



Tanganyika
Law Society

INVITATION FOR APPLICATIONS FOR PROVISION OF AUDIT SERVICES

Background

The Tanganyika Law Society (TLS) is a bar association of Tanzania mainland, established by Tanganyika Law Society Act, Cap 307 R.E. 2002. TLS seeks to recruit an audit firm to conduct Forensic Audit of the WAKILI House project funds from the year 01st January 2008 to 31st December 2023.

About Legal Aid Advocacy Centre (LAAC) Project

Legal Aid Advocacy Centre (LAAC) is a project named as WAKILI House which aimed at the construction of a building that can provide enough space to house the ever-increasing TLS statutory role of providing legal aid, human rights advocacy, seminars and workshops, commercial arbitration and mediation, legal reform and other administrative activities. The Construction of a building started on 1st May 2017 and was completed on 4th October 2019.

Terms of Reference

Collection Analysis

- i. Identify and quantify the WAKILI House project fund contributions from 2008 to December 2023;
- ii. Assess the compliance with relevant laws and regulations;
- iii. Evaluate the assurance and completeness of the collection records from 2008 to December 2023; and
- iv. Assess the efficiency of the collection process from 2008 to December 2023

Expenditure Analysis

- i. Review all expenditure from the WAKILI house project funds account from 2008 to December, 2023;
- ii. Verify if all expenditures were duly authorized by TLS approving authorities;
- iii. Evaluate the legitimacy and necessity of the expenditures in accordance with the WAKILI house project funds guidelines and Governing Council approval; and
- iv. Determine balance as at 31st December 2023

Methodology

- i. Review of the relevant documents including contributions/collections records, bank statements, Audit reports (Internal and External reports), Governing Council minutes, relevant documents including invoices, contracts and all certificates issued by WAKILI house project contractor; and
- ii. Interviewing all key personnel's including all people responsible in managing WAKILI house project account.

Deliverables

The auditor is expected to provide the following: -

- i. Comprehensive forensic investigation audit report containing report on the WAKILI house project contributions from 2008 to December 2023 (collections, expenditures and current balance with supporting documents);
- ii. Identify and report any discrepancies, irregularities, embezzlement or financial misconduct; and
- iii. Provide Recommendations.

Qualification

- I. Audit firm with at least 10 years working experience in audit services
- II. CV for each member of senior staff who will be involved in the provision of the audit service

Evaluation criteria

- I. Proven experience in Forensic Audit services
- II. Proposed time for the assignment
- III. Audit team with appropriate qualifications for the assignment
- IV. Proposed Audit fee for the assignment

Deadline for submission

The deadline for submission of technical and financial proposal for the assignment shall be not later than 15th day of October 2024 at 16:00 Hours

Submissions should be marked 'Forensic Audit Service' and sent to:

Executive Director,
Tanganyika Law Society,
Regent Estate, Mikocheni, Chato Street, House no 21,
P O Box 2148,
Dar es Salaam.

Electronic responses will also be accepted if received by the deadline above and with 'Forensic Audit Service' as the subject line. Sent to procurement@tls.or.tz. Responses and questions or requests for clarification should be addressed to: gmalisa@tls.or.tz.

Tanganyika Law Society reserves the right not to award a contract or to accept the lowest bid.