

CALL FOR PROPOSALS: PROVISION OF ANNUAL INSTITUTIONAL EXTERNAL AUDIT SERVICES

Organization: Parent and Child Health Initiative (PACHI)

Physical Address: Area 15/plot 225 Office Address, Lilongwe, Malawi

Financial Year: December 1, 2024 – November 30, 2025

Deadline for Submission: No later than **16:00 Hours CAT on 15th June 2026.**

1. Background

The **Parent and Child Health Initiative (PACHI)** is a prominent local Malawian Non-Governmental Organization dedicated to the health and empowerment of women and children. Operating across multiple districts, PACHI manages a complex portfolio of health interventions funded by various international and domestic partners.

To maintain our commitment to financial transparency, accountability, and organizational excellence, PACHI is seeking proposals from reputable and qualified audit firms to conduct an **Institutional External Audit** for the 2024/2025 financial year.

2. Objective of the Institutional Audit

The primary objective is to provide an independent professional opinion on the financial position of PACHI as an entire institution. The audit will verify that:

- The consolidated financial statements present a true and fair view of the organization's financial performance.
- Funds have been used in accordance with the conditions of relevant donor agreements and Malawian Law.
- Institutional Internal Controls and governance structures are robust, effective, and capable of mitigating systemic risks.

3. Scope of Work

The audit will be conducted in accordance with **International Standards on Auditing (ISA)** and will encompass:

- **Financial Statement Audit:** Review of the Statement of Financial Position, Statement of Comprehensive Income, and Cash Flow Statement.
- **Compliance Audit:** Assessment of adherence to the Malawi Companies Act, Taxation Act, and NGO Act.
- **Internal Control Review:** Comprehensive evaluation of the financial management system, procurement processes, and human resource payroll systems.

- **Grant Verification:** Audit of specific donor-funded project expenditures integrated within the institutional framework (including...UNICEF, and others).
- **Management Letter:** Provision of a report detailing significant findings, weaknesses in internal controls, and actionable recommendations for management.

4. Eligibility and Required Qualifications

Interested firms must demonstrate the following:

- **Legal Standing:** Valid registration with the **Institute of Chartered Accountants in Malawi (ICAM)** and the **Malawi Accountants Board (MAB)**.
- **NGO Expertise:** Proven experience in conducting institutional audits for local and international NGOs with multi-donor funding streams.
- **Technical Capacity:** A team led by a Fellow Chartered Accountant (FCA/FCCA) with specific expertise in Malawian tax laws and 4IR data analytics in accounting.
- **Independence:** The firm must maintain total independence from PACHI and disclose any potential conflicts of interest.

5. Proposal Requirements

Prospective auditors should submit a proposal containing:

1. **Technical Proposal:**
 - Firm profile and evidence of similar assignments.
 - Proposed audit methodology and work plan (including field work and reporting timelines).
 - Detailed CVs of the Audit Partner and Key Personnel.
2. **Financial Proposal:**
 - A competitive fee quote for the institutional audit, inclusive of VAT and all applicable withholding taxes.
 - A breakdown of reimbursable expenses (if any).

6. Submission Guidelines

Submissions should be sent in sealed envelopes clearly marked "**Proposal for Institutional External Audit Services**" or via email to:

The Chairperson, Internal Procurement Committee
 Parent and Child Health Initiative (PACHI)
 P.O. Box 31686
 Lilongwe
 Email: procurement@pachimalawi.com

Physical Address: Area 15, Plot #225

PACHI is an equal opportunity organization and reserves the right to accept or reject any application based on its internal evaluation criteria.