

## **TERMS OF REFERENCE**

**“Psychosocial Rehabilitation Opportunities, Training and Enhancement for Children along the Thai-Myanmar Border (PROTECT)”**

**Funding By Misereor and Katholische Zentralstelle für  
Entwicklungshilfe e.V (KZE)**

## 1. PURPOSE OF THE EXTERNAL AUDITING

COERR Foundation (COERR) acting as implementation partner of this grant contract, is requesting to receive the service quotation for performing independent audit of the following project:

Project Name: Psychosocial Rehabilitation Opportunities, Training and Enhancement for Children along the Thai-Myanmar Border (PROTECT)

Project Number: 328-900-1070 ZG

Country /Area: Thailand, Nine (9) Refugee Camps along the Thai-Myanmar border (3 camps in Tak province + 1 in Kanchanaburi + 1 in Rajburi + 2 in Mae Hong Son + 2 in Mae Sariang)

Project Duration: 36 months

Start date of Project: 01/01/2023

End date of Project: 31/12/2025

Funding sources:

Donors	Amount
Misereor	EUR 20,000
KZE	EUR 610,000
COERR	EUR 145,100
Total Project Cost (included Reserve EUR 20,300)	EUR 775,100

### Summarized Description of the Project

The PROTECT project implemented by COERR in all 9 camps continues to be the primary frontline Child Protection program in the refugee camps since 2006, when the first iteration of the PROTECT project started. Over the years, with the kind support of MISEREOR/KZE, the PROTECT project has grown in terms of reach, effectiveness and impact by increasingly engaging the refugees themselves for providing child protection services in the camps and adjusting to changes in the operational context to ensure its relevance to the protection needs of the refugee children. COERR Program Officers (PO) and Community-Based Refugee Staff (CBRS) have earned the trust of the community and are often the 'first contact' for children with serious protection concerns.

This project aims to directly involve 60,547 refugees (adults and children) in trainings and activities over the 3-year duration of this project. The indirect beneficiaries would be the total camp population, as the consequences of abuse and violence on the lives of children can be profoundly harmful, and the impact of this is felt by families and entire communities. This can influence lives for decades and across generations. Timely and appropriate response to, and measures taken to prevent incidences of child abuse will impact the physical and psychosocial well-being of the entire community.

The Goal and Objectives of this Project as well as the Cost Plan for the 36-month project activities are described in the Project Agreement and General Agreement (Annex I).

## **2. SCOPE OF WORKS**

The scopes of the financial inspections are summarized in Annex II to this ToR.

## **3. METHODOLOGY, SCHEDULE AND LOCATION**

The auditing service shall be conducted in accordance with the Project Contract and the relevant national regulations as well as internationally recognized auditing standards.

The audit reports and audited financial statements will be submitted to the back-donors and COERR for period every 6 months including financial numbers of project-to-date.

The schedules of the audit field works are as followings:

- |                              |                            |
|------------------------------|----------------------------|
| ➤ Y1 mid-term audited report | – within 30 September 2023 |
| ➤ Y1 final audited report    | – within 31 March 2024     |
| ➤ Y2 mid-term audited report | - within 30 September 2024 |
| ➤ Y2 final audited report    | - within 31 March 2025     |
| ➤ Y3 mid-term audited report | - within 30 September 2025 |
| ➤ Y3 Final audited report    | - within 31 March 2026     |

The audit field work shall be made mainly at the CBCT Building in Bangkok where is the head office of COERR. All the consolidated financial documents involved in execution of this Project shall be provided as necessary by COERR in order to perform this service.

## **4. REQUIREMENTS FOR THE AUDIT COMPANY**

The duly qualified independent auditors and/or the audit firm is a member of the national accounting or auditing body or institution, and obtaining the certified public accountant (CPA). He/she commits him/herself to undertake this service in accordance with the Accounting Standards and Code of Ethics.

- The duly qualified independent auditors and/or the audit firm has to sign acknowledgement of COERR's Code of Conducts.

- Confidentiality Agreement - The duly qualified independent auditors and/or the audit firm agree and confirm to keep the information they get to know only for the purpose of performing this auditing service.

## **5. PROCEDURE FOR CONTRACT AWARDING**

Once the auditing proposals or quotations have been received and analyzed by COERR, the evaluation will be done by the bidding committee and finalized within 8 working days since the submission deadline.

The selection criteria will be as followings:

- Proven experiences in auditing the projects funded by Misereor/KZE and/or non-profit organizations (30 points)
- Experiences of the auditing team (30 points)
- Economic offer (40 points)

Total auditing service fee shall not be higher than 300,000 Baht.

The service contract will be signed off within 7 working days following receipt of the final-award notice. The contract shall be made out in three copies, one of which shall be sent to Katholische Zentralstelle für Entwicklungshilfe e. V. (Catholic Central Agency for Development Aid, regd.; hereinafter called "KZE"), or Bischöfliches Hilfswerk MISEREOR e. V. (The German Catholic Bishops' Organization for Development Cooperation, regd.; hereinafter called "MISEREOR"), who provided financial supports to this project.

The contract language is English; therefore, the independent Audit Reports as well as the Financial Statement shall be issued in English language.

## **6. SUBMISSION OF PROPOSALS / QOUTATIONS**

The interested parties shall submit the auditing proposals including the experiences of audit team to COERR in due time at 3 p.m. on **30 May 2023** (final date for submitting the offer)

### Contact Persons:

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### COERR Address:

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Method of Submission: Digital format through E-mail.