to WAWA's institutional values. To reinforce these principles and provide assurance to its Board, donors and other stakeholders, WAWA commissions annual independent external audits of its financial statements and financial management systems.

2. Purpose of the Audit

WAWA intends to engage an independent and qualified audit firm to undertake the external audit of its financial operations and financial statements for the year ending 31 December 2026. To strengthen financial oversight and enable timely identification and correction of weaknesses, the audit will be conducted using an interim and final audit approach.

The auditor will undertake periodic/interim audit procedures during the financial year and complete the final audit following the year-end closing of the accounts. This approach is intended to provide WAWA management and the Board with timely observations on internal controls, financial management, procurement, compliance and supporting documentation, while allowing the auditor to complete the statutory year-end audit after 31 December 2026.

3. Audit Objectives

1. Express an independent audit opinion on WAWA's annual financial statements for the financial year ending 31 December 2026.
2. Review, on an ongoing/interim basis, the accuracy, completeness and reliability of accounting records and assess whether transactions are adequately supported by appropriate documentation.
3. Assess whether expenditures are eligible, properly authorized, adequately documented and incurred in accordance with approved budgets, intended programme purposes and applicable donor requirements.
4. Evaluate the adequacy and effectiveness of WAWA's internal controls, governance arrangements and financial management systems, and identify areas requiring corrective action during the financial year.
5. Review compliance with donor agreements, applicable laws and regulations, procurement procedures, financial policies and other relevant WAWA policies and procedures.
6. Identify financial, operational and compliance risks, control weaknesses and areas for improvement, and provide practical recommendations that management can implement during the year.
7. Follow up on significant findings and recommendations identified during interim reviews and assess the extent to which corrective measures have been implemented before completion of the final audit.

4. Scope of the Assignment

The audit will cover WAWA's financial activities and records for the period 1 January 2026 to 31 December 2026 and will be conducted through interim reviews during the year followed by a final year-end audit and Project Audit of POWER Project.

The scope will include:

1. Review of accounting records, financial statements and supporting documentation.
2. Assessment of internal controls and financial management systems.
3. Review of expenditures, budgets and compliance with approved programs.
4. Review of procurement processes and supporting documentation.
5. Review of donor-funded projects and compliance with donor requirements.
6. Review of payroll, cash management, bank reconciliations, advances and assets.
7. Assessment of compliance with WAWA policies, applicable regulations and relevant donor agreements.
8. Identification of financial, operational and control weaknesses, with practical recommendations.
9. Follow-up of significant findings identified during interim reviews.
10. Completion of year-end procedures and issuance of the final independent audit report and Management Letter.

5. Audit Standards

The audit shall be conducted in accordance with the International Standards on Auditing (ISA), the International Code of Ethics for Professional Accountants issued by the IESBA, applicable financial reporting standards, relevant Somali legal requirements, donor contractual conditions and accepted professional auditing practices.

6. Expected Deliverables

The auditor shall provide the following:

1. Independent Auditor's Report expressing an opinion on WAWA's financial statements for the year ending 31 December 2026.
2. Audited Financial Statements for the financial year ended 31 December 2026.
3. Management Letter highlighting significant audit findings, internal control weaknesses, compliance issues and recommendations for improvement.
4. Interim Audit/Review Findings, where applicable, shall be communicated to WAWA management during the course of the assignment to enable timely corrective action.

7. Auditor Qualifications

- Registered audit firm with valid practising licence.
- Minimum five years of experience auditing NGOs, INGOs or donor-funded organizations.
- Experience auditing projects funded by UN agencies, bilateral donors or international NGOs is highly desirable.
- Lead auditor must be a CPA, ACCA or equivalent professionally qualified accountant.
- Demonstrated knowledge of ISA and NGO financial reporting.
- Ability to mobilize an experienced audit team within the required timeframe.

8. Proposal Submission

Interested audit firms shall submit separate Technical and Financial Proposals in accordance with the requirements of this Terms of Reference.

To ensure consistency, transparency, and fairness in the evaluation process, WAWA has prepared standardized proposal templates, which form an integral part of this ToR. All bidders are required to prepare and submit their proposals using the prescribed formats provided in:

- Annex I: Technical Proposal Template; and
- Annex II: Financial Proposal Template.

The Technical Proposal shall include, at a minimum, the firm's profile, understanding of the assignment, proposed audit methodology, work plan, composition of the audit team, CVs of key personnel, evidence of relevant assignments, client references, and all other information requested in Annex I.

The Financial Proposal shall be submitted as a separate document and shall include a detailed breakdown of professional fees, reimbursable expenses (where applicable), taxes, and any other costs associated with the assignment, using the format provided in Annex II.

The Financial Proposal shall not contain any technical information. WAWA reserves the right to reject proposals that do not comply with the required submission format or fail to provide the requested information.

9. Evaluation Criteria

Criteria	Weight
Relevant NGO/INGO audit experience	30%
Methodology and understanding	25%
Qualifications of audit team	20%
References and past performance	10%
Financial proposal	15%

10. Confidentiality and Independence

The selected audit firm shall maintain strict confidentiality regarding all information obtained during the assignment and shall disclose any actual or potential conflict of interest before commencement. All working papers shall remain confidential and may only be disclosed where required by law or with WAWA's written authorization.

11. Timeline

The assignment shall commence upon contract signature and cover the financial year from 1 January 2026 to 31 December 2026. The auditor shall conduct interim audit reviews during the year, followed by the final audit after the financial year-end. The final audit report and audited financial statements shall be submitted after completion of the year-end audit and review of management comments.

12. Submission Date and Address

The Technical and Financial Proposal shall be submitted to wawanetwork54@gmail.com / /khadro122@gmail.com on or before 15th October 2026.

ANNEX I
TECHNICAL PROPOSAL TEMPLATE
External Audit Services – WAWA

This template shall be completed by all bidders. The sequence of sections should be maintained to facilitate a fair and transparent evaluation.

1. Cover Letter

Include bidder's legal name, address, contact details, validity period (minimum 60 days), confirmation of availability and signature.

2. Firm Profile

Provide legal registration, ownership, year established, office locations, professional memberships, licences, organizational structure and areas of specialization.

3. Understanding of the Assignment

Explain your understanding of WAWA, the audit objectives, expected deliverables, key risks and donor environment.

4. Proposed Audit Methodology

Describe audit planning, risk assessment, materiality, sampling, fieldwork, testing, quality assurance, communication with management and report finalization.

5. Work Plan

Provide a detailed schedule from contract signing to submission of the final report, including entrance meeting, fieldwork, draft report and exit meeting.

6. Audit Team

Include Name, Position, Qualification, Years of Experience, Professional Certification, Specific Role and Level of Effort.

7. Relevant Experience

List at least five comparable NGO/INGO audits completed during the last five years including donor, value, year and contact reference.

8. Quality Assurance

Describe internal review procedures, supervision arrangements and compliance with ISA and ethical standards.

9. Independence

Declare independence from WAWA and disclose any actual or potential conflict of interest.

10. Required Attachments

Certificate of incorporation; practicing licence; tax registration; CVs; references; sample audit report (optional); evidence of similar assignments.

Suggested Tables

Name	Role	Qualification	Professional Membership	Years Exp.	Assignment Role

Client	Assignment	Donor	Year	Reference Contact

ANNEX II
FINANCIAL PROPOSAL TEMPLATE
External Audit Services – WAWA

The financial proposal shall be submitted separately from the technical proposal. Prices shall be quoted in USD and remain valid for at least 60 days.

A. Summary of Financial Proposal

Cost Item	Quantity/Days	Unit Cost (USD)	Total (USD)
Lead Auditor			
Audit Manager			
Senior Auditor			
Audit Assistant(s)			
Travel			
Accommodation			
Per Diem			
Administration			
Communications			
Taxes (if applicable)			
Other Costs			
Grand Total			

B. Professional Fees

Provide daily rates for each proposed team member and the estimated number of billable days.

Position	Daily Rate	Estimated Days	Subtotal	Remarks

C. Financial Declaration

The bidder certifies that the quoted prices are complete and include all costs necessary to perform the assignment unless explicitly identified as reimbursable. The bidder also confirms that no commissions, gratuities or undisclosed fees have been included.

D. Authorized Signature

Authorized Representative:

Name: ______________________
Title: ________________________
Signature: ____________________
Date: ________________________