



ABOUT RESTLESS DEVELOPMENT

We know young people have the power to solve the challenges we face in our world, but they are being ignored and overlooked. We are the agency that works with young people so they can lead in solving those challenges. Whether that means supporting communities to end child marriage or prevent HIV, we work with young people to change their lives and the lives of people in their communities.

We work at depth - in local communities where we have been for 30 years, and we work at scale. We have Hubs in 10 countries and a Youth Collective with 3,000 local youth organisations in more than 170 countries.

Our work is genuinely life-changing, but can't do any of this without talented, creative individuals at every level of our organisation.

Restless Development Tanzania is the leading development agency championing youth leadership nationally. We started working in Tanzania in 1993 and, since then, our Hub has evolved into an organisation with true national reach. We operate nationwide. We are nationally registered with the Ministry of Community Development, Gender, Women, Elderly and Special Groups, which guarantees our access and reach to work across the whole of Tanzania. Historically, we have worked in almost all provinces and with thousands of communities. We continue to diversify our reach both by activating new opportunities for youth-led change and leveraging ongoing efforts of our organisation and our partners. We work primarily with young people between ages 15-35 years old. However, our demographic reach is actually much broader. It is through the young people we work with that we are able to reach the whole of communities, including children and adults.

OUR APPROACH TO SAFEGUARDING

Restless Development considers the welfare and protection of children, young people and vulnerable adults to be an organisational imperative with primacy over the success of programmes or strategic objectives. We recognise that safeguarding is everyone's responsibility and we expect all of our staff, volunteers and partners to ensure we protect the communities in which we operate from harm and abide by our [Safeguarding Policy](#).

ABOUT THE ROLE

Restless Development is looking for External Auditors for the Financial period (1st October 2021 to 30th September 2022). The objective of the audit of the Organization's financial statements is to enable the auditors to express an independent audit opinion on the financial position of Restless Development and to ensure that the funds utilized for Restless Development activities have been used for their intended purposes.

The books of accounts of Restless Development provide the basis for the preparation of the Restless Development's Financial Statements in accordance with applicable accounting standards. Proper books of accounts as required by law have been maintained by Restless Development and also maintain adequate internal controls and supporting documentation for the transactions.

ABOUT THE ROLE

Job title	EOI: EXTERNAL AUDITORS
Location	Dar Es Salaam
Preferred start date	17/10/2022
Length of contract	The audit work shall be completed within three weeks from the date of commencement of the audit.

For more information on Restless Development's mission, values and work, please visit:

www.restlessdevelopment.org.

Reports to	The Board of Directors
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KEY PRIORITIES (Scope of the Audit)

1. The audit will be carried out in accordance with the International Standards on Auditing (ISAs) and will include tests and verification procedures as the auditors deem necessary.
2. Verify all funds have been used in accordance with the established rules and regulations of Restless Development and only for the purposes for which the funds were provided.
3. Verify that goods, works and services financed have been procured in accordance with the Restless Development established rules and procedures.
4. Verify that funds have been used in accordance with donor's or contracts rules and conditions
5. Verify that appropriate supporting documents, records and books of accounts relating to all activities have been kept and that clear linkages exist between the books of accounts and the financial statements presented.
6. The financial statements have been prepared by Restless Development management in accordance with applicable accounting standards and give a true and fair view of the financial position of Restless Development and of its receipts and expenditures for the period ended on that date.
7. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
8. Express an opinion as to the reasonableness of the financial statements in all material respects.
9. Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
10. Conduct entry and exit meetings with the Senior Management of Restless Development.
11. In addition to the audit report, the auditors will prepare a Management Letter that will include the following as a minimum:
 - Give 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 organization.
 - Bring to the Board of Director’s attention any other matters that the auditors consider pertinent

ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

SKILLS AND EXPERIENCE (Qualification of the Audit Firm)	
Essential	Reputable Auditing Firms registered with the National Board of Accountants and Auditors (NBAA) with experience in auditing -not-for-profit Non-Governmental Organizations (NGOs) will be eligible to apply.
Desirable	The proposal submitted should have a maximum of 20 pages exclusive of the statutory requirements which shall be attached separately. The proposal subject line should clearly read, “EOI: EXTERNAL AUDITORS.”

Deliverables:

1. The Auditors on completion of the audit work will submit 5 (five) original copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the Chairman of the Board of Directors.
2. Management letter in accordance with the scope of work described here before.

Audit Fees:

The audit fees will be fixed through a competitive bidding process.

Submission Procedures:

The proposal should be addressed to: Head of Finance

Mode of submission: ONLY electronically submitted proposals will be accepted.

It should be submitted to: procurementtanzania@restlessdevelopment.org

The deadline for submission of the proposal is: 7th September 2022 at/or before 17:00 hours East African time.

Only shortlisted bidders will be invited for interviews at Restless Development, Dar es Salaam offices at a date to be communicated.

For any questions, send an email to: infotanzania@restlessdevelopment.org not later than 7 days after the date of the advert.

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