



Organization	UNOPS (United Nations Office for Project Services)			
Project Title	Provision of Audit Services for CHF Projects in Somalia			
CHF Code	CHF-DMA-0489-442 ER			
Primary Cluster	Enabling Programmes	Secondary Cluster		
CHF Allocation	Emergency Reserve	Project Duration	6 months	
Project Budget	288,645.00			
CAP Details	CAP Code	CAP Budget	0.00	
	CAP Project Ranking	CAP Gender Marker		
Project Beneficiaries		<b>Men</b>	<b>Women</b>	<b>Total</b>
	Beneficiary Summary	0	0	88
		<b>Boys</b>	<b>Girls</b>	<b>Total</b>
		0	0	0
		<b>Total</b>		<b>88</b>
Implementing Partners				
Organizational focal point contact details	<b>Name:</b> Judy Kahure <b>Title:</b> PMO-Team leader			
	<b>Telephone:</b> +254706000789 <b>E-mail:</b> JuditK@unops.org			
<b>BACKGROUND INFORMATION</b>				
<b>1. Project rationale.</b> Humanitarian context: Give a specific description of the humanitarian situation in the target region based on newest data available (indicate source) (Maximum of 1500 characters)	United Nations established the United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) to mobilize and coordinate effective and principled humanitarian action in partnership with national and international actors in order to alleviate human suffering in natural disasters and emergencies, promote preparedness and prevention efforts to reduce future vulnerability, facilitate sustainable solutions by addressing root causes and advocate for the rights of people. UNOCHA receives funds from donors, for which it is accountable, and allocates these funds to International Non-Governmental Organizations and the UN agencies who will be able to implement directly or through local NGO partners to support humanitarian activities. The Common Humanitarian Fund for Somalia (CHF) is administered by OCHA. The objective of the fund is to strategically fund assessed humanitarian action in Somalia and improve timeliness as well as coherence of humanitarian response. The fund also supports priority clusters and regional priorities in accordance with identified needs. All projects funded by the CHF must be audited before the final installment, which constitutes 20% of the project budget, is paid.			
<b>2. Needs assessment.</b> Describe the capacities in place, then identify the gaps (previous and new). Explain the specific needs of your target group(s) in detail. State how the needs assessment was conducted (who consulted whom, how and when?). List any baseline data	The CHF has in 2012 funded more than 75 projects and yet majority of the 227 projects funded in 2011 are yet to be audited as the contract with the current auditors has come to an end. Meanwhile, many NGOs are awaiting their final installment of 20%. This is a strain for both small local NGOs and large international NGOs that have multiple projects funded by the CHF. OCHA through UNOPS has advertised this service and as the process of selecting an auditor is very lengthy and while waiting for this process to end a solution to the audit backlog had to be sought. OCHA is therefore seeking UNOPs services in selecting an auditor that would meet the criteria below. a) Show proven capacity to audit projects in the shortest time possible, in Somalia where access is limited and also in Kenya b) Demonstrate experience in auditing similar humanitarian projects in Somalia, especially those implemented in Central and Southern Somalia c) Understand the operating context with field experience and knowledge of capacity constraints in Somalia and d) Willingness and availability of senior audit staff to avail time to the CHF Secretariat to discuss progress of the audit and findings/recommendations. e) Avail a dedicated team of between 5 to 10 staff to carry out the proposed long term audit contract f) Submit 3 reference letters from UN or other donor agencies g) Hold registration with the local accountancy regulators and demonstrate quality standards h) Have no conf			
<b>3. Activities.</b> List and describe the activities that your organization is currently implementing to address these needs	Under the overall supervision of OCHA/CHF and in close collaboration with CHF partners, the auditor will conduct audits of 88 key projects among the many implemented in 2011 and 2012. A detailed list of projects to be audited will be provided by the CHF secretariat on regular basis and as agreed with the audit company. The audit will ensure that resources are being managed in accordance with the set guidelines.			
<b>LOGICAL FRAMEWORK</b>				
<b>Objective 1</b>	Conduct Audits of the CHF projects implemented in 2011 and 2012			
Outcome 1.1	A comprehensive audit of the common humanitarian fund successfully conducted			
Activity 1.1.1	Recruit an external audit firm to conduct the audit of 88 CHF- Somalia projects (Activity to be conducted by CHF Somalia)			
Activity 1.1.2	Reviewing and comment on final audit reports (Activity to be conducted by CHF Somalia)			
Activity 1.1.3	Review the performance of the audit firm and authorise the payments for services rendered (Activity to be conducted by CHF Somalia)			
<b>Indicators for outcome 1.1</b>		<b>Cluster</b>	<b>Indicator description</b>	<b>Target</b>
	Indicator 1.1.1	Enabling Programmes	Number of CHF projects monitored per cycle	88
	Indicator 1.1.2	Enabling Programmes	No of projects successfully audited and final findings accepted	88
	Indicator 1.1.3			
Outcome 1.2				
Activity 1.2.1				
Activity 1.2.2				
Activity 1.2.3				
Indicators for outcome 1.2		<b>Cluster</b>	<b>Indicator description</b>	<b>Target</b>

Indicators for outcome 1.2	Cluster	Indicator description	Target
Indicator 1.2.1			
Indicator 1.2.2			
Indicator 1.2.3			
Outcome 1.3			
Activity 1.3.1			
Activity 1.3.2			
Activity 1.3.3			
Indicators for outcome 1.3	Cluster	Indicator description	Target
Indicator 1.3.1			
Indicator 1.3.2			
Indicator 1.3.3			

**WORK PLAN**

Project workplan for activities defined in the Logical framework	Activity Description	Month	Month	Month	Month	Month	Month
		1-2	3-4	5-6	7-8	9-10	11-12
<b>Activity 1.1</b> Recruit an external audit firm to conduct the audit of 88 CHF- Somalia projects (Activity to be conducted by CHF Somalia)		X					
<b>Activity 1.2</b> Reviewing and comment on final audit reports (Activity to be conducted by CHF Somalia)		X	X	X	X	X	X
<b>Activity 1.3</b> Review the performance of the audit firm and authorise the payments for services rendered (Activity to be conducted by CHF Somalia)			X	X	X	X	X

**M & E DETAILS**

<b>Implementation:</b> Describe for each activity how you plan to implement it and who is carrying out what.	The NGO or the UN agency that is implementing the project and OCHA, and other concerned entities as appropriate, will provide the auditors with all relevant information required by them for conducting the audit. Using this information the auditors must produce an audit report for 88 of the selected projects and shall do so to the extent possible, in the suggested format, presented in the TOR for the audit. The auditors must undertake the following activities, among others: (a) Consult with relevant units as necessary (OCHA, implementing agents and other concerned parties); (b) Obtain and analyze existing documentation; (c) Review the procedures and systems currently in use (a standard audit programme) (d) Perform test-checks on accounts and documents; (e) Write the audit report with recommendation for action; (f) Present the findings of the report to the parties concerned and submit two copies to the NGO or the UN agency that is implementing the project
<b>Monitoring:</b> Describe how you will monitor the implementation of each activity. Describe the tools you plan to use (checklist, photo, questionnaires, interviews, suggestion box etc.) in order to collect data and how you will store data. Explain the frequency type and protocol of reporting (how often do you report about what to whom?). State if, when and how you plan to evaluate your project.	The audit should be conducted in accordance with professional judgment of the auditor, and with appropriate reference to: (a) The International Standards on Auditing (ISA), namely the standards on auditing promulgated by the international Federation of Accountants; (b) Generally accepted common auditing standards in the country; (c) The standards and terms of reference established for the United Nations Board of Auditors. The audit report must contain comments, observations and an opinion on each of the audit scopes above, as well as a general opinion of the project. Before finalizing the audit report the auditors must discuss their findings with the implementing agency and UNOCHA representative. The auditors will present or incorporate the responses in the audit report The auditors must submit the final audit report to the NGO or UN agency that is implementing the project in two copies. The auditors must also stamp the final financial report of the project, certified by the implementing agency and attach it to the audit report. Once a final signed audit is submitted, the CHF secretariat will work on releasing the final installments to the NGOs. Before any payment is made to the auditor, OCHA will confirm that the services delivered were satisfactory.

**OTHER INFORMATION**

Coordination with other Organizations in project area	<table border="1"> <thead> <tr> <th>Organization</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>1. HC</td> <td>Overall responsibility for CHF-Somalia</td> </tr> <tr> <td>2. OCHA</td> <td>Daily management of CHF-Somalia</td> </tr> </tbody> </table>	Organization	Activity	1. HC	Overall responsibility for CHF-Somalia	2. OCHA	Daily management of CHF-Somalia
Organization	Activity						
1. HC	Overall responsibility for CHF-Somalia						
2. OCHA	Daily management of CHF-Somalia						
Gender theme support	Yes						
Outline how the project supports the gender theme	The AUDIT review will take gender aspects into account.						
Select (tick) activities that supports the gender theme	<input type="checkbox"/> <b>Activity 1.1:</b> Recruit an external audit firm to conduct the audit of 88 CHF- Somalia projects (Activity to be conducted by CHF Somalia) <input type="checkbox"/> <b>Activity 1.2:</b> Reviewing and comment on final audit reports (Activity to be conducted by CHF Somalia) <input type="checkbox"/> <b>Activity 1.3:</b> Review the performance of the audit firm and authorise the payments for services rendered (Activity to be conducted by CHF Somalia)						

**BUDGET**

<b>1.1 Supplies, commodities, equipment and transport</b>	<b>1.1.1 Supplies (materials and goods)</b>								
	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	<b>Subtotal Supplies</b>						0.00	0.00	0.00
	<b>1.1.2 Transport and Storage</b>								
	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	<b>Subtotal Transport and Storage</b>						0.00	0.00	0.00
<b>1.2 Personnel</b>	<b>1.2.1 International Staff</b>								

	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	<b>(staff, consultants, travel and training)</b>	<b>Subtotal International Staff</b>					0.00	0.00	0.00
<b>1.2.2 Local Staff</b>									
	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	<b>Subtotal Local Staff</b>					0.00	0.00	0.00	0.0
<b>1.3 Training of Counterparts</b>	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	<b>Subtotal Training of Counterparts</b>					0.00	0.00	0.00	0.0
<b>1.4 Contracts (with implementing partners)</b>	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	1.4.1	Audit 88 CHF Somalia Projects	2891.875	88	1	254,485.00	0.00	254,485.00	
	<b>Subtotal Contracts</b>					254,485.00	0.00	254,485.00	94.3
<b>1.5 Other Direct Costs</b>	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	1.5.1	Operation costs	15277	1	1	15,277.00	0.00	15,277.00	
	<b>Subtotal Other Direct Costs</b>					15,277.00	0.00	15,277.00	5.7
<b>TOTAL</b>						269,762.00	0.00	269,762.00	
<b>2.0 Indirect Costs</b>	Code	Budget Line Description	Unit Cost	Units	Timeframe	Amount(USD)	Organization	CHF	% of CHF Total
	2.0.1	Indirect Costs				18,883.00	0.00	18,883.00	6.9999
	<b>GRAND TOTAL</b>					288,645.00	0.00	288,645.00	100.0

**Other sources of funds**

Description	Amount	%
<b>Organization</b>	0.00	0.00
<b>Community</b>	0.00	0.00
<b>CHF</b>	288,645.00	100.00
<b>Other Donors</b>	a)	0.00
	b)	0.00
<b>TOTAL</b>	<b>288,645.00</b>	

**LOCATIONS**

**DOCUMENTS**

**Document Description**

1. List of Projects