

TERM OF REFERENCE

Financial Audit for Landscape Conservation in the Dawna Tenasserim Landscape (DTL) Forest protection for people and wildlife

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Duration: 1-31 August 2024

Location: WWF-Thailand office

1. Background

The Dawna Tenasserim Landscape (DTL) is one of the largest and most species-rich forested areas in Southeast Asia and is recognized as an international conservation priority area due to its high biodiversity values. The forests contain the habitat of the last remaining significant population of Indochinese tiger and are home to numerous other partly endangered species, such as Asian elephant, leopard, wild cattle, and deer. But the forest ecosystem is not just extremely important for animals and plants, it is also the source of around 30% of the drinking water for Bangkok's 12 million inhabitants and home to 50,000 people.

Based on the financial information of the project, WWF-Thailand aims to conduct a financial audit following International Standards on Auditing (ISA 805) "Special Considerations Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement".

2. Objective

The independent auditor aims to inspect, review, and audit the books of account and other financial records relevant to the Project Agreement and to ensure that funds have been utilized according to the purposes. In addition, the independent auditor shall provide recommendations to improve the practices and procedures that will comply with the current laws and regulations.

3. Scope of Work

3.1. Fundamental principles

3.1.1. The auditor is to be carried out following the International Standards on Auditing (ISA).

3.1.2. The auditor shall comply with ISA 240 and ISA 805 in planning, conducting, and reporting on the financial audit.

3.1.3. The auditor needs to consider the relevant standards of the local accounting profession as well as the local legislation on accounting and reporting in force in the country.

3.2. Overall principles of the procedures to be performed

3.2.1. The auditor is required to assess whether the partner has adequate policies and procedures in place relating to the following matters (those matters are not covered by the audit engagement in accordance with ISA as mentioned above):

- 3.2.2. Existence, adequacy and effectiveness of the Internal Control System (ICS),
 3.2.3. Conformity with the project objectives and adherence to the contract conditions, and
 3.2.4. Economical conduct of business and effective use of financial resources.

To respect these principles, the auditor has to analyze the questions mentioned in the annexed Questionnaire (Annex 1). While item 3.2.1 will be reflected in the audit report prepared in accordance with ISA, items 3.2.2 to 3.2.4 will be reflected by the answers of the auditor to the Questionnaire in Annex 1. Any answers with “no” have to be taken up as recommendations to the management shall be formulated according to Annex 2 (Management Letter).

- 3.3. Documents of reference are to be considered by the auditor as follows;

Legislation:	National Law
Project/program:	- Agreement between FDFA and the partner relative to the project; - Project Document / TOR; - Budgets, financing plans, programs of project activities; - Project management procedures; - Any other documents concerning the project/program.
Accounting:	Accounting documents subject to the financial audit.
	Financial and operational reports concerning the project/program.
Auditor:	Prior internal and external audit reports of the partner. Any other information requested from the partner by the auditor.

- 3.4. Planning the financial audit - During the planning phase, the auditor shall receive the information as follows;
- the type of transactions to be audited and the audit methods (full audit or sample selections);
 - the type of physical counts or examination and the sites to be selected;
 - the number of site visits to be planned.

3.5. Closing meeting – The auditor is required to hold a closing meeting with the persons responsible for the project/program (directors) and the staff responsible for accounting and reporting. The meeting shall address the results of the audit, discuss major weaknesses in the project, administrative and financial management (including the deficiencies of individual staff members) and propose recommendations to improve the project management, the accounting procedures and the internal control system (ICS).

4. Deliverable

- 4.1. The auditor shall provide the report with an opinion on the financial information of the partner as per ISA (Template Annex 3).

- 4.2. The answers to the Questionnaire (Template Annex 1) and recommendations to the management (Management Letter according to Template Annex 2) as well as the management representation letter shall be provided as separate deliverables together with the audit report.
- 4.3. The financial information contained in the financial audit report of the auditor is to be expressed in the currency provided for in the contract. The financial audit report of the auditor and all other documents resulting from the financial audit engagement must be prepared in English.
- 4.4. The financial audit report is to be signed by the leader of the audit team. The financial reporting subject to audit shall be signed by a representative of the management of the partner.

No.	Deliverable	Timeline
1.	The auditor inspects, reviews, and audits the books of account and other financial records relevant to the Project Agreement	1 week upon signing the contract.
2.	Draft audit report submission (to be approved by WWF) with an opinion on the financial information of the partner as per ISA.	August 20, 2024
3.	Final English audit report.	August 30, 2024

5. The budget available for the contract is THB 100,000 (One Hundred Thousand Thai Baht).

Interested consultant should submit the above-mentioned documents by Friday,

15 July, 2024 to procurement@wwf.or.th

The subject line of the email must be marked with the title: “ Financial Audit for DTL”.