

Terms of Reference for Concern Worldwide – Afghanistan annual statutory audit

Background

Concern Worldwide is an international NGO working in Afghanistan with its headquarters in Dublin, Ireland¹. Concern Worldwide – Afghanistan (registration number: 53) is the branch of the organization in Afghanistan which implements its humanitarian programme funded by multiple donors' in Afghanistan. Concern implements the majority of its programmes directly (*Concern implements its programmes through direct implementation and also through local partners*)

As part of its group global audit required under Irish company and charity law, **Concern Worldwide – Afghanistan** is planning to conduct an independent audit of its financial statements. This audit will cover the transactions of Concern Afghanistan Country Office and its implementing partners. The audit shall be carried out in accordance with international audit standards issued by IAASB. The audit shall be carried out by an external, independent and qualified auditor.

Period covered: 1 January 2026 to 31 December 2026.

Location: Audit procedures will be completed in Concern's country office located in Taloqan, Takhar province. Implementing partner's offices may also be visited after mutual discussion agreed during the engagement.

Purpose of this Independent Audit

- To audit the financial statement for the period **1 January 2026 to 31 December 2026** to express a true and fair audit opinion according to ISA 700.
- Identify and assess risks of material misstatement, whether due to fraud or error, based on an understanding of the entity and its environment, including Concern's internal control
- Examine the evidence and supporting documents to assess the compliance status as required by Concern policies, local laws, and donor requirements.

Concern Worldwide's Management's Responsibilities

Concern's Management is responsible for the following:

- Preparing the financial statements in accordance with the applicable financial reporting framework and adhering to group accounting and reporting requirements.
- Implementing the appropriate internal controls to enable the preparation of financial statements that are free from material misstatement.
- Provide access to all information that is relevant to the preparation of the financial statements such as records, documentation and other matters.

Auditor's responsibilities

The audit firm shall be responsible to express an opinion on the audited financial statement based on their findings and the engagement will consist of:

- Planning, scheduling and staffing,
- Providing an audit checklist to Concern Management in advance of the audit,

¹ www.concern.net

- Conducting the audit in accordance with the international auditing standards issued by IAASB, to obtain reasonable assurance about whether the financial statements are free of material misstatement
- Submitting a preliminary report/ management letter to the Concern's management within the scheduled period
- Upon receiving the preliminary report along with management response, submitting a final audit report and management letter.
- Verifying that:
 - *Costs are actually incurred, identifiable and verifiable*
 - *Expenses are incurred in compliance with the applicable laws, donor requirements, accounting standards and organisation policies*
 - *Expenses are incurred appropriately and recorded in books of accounts of Concern and its implementing partners*

Expected Outputs

- The auditors have a responsibility to report whether, in their opinion, the financial statements give a true and fair view of the state of affairs of Concern Worldwide – Afghanistan at the end of the financial year and of the incoming resources and application of the resources of Concern Worldwide – Afghanistan in that financial period under review. In arriving at their opinion, they are required to consider the following matters, and to report on any which have not been complied with:
 - whether proper accounting records have been kept;
 - whether the balance sheet and statement of income and expenditure are in agreement with the accounting records;
 - Whether they have obtained all the information and explanations that they consider necessary for the purposes of the audit.
- The audit firm will submit a Management Letter containing audit findings for the period ended **31 December 2026** to Concern Worldwide – Afghanistan in the prescribed format. The auditor shall make recommendations to address the weaknesses identified and the recommendations shall be presented in priority order.

A proposed letter of engagement is attached in Appendix A.

Expertise Required

Audit firms must have a valid license/ certificate of practice from the Afghanistan Professional Accountants Authority. The engagement partner and audit manager must be qualified accountants having membership with a reputable global Institute with the requisite individual auditing certification. Concern expects appropriate qualified staff to be deployed during the assignment.

Duration of the Contract

Time period for the annual audit assignment is approximate **1 months (10 February to 09 March 2027 including field work and submission of initial draft report)**. Auditors will be provided with a trial balance and draft financial statements initially and further information as agreed in the plan of work. Given the volume of work, an early start date maybe agreed upon in which case interim trial balance will be provided. The Audit Manager will be required to do a weekly progress update meeting with Concern Worldwide – Afghanistan management.

Concern's office times are 08:00 AM to 04:00 PM and weekend days are Friday-day and Saturday-day. The proposed audit process needs to be planned within this timetable.

Travelling, Boarding & Lodging and Food

Travel, Boarding & Lodging expenses will be reimbursed on actual basis by Concern Worldwide – Afghanistan for the travel/ stay outside their normal location. However, Concern Worldwide – Afghanistan will not provide food/ food allowance to auditors. Please include the travel costs under out-of-pocket expenses.

The audit firm will be responsible to comply with Concern Afghanistan security procedures throughout its field assignment in Taloqan. A security briefing covering the applicable operating procedures will be provided upon the team's arrival in Taloqan.

Mode of Payment

Payments for the assignment will be made after submission of the final audit report and management letter that have been accepted by Concern Worldwide – Afghanistan management.

Other Terms & Conditions

- As a service provider to Concern Worldwide, the audit firm will need to sign and adhere to the Concern Code of Conduct and its associated parts, which are included as Appendix B.
- As part of normal audit procedures, Concern will have to transfer/share information with auditors to allow them to undertake their audit work. As an organisation, we have no difficulty with releasing such relevant and appropriate information to auditors as part of their audit work, provided that it is within the scope of the audit. However, as a branch of an entity within the European Economic Area (EEA), Concern Worldwide – Afghanistan has a legal obligation as to how we protect and handle certain types of personal data under European law. To allow us to transfer such data, which may be requested as part of audit testing and sampling to auditors that are outside the EEA, we are required to put in place what are called "Standard Contractual Clauses" (SCCs) which are attached as Appendix C. The SCCs deal with Concerns own legal responsibilities under EU law in relation to data protection and the transfer of information. SCCs provide the legal basis whereby we can share such personal data with third parties.

It should be noted that Concern does not intend to cause any limitation of scope or to impact on the independence of auditors conducting their work. However, for best practice, to comply with our legal and contractual obligations with donors and for the requirements of Irish and European law, the Code of Conduct and Standard Contractual Clauses will form part of the engagement documentation with the successful audit firm.

Selection criteria

The following information needs to be provided in the bid presented and will be included in the selection criteria considered by the procurement committee in relation to bids received:

- Proposed Fee (AFN, local currency)
- International firm membership or linkages
- Audit team
- NGO/INGO experience
- Proposed Out of Pocket Expenses
- Proposed timeframe
- Related business experience

- List three INGO's for references check

Other information available

- Organogram and legal structure of Concern Worldwide – Afghanistan (Appendix D)
- Summary of annual budget and donors (Appendix E)
- Brief outline of programme and areas of implementation (Appendix F)
- Proposed audit reporting deadlines (Appendix G)

Tender submission information

Please address your quotation to **“Procurement Department”** and submit the quotation on or before 27 October 2026 (4:3000p.m) at the Concern Office, District 2, Old Hospital First Street, House #417, Taloqan, Takhar, Afghanistan. The envelopes must be clearly marked as **“quotation for Annual Audit 2026”**.

If you wish to submit the proposal through email, please email us on afghanistan.procurement@concern.net with the subject: ***quotation for Annual Audit 2026*** on or before 27 October 2026 (4:30 pm). Concern reserves the right to accept or reject any or all tenders without assigning any reason, whatsoever. In case of any query, please do not hesitate to contact: afghanistan.procurement@concern.net

Appendices to terms of reference

Appendix A	Proposed engagement letter (During Agreement stage)
Appendix B	Concern Worldwide Code of Conduct
Appendix C	Data Protection Standard Contractual Clauses (During Agreement stage)
Appendix D	Organogram and legal structure of Concern Worldwide – Afghanistan
Appendix E	Summary of annual budget and donors
Appendix F	Brief outline of programme and areas of implementation
Appendix G	Proposed audit reporting deadlines

ANNEX D: Organogram and legal structure of Concern Worldwide – Afghanistan

Concern Worldwide, which is a non-governmental organization, and a company limited by guarantee, without a share capital registered in Ireland (with company number 39647) which has been granted charitable status (charity number 20009090) and has its registered address at 52 - 55 Lower Camden Street, Dublin 2, Ireland (hereinafter referred to as “CONCERN”)

Concern Worldwide is a humanitarian agency devoted to the relief, assistance and advancement of people in greatest need. Concern Worldwide’s vision is a world where people no longer live in extreme poverty, fear or oppression. Concern’s policy is to work in countries as per the Human Development Index (HDI)

Concern Worldwide, Afghanistan is a branch office of the Global Concern Worldwide, and registered with Ministry of Economy in the name of ‘CONCERN WORLD WIDE (CWW)’ under registration number 53 dated 15/09/2005 and work under NGOs Laws

Concern has been working in Afghanistan since responding to a major earthquake in 1998. Today, Afghanistan continues to face one of the most complex humanitarian crises in the world. Prolonged poverty, recurring environmental disasters and insecurity pose significant challenges to Afghans, with lasting political, economic and social implications. Concern is responding with emergency, resilience and long-term development programming. Organigramme can be shared upon request

ANNEX E: Summary of annual budget and donors

Estimated annual budget for the financial year 2026 is over 5 million Euro funded from various Donors including Irish Aid, European Union, FCDO, Afghanistan Humanitarian Fund (AHF) and some others.

ANNEX F: Brief outline of programme and areas of implementation

Concern Afghanistan's 2026 programme portfolio is concentrated in Takhar and Badakhshan provinces in north-eastern Afghanistan, covering 10 districts.

The portfolio is supported by several institutional and humanitarian donors, including Irish Aid, the European Union (EU), FCDO and the Afghanistan Humanitarian Fund (AHF).

Key areas of intervention include humanitarian assistance, resilience, health and nutrition, climate resilience, natural resource management, food security, livelihoods, agriculture, livestock, WASH and Multipurpose Cash Assistance.

The main grants/projects include:

- Irish Aid: CHC, LTD and Climate Allocation, covering humanitarian and resilience programming, health and nutrition, natural resource management and livelihoods.
- EU: Faragir-II, focusing on climate resilience, livelihoods, agriculture and livestock.
- FCDO: PREVEL, focusing on climate resilience, food security and livelihoods.
- AHF: WASH and Health interventions. WASH programming focuses on safe drinking water, sanitation and hygiene promotion, while Health programming focuses on health and nutrition services for vulnerable populations, particularly women and children under five.
- PRO: MPCA support targeting highly vulnerable households, particularly women-headed households affected by malnutrition, to improve their ability to access nutritious food.

ANNEX G: Proposed audit reporting deadlines

Concern expects that the signed and approved audit report including the Management Letter should be shared with Concern by 21 March 2027