



REQUEST FOR PROPOSAL FOR INDEPENDENT AUDIT SERVICES
WEST AFRICAN TAX ADMINISTRATION FORUM
 20 Sokode Crescent Wuse, Zone 5 Abuja

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Introduction and Background

The West African Tax Administration Forum (WATAF) was established through an adoption of the Agreement by the General Assembly of Member States to contribute to the efficacy of tax administration and improved public service delivery in support of development of countries in West Africa. The mission of WATAF is to encourage strong collaboration amongst ECOWAS Member States towards the improvement of the quality of tax administration in the respective States. Its vision is to strive to promote effective and efficient tax administration in Member States.

Project Goals and Scope of Services

The goal and scope of the independent audit services is separately defined in the term of reference and can be downloaded directly from WATAF website at www.wataf-tax.org in portable document format.

Anticipated Selection Schedule

The anticipated Request for Proposal timeline is as follows:

1. Request for Proposal (RFP): July 25, 2022
2. Deadline for Bidders to Submit Proposals: September 5, 2022
3. Evaluation, Selection and Notification of Successful Bidder: October 3, 2022
4. Start of Negotiation: October 17, 2022
5. Contract Award / Notification to Unsuccessful Bidders: November 7, 2022

Time and Place of Submission of Proposals

This RFP and attended TOR will be posted on our website, www.wataf-tax.org and can be downloaded from there directly as of July 25, 2022.

Respondents to this RFP must submit one original and two copies of their proposal. Responses must be received no later than September 5, 2022. Responses should be clearly marked "RFP-Independent Audit Services" and mailed or delivered to the contact person listed below.

Timeline

The Independent Audit Services should take a maximum of one (1) month with a retainer period of up to forty-five (45) days for Management Letters and other value addition services as may be requested by WATAF.

Elements of Proposal

A submission must, at a minimum, include the following elements:

1. Description of firm that includes a general overview, names and credentials and qualifications of audit team;
2. A detailed proposed audit plan and strategy that align with the anticipated timeline of this RFP, including any anticipated adjustment to the schedule; and
3. A history of past performance and client base.

Evaluation Criteria

The successful respondent will:

1. Have been operating continuously in independent audit services for a minimum of five (5) years and possess full in-house service capabilities and competent and qualified staff;
2. The education, knowledge, experience, skills and qualifications of firm and individuals who will be available to provide the audit services;
3. Tax and regulatory compliance, including valid company registration and tax clearance certificate;
4. The competitive cost of the service and ability to manage and deliver the audit services within the time, scope and quality; and
5. The expertise of the firm in working with similar customers.

Possible Constraints

At this point, we are not aware of any possible constraint that need communication at this time, except that which we cannot see into the future.

Contact Information

Interested firms should send proposals and enquiries to:

Email: info@wataf-tax.org

Tel: +234-70671-13055

Address:

The Executive Secretary,
FIRS Building, 20 Sokode Crescent,
Wuse Zone 5, Abuja - FCT



**TERMS OF REFERENCE (TOR) FOR THE EXTERNAL AUDIT OF
WEST AFRICAN TAX ADMINISTRATION FORUM (WATAF)
FINANCIAL STATEMENTS FOR JANUARY – DECEMBER 2022**

WEST AFRICAN TAX
ADMINISTRATION FORUM

FORUM DES ADMINISTRATIONS
FISCALES OUEST AFRICAINES

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WEST AFRICAN TAX
ADMINISTRATION FORUM

FORUM DES ADMINISTRATIONS
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1. BACKGROUND

The West African Tax Administration Forum (WATAF) is the product of the conviction within the West African sub-region that there is a need for West African Tax Administrations to cooperate and actively promote improvement in tax administration through better service delivery, taxpayer education, effective use of automated systems, countering tax evasion, aggressive tax planning and strengthening audit and human resource management capability in their respective administrations.

WATAF is established to contribute to the efficacy of tax administration and improved public service delivery in support of the development of countries in West Africa. WATAF had its inaugural meeting in Abuja, Nigeria on the 12th of September 2011. Membership is open to all countries of the Economic Community of West Africa (ECOWAS).

The day-to-day operations of WATAF is conducted through the WATAF Secretariat which is headed by an Executive Secretary who reports directly to WATAF Council and supported by other officers, including a finance officer. The Secretariat is responsible to maintain accurate, complete, and proper records of financial transactions and prepare financial statements that give a true and fair view of the financial conditions and position of WATAF in accordance with International Financial Reporting Standards. The financial statements of the organization are required to be audited by competent and independent external auditor(s).

2. AUDIT SCOPE

These terms of reference prescribe the requirements for the external audit of the financial statements and records of WATAF for the period January to December 2022. A draft audit report should be submitted within three weeks from the date of commencement of the audit assignment including, a day for audit briefing. The final audit report should be signed and submitted within five working days after the draft report. The audited financial statements for the year should be made available not later than 31st March.

The audit should be carried out in accordance with the International Standards on Auditing (ISA). Sufficient and appropriate audit evidence should be gathered to provide substantive basis for the expression of opinion on the accuracy, completeness, and reliability of the financial statements. The audit report should clearly state whether the financial statements give a true and fair view of the financial conditions and position of WATAF in conformity with IFRSs and the policies of WATAF.

3. THE AUDIT REPORT AND MANAGEMENT LETTER

3.1 The Audit Report

The audit report should clearly indicate the auditor's opinion. This would include at least the following:

- i. The introductory paragraph containing identification of the financial information audited including the period covered, statement of

responsibility of the entity's management and the responsibility of the auditor.

- ii. A scope and methodology paragraph describing the nature of the audit referencing:
 - a. The accounting standards that have been applied and indicate the effect of any deviations from those standards if any.
 - b. The audit standards that were applied.
 - c. The work that the Auditor performed.
- iii. An opinion paragraph disclosing:
 - a. International Standards of Auditing (ISA) published by the International Audit and Assurance Standards Board of the International Federation of Accountants.
 - b. International Organization of Supreme Audit Institutions.
 - c. Whether the financial statements and supporting documents of WATAF fairly represent the cash receipts and expenditure in all material respects and that the funds were issued for the purposes defined by WATAF.
 - d. Whether the financial transactions reflected in the financial statements are in accordance with International Financial Reporting Standards (IFRS).
- iv. Summary assessment of the efficiency of the management and internal control systems.
- v. The Auditor may expand the report to include other information and explanations not intended as a reservation. The audit report should be provided in the English language.

3.2 Management Letter

The Auditors should submit a letter to the management at the conclusion of the audit exercise. The issues to be covered in the letter should include but limited to:

- i. The assessment of the efficiency of the administration, management, and internal control systems of WATAF.
- ii. A description of the specific internal control weaknesses noted in the financial management. Clear and cost-effective recommendations to resolve/eliminate the internal control weaknesses noted should be included.

- iii. Management comments/responses to audit findings and recommendations validated by the auditor should be incorporated into the report.

4. AUDITORS' QUALIFICATION AND RIGHT OF ACCESS

4.1 Auditor Independence and Qualification

The Auditor must be completely impartial and independent from all aspects of the management or financial interests of WATAF. The Auditors 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 member in the management of WATAF.

The Auditors should expressly disclose any relationship that might possibly compromise their complete and total independence.

The Auditors should be experienced in applying accounting and auditing standards and be knowledgeable of new and emerging standards. In addition, the Audit Firm must employ adequate staff with appropriate professional qualifications and suitable experience in auditing the accounts of Non-Governmental Organizations (NGOs).

Curriculum vitae (CV) of the principal partner of the Audit Firm who would be responsible for signing the opinion, together with the CVs of managers, supervisors and key personnel proposed as part of the Audit team should be provided to WATAF. CVs should include details on audits carried out by the applicable staff, including on-going assignments indicating capability and capacity to undertake the audit and experience in auditing financial statements that comply with IFRS. At least the principal partner should be a member of a qualifying body that is a member of the International Federation of Accountants.

4.2 Access to Personnel, Facilities and Documents

The current financial management system is maintained in Excel. These and supporting documents and records, including payment vouchers, invoices and receipts are manually filed.

The Auditors will have full and complete access at any time to all records and documents, including books of accounts, donor agreements, minutes of Council meetings, bank records, invoices, receipts, contracts etc. and all employees of WATAF. The Auditors will have a right of access to banks and depositories, consultants, contractors, vendors and other persons or firms engaged by the Secretariat over the period under audit.