



Call for applications: External Financial Audit Services

SHIVYAWATA invites qualified and experienced audit firms/individuals to submit applications for the provision of external audit services for the financial year ending 31st December 2025, with the engagement expected to run for three consecutive years (2025–2027).

Overview

SHIVYAWATA, the national umbrella and federation of organizations of persons with disabilities (OPDs) in Tanzania, is seeking to engage an independent external auditor to conduct the annual audit of funds received and expenditures incurred during the 2025 financial year for programs supported by different donors. The appointed auditor will provide assurance on the financial statements, assess compliance with donor and statutory requirements, and support capacity development on identified financial management gaps.

Scope and objectives of the assignment

The audit will cover SHIVYAWATA's financial year from 1 January to 31 December 2025. This will include some donor-funded programs both individually and in consolidated form. The main objectives are to express an independent professional opinion on whether the financial statements present a true and fair view, to verify that funds have been used in line with agreements with each donor and with due regard to economy, efficiency and effectiveness, and to identify areas for improvement in internal control and compliance.

Required qualifications and experience

Interested audit firms must be members of a national or international professional body recognized by IFAC and demonstrate at least five years of experience auditing donor-funded projects and development organizations in Tanzania. Firms should show proven experience with multi-donor and multi-program audits, have adequate and qualified staff and systems to deliver within the required timelines, and confirm independence and absence of any conflict of interest with SHIVYAWATA and its donors.

Expected deliverables

The selected auditor will be expected to deliver: (i) an independent audit report on SHIVYAWATA's 2025 financial statements covering donor programs (individual and consolidated), (ii) separate program-level reports if requested by specific donors, and (iii) a detailed management letter with findings, recommendations and SHIVYAWATA's responses. The firm will also provide capacity-building support to SHIVYAWATA in addressing identified financial management and internal control gaps, as agreed during the engagement.

Timeline of the engagement



Audit fieldwork is expected to start no later than eight weeks after year-end (by end of February 2026), subject to availability of complete financial statements and supporting schedules. A draft audit report should be submitted within 15 calendar days after completion of fieldwork, SHIVYAWATA will provide written feedback within 5 days, and the final signed audit report and management letter will be due within 30 calendar days after completion of fieldwork.

Contents of the application

Interested and eligible firms are requested to submit a complete application package comprising the following documents:

1. Cover letter expressing interest in providing external audit services to SHIVYAWATA for the period 2025–2027
2. Company profile, including ownership, governance, office location(s), and contact details
3. Valid registration and practicing license from the relevant national professional body and proof of membership/recognition under IFAC standards
4. Valid business registration certificate, TIN and VRN certificates, and recent tax clearance certificate
5. Description of relevant experience in auditing donor-funded, multi-donor and multi-program NGOs/CSOs in Tanzania over the last five years, including a list of at least three recent similar assignments (with client names, years audited and contactable references)
6. Proposed audit approach and methodology, including risk assessment, sampling, fieldwork plan and quality control arrangements
7. Proposed team composition (partners, managers, senior and junior staff), including brief CVs highlighting qualifications, professional memberships and relevant experience
8. Proposed workplan and indicative timeline aligned with the ToR
9. Financial proposal (budget) indicating professional fees and any reimbursable costs, clearly separated and quoted in Tanzanian Shillings, inclusive/exclusive of VAT as applicable
10. Signed statement confirming independence and absence of conflict of interest with SHIVYAWATA, its Board, management, staff and donors.



Evaluation criteria

Applications will be evaluated on a competitive basis using criteria that may include: technical capacity and qualifications of the firm; relevant experience in similar assignments; understanding of the ToR and appropriateness of the proposed audit approach; quality and experience of the proposed team; and financial competitiveness and value for money. SHIVYAWATA reserves the right to accept or reject any application, to annul the process, and to negotiate with shortlisted bidders without incurring any liability or obligation to provide reasons.

Application submission and deadline (updated)

Interested firms should submit their full application (technical and financial proposals in separate files) by email to: info@shivyawata.or.tz, or physically deliver sealed hard copies to: SHIVYAWATA Offices, Luthuli Street / Samora Avenue, opposite Ocean Road Cancer Institute, Dar es Salaam. The deadline for submission has been extended to Monday, 15th December 2025. Only shortlisted firms will be contacted for further discussions or clarifications.