



**CAMEROON BAPTIST CONVENTION
HEALTH SERVICES**

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PUBLIC NOTICE

SUBJECT: INVITATION TO TENDER – EXTERNAL AUDIT SERVICES

The Administration of the CBC Health Services has decided to review its external audit arrangements for the year ending June 30, 2017 for the SEEPD Program. This public notice is aimed at inviting interested firms to put forward proposals for the work outlined below.

About the SEEPD Program of the CBC Health Services.

The Cameroon Baptist Convention (CBC) started providing care to Persons with Disabilities (PWDs) in 1952 through the establishment of the Mbingo Leprosy Hospital. With the advent of the Decade for disabilities in the 1980s, the CBC increased its commitment to providing care to PWDs by expanding the scope of its services. This started with the setting up of an ophthalmic service in Bansa Baptist Hospital in 1981. In 1983, the School for the Blind in Kumbo was started. The school exists to assist children with irreversible severe visual impairments and to enable them to acquire formal education with relevant support. By 2008, the CBC was providing services in leprosy, eye care, physiotherapy care, orthopedics, community based rehabilitation and education for children with visual and hearing impairments.

In a bid to reduce duplication of services and improve on the quality of life of persons with disabilities and in consultation with PWDs themselves, CBC in 2009 developed the Socio Economic Empowerment of Persons with Disabilities (SEEPD) Program for the population of the Northwest Region. Within the framework of the SEEPD Program, services to prevent disabilities have been expanded to include Ear, Nose and Throat (ENT) services in 2010 and Community Mental Health Services in 2015. The Goal of the Program is to contribute to general community development by reducing the proximity in direct relation between poverty and disability.

The program's overall objective is to improve the quality of life of persons with disabilities. Its purpose has evolved from socially and economically empowering PWDs during the period 2009 to 2011 through enabling PWDs to exploit their full potentials in inclusive settings (2012 – 2014) to supporting development actors to mainstream disabilities in their engagements (2015 – 2018). To do this, the program has adopted the approach of setting up a comprehensive cluster of key disability stakeholders within the Region with PWDs themselves playing a vital role throughout the Project cycle. The following components have been designed to meet the overall objective of the program:

- **Medical Services and Rehabilitation:** The strategic focus here is to prevent, treat and rehabilitate disabilities. Projects under this component include, Eye care, Physiotherapy and Orthopaedic care, ENT care, Mental health and community based rehabilitation services.

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- Education: This is aimed at ensuring that children with disabilities exercise their right to, and participate in education in both special and mainstream schools. The “14 schools initiative” is the main project in this component. It established linkages between special; schools, mainstream schools, teachers’ training colleges and the university with a view to provide equitable access to education for all including persons with disabilities.
- Livelihood: The focus is on increasing the number of PWDs earning their own income through the provision of vocational training, access to micro credits and advocacy for formal employment. This brings on board multiple stakeholders including community vocational training centres, government and financial institutions.
- Community: This component emphasizes the need for empowerment of PWDs as drivers in transforming their communities into disability inclusive communities. Advocacy and lobbying is directed at Municipal councils, Disabled People Organizations (DPOs), traditional and religious authorities and Community Service Organizations (CSO).
- Gender: At the level of the wider community, advocacy for greater involvement and participation of women and girls with disabilities in women empowerment opportunities in the region is directed at government and CSO and at the level of the program, data is systematically analyzed to ensure that both men and women with and without disabilities have fair access to program interventions.
- Child Protection: Interventions are undertaken with a view to ensure that children are kept safe at all levels of program implementation with focus on the SEEPD Cluster.

Modus operandi

SEEPD is a multiyear program with the current phase being 4 years. Once the multiyear budget is approved by CBM Australia at the start of a new phase and a contract formalized, quarterly transfers of funds are done centrally to CBC Health Services-SEEPD Coordination office located at the following address: PO Box, 1, Bamenda, Baptist Centre, Nkwen. Upon reception, both activities and their corresponding approved budgets and targets are transferred to sub partners (Projects) for implementation and reporting. Based on agreement, the SEEPD Program’s financial procedures are embedded in CBC’s financial system.

Scope of Services Required

- The external audit services will include, planning, management and execution of annual external audit of the SEEPD Program in accordance with International Standards on Auditing and relevant OHADA laws. It should provide an opinion on whether the financial statements are true and fair and identify circumstances in which such generally accepted accounting principles have not been consistently observed in the preparation of the financial statements
- Provide an audit opinion on the financial statements i.e. balance sheet, income and expenditure accounts, cash flow statements and notes.
- Provision of an assessment as to whether the SEEPD Program’s financial statements have been properly prepared in accordance with International Financial Reporting Standards.

At a minimum, the Financial Audit Report must:

- Verify the financial reports and asset register submitted to CBM Australia including,
- **Grants** received from CBM Australia,

- **Expenses** acquitted against grants received from CBM Australia,
- **Balance** of CBM Australia funds held by the CBC Health Services,
- Contain a **management letter** with an opinion on whether the financial statements are true and fair, and
- Contain a Register of Fixed (or Capital) **Assets** purchased using funds received from CBM Australia.

The audit shall be undertaken in accordance with the International Standards in Auditing (ISA). The audit shall be presented in conformity with generally accepted accounting principles. in relation to the year in audit.

Period of Appointment

The appointment will be for the years July 1, 2016 to June 30, 2017, July 1, 2017 to June 30, 2018, and July 1, 2018 to December 31, 2018. However, subsequent extensions after the first year will be based on satisfactory performance in the first year.

Timings

The SEEPD Program has a 30, June year-end audit timetable. The year-end timetable aims to finalise the financial statements at the Management meeting in early August.

Tender Process

Each firm will be required to submit a written proposal setting out her capabilities, the key elements of your service and team as well as your proposed fee by **March 31, 2017**. All the bids shall be sealed and each bid shall be accompanied by a bid submission fee of 100,000 (One hundred thousand) FCFA which shall be paid on deposition of the bid at the SEEPD Head Office in Nkwena, Bamenda. No tender will be opened prior to the above mentioned deadline so please make all correspondence clearly identifiable.

Proposal requirements and criteria on which a decision will be made:

1) Details of your firm;

- Summary of the potential benefits to SEEPD Program of selecting your firm,
- Organizational structure as it is relevant to this engagement,
- Information regarding relevant sector experience and experience of clients comparable to the Program in organizational status and size,
- Description of the internal processes used for quality assurance.

2) Understanding of the CBC Health Services and the SEEPD Program;

- Demonstrate a clear understanding of the nature of the SEEPD Program's work and the structure of the organization;
- Demonstrate an understanding of the key financial risks that the Program currently faces.

3) Resourcing

- Names of your core service team, location and relevant experience,
- Information on how involved the partner will be on the engagement,
- Your firm's policy on the rotation of audit partners,
- The time key team members will commit to this appointment,
- Succession planning and steps to ensure staff continuity,
- References for the firm and each core team member.

4) Approach and transition;

- Explanation of the external audit approach and how this would be aligned to the SEEPD Program's specific needs,
- Details of your reporting arrangements,
- Transition plan,
- Relevant previous experience with audit transitions of similar organisations.

5) Independence and governance;

- Details of your internal practices to ensure compliance with independence requirements and freedom from conflicts of interest,
- Confirmation from your firm that it will take all necessary steps to ensure its independence where this is threatened.

7) Fees;

- Competitive fee quote to complete the year end audits of the financial statements for the periods mentioned above (see period of appointment).
- General overview of the schedule and timings of billings.

Please also provide details of up to three clients that we can contact for references.

We would be grateful if you will confirm your willingness to participate in the selection process and your ability to meet the stated deadline by March 15, 2017 by email to any of the following addresses; ntamjang2015@gmail.com, deniswarri@yahoo.com

For further information or clarification, please contact any of the following numbers; 699904792, 675378029, 675795010

Confidentiality

By accepting this invitation to take part in the tender process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the tender process and/or in relation to the CBC Health Services' business generally which is not already in the public domain, to use it only for the purposes of this tender and for no other reason and not to disclose any of the said information to any third party.

You will bear any costs and expenses incurred by you in relation to this tender and the said information shall be kept confidential unless it lawfully becomes public knowledge.

Sincerely,



Prof. Tih Pius Muffih, MPH, PhD
Director of Health Services