



TERMS OF REFERENCE FOR AUDIT OF SWRW FINANCIAL STATEMENTS

Background

Safe Way Right Way is a Non-Governmental Organization which was founded in 2013 as a result of a collaboration between the World Bank's Global Road Safety Partnerships and TotalEnergies to improve road safety on Uganda's economically road corridors. The organisation work model is backed by public and private sector partnerships that have enabled the various initiatives. The private sector companies include Africa Global Logistics, TotalEnergies, CFAO Motors, Reef Industries, Motor Centre East Africa, Sibel Transport Co.Ltd, GP Advocates as well as International Development Agencies and international non-government organisations. Safe Way Right Way has three operational offices Uganda i.e Kampala, Mukono and Hoima.

Objective of the Audit:

Provide an independent audit opinion of the accounts and annual financial reports of Safe Way Right Way, in accordance with the audit appointment, the International Standards on Auditing (ISA) and with the Uganda legal requirements. These should include assessing whether:

- Proper books of accounts have been kept by the management of Safe Way Right Way and that expenditures are adequately supported
- Financial statements agree with the accounts, organizational financial policies/procedures and general funding requirements.
- The internal controls and risk with regards to the organization's financial management exist, are appropriate, adequate and/or do not indicate any significant weakness.

Scope of the audit

- The audit will be carried out in accordance with the International Standards on Auditing and will include tests and verification procedures as the auditors deem necessary.
- Verify that all the funds have been used in accordance with the established rules and regulations of Safe Way Right Way and only for the purposes for which the funds were provided.
- Ensure that all goods, works and services have been procured in accordance with established rules and procedures.
- Ensure that appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented.
- Ensure that the financial statements have been prepared by Safe Way Right Way management in accordance with applicable accounting standards as well



as give a true and fair view of the financial position of Safe Way Right Way, of its receipts and expenditures for the period ended under review.

- Ensure comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
- Express an opinion as to the reasonableness of the financial statements in all material respects.
- Include in the audit reports opinions on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
- Assess whether statutory laws and regulations have been complied with, including relevant business or tax registrations, certificates to operate, with particular attention to Payroll related compliances (withholding taxes, insurances, social security and other labour law related compliances).
- Assets procured from donor funds exist and there is verifiable ownership by the organisation and have been maintained in line with Safe Way Right Way Policies and Procedures
- Conduct entry and exit meetings with Safe Way Right Way Management.

In addition to the audit report, the auditors will prepare a Management Letter highlighting the following:

- Comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
- Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
- Report on the implementation status of recommendations pertaining to previous period audit reports.
- Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organisation.
- Bring to Safe Way Right Way management any other matters that the auditors consider pertinent.

Deliverables

- The Auditors, on completion of the audit work, will submit 2 (two) original copies of the Audit Report for each year.
- Management letter in accordance with the scope of work described here before.



Auditor Independence

The auditor(s) must be completely impartial and independent from all aspects of management or financial interests in Safe Way Right Way. The auditor(s) should not, during the period covered by the audit, nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any senior participant in the management of Safe Way Right Way. The auditor should disclose any relationship that might possibly compromise his/her independence.

Confidentiality:

All information obtained during the audit process will be treated with strict confidentiality. Only authorized personnel involved in the audit will have access to sensitive data.

Timeframe

- The audit is expected to commence in February 2024 and conclude no later than April 2024.

Taxation

- The Audit firm shall demonstrate strong compliance to statutory requirements including fulfillment of their tax obligations.

Audit experience and qualification:

- The audit firm should be eligible and/or approved and have an active license from the Institute of Certified Public Accountants of Uganda (ICPAU).
- The key audit team will comprise of at least an audit manager with at least 8 years' experience in auditing and with a sound knowledge of donor financed projects and statutory audit requirements. In addition, he/she should be member of the institute of the Certified Public Accountants of Uganda.

Your Technical proposal should contain:

- A short description of your understanding of the assignment and the methodology to be used as outlined in these Terms of Reference
- A description of how you intend to fulfil the assignment within the suggested timeline and confirmation of your ability to meet the timelines
- CVs (maximum 3 pages each) of key individuals, tailored to the assignment
- Outline of team structure, including roles and responsibilities of team members



- An itemized budget for both professional fees and reimbursable expenses, including fee rates, number of days, breakdown of expenses and work schedule.

Proposal Submission: Please submit your proposal via email to Safe Way Right Way at careers@safewayrightwayug.org no later than 2nd February 2024.