

<b>Call for Proposals</b>	Request for Proposal for the Provision of External Audit Services for the 2024 SADC Sustainable Energy Week at SACREEE
<b>Terms of Reference</b>	Terms of Reference for an Independent Report on Expenditure Verification of the 2024 SADC Sustainable Energy Week
<b>Type of Contract</b>	External Audit Firm
<b>Duration of Assignment</b>	Not more than 30 days
<b>Duration for call for proposals</b>	13 October 2025 – 13 November 2025
<b>Expected Starting Date</b>	27 November 2025

## 1. ASSIGNMENT OBJECTIVE

This Call for Proposals is for an External Audit Firm to perform an independent audit on the 2024 SADC Sustainable Energy Week (SEW) hosted by the SADC Centre for Renewable Energy and Energy Efficiency (SACREEE). The purpose of the audit is to objectively evaluate the event's financial statements on whether they are prepared in accordance with an applicable financial reporting framework and that they present a true and fair view of the event's financial expenditures and use of funds from partners and/or sponsors.

## 2. CONTEXT

SACREEE, the SADC Secretariat and the Ministry of Minerals and Energy (MME) of Botswana jointly hosted the inaugural SEW event in Gaborone, Botswana from the 24<sup>th</sup> of February to the 28<sup>th</sup> of February 2025. It was hosted under the theme 'Accelerating Sustainable Energy Solutions for an Energy Secure SADC Region'. The five-day event comprised High-Level Plenary, Presentations, Break-out sessions and Technical Site Visits. Additionally, the SADC SEW included the 6th International Off-grid Renewable Energy Conference (IOREC), the 8<sup>th</sup> Southern African Solar Thermal Demonstration & Training Initiative (SOLTRAIN) Regional Conference as well as the Global Network of Sustainable Energy Centre (GN-SEC) meeting.

Additional information on the event is available on the website: <https://sadcenergyweek.org/>

## 3. SCOPE OF WORK

An external audit firm ('the Auditor') is required to do an independent expenditure verification and produce an audit report of the 2024 SADC Sustainable Energy Week in line with these Terms of Reference (ToR). The audit period is from the 1<sup>st</sup> of August 2024 to the 30<sup>th</sup> of September 2025. The bank accounts to be audited are SACREEE accounts and the SADC SEW accounts both in United States Dollars (USD) and Namibian Dollar (NAD). The estimated funds to be audited are about USD 220,000.00 that was mobilised from partners and sponsors towards the event.

The scope of the audit involves the use and settlement of the Grant Agreement(s) with the event sponsors and other sources covering but not limited to the following activities:

1. Regularity of the use of funds employed on the basis of the Grant Agreements, with random checks of payment vouchers across both the SACREEE account and the SADC SEW event account;
2. Trace and confirm fund transfer between the SACREEE organisational account and the SADC SEW event account;
3. Track the flow of payments and ensure that they were made within the specified timelines;
4. Verify that the funds from sponsors were used in accordance with the approved budgets/purposes outlined in each Grant Agreement;
5. Assess the accuracy and reliability of the information, including the reporting of sponsorship payments; and
6. Document any discrepancies or issues found during the audit and make recommendations for improvement to address any weaknesses in internal controls or compliance procedures.

The audit will be executed under the general guidance and report to the Executive Director of SACREEE.

**Audit Duration:** The assignment will be conducted in not more than 30 days commencing the 27<sup>th</sup> of November 2025.

**Deliverables:**

1. Audit Report
2. Management Letter

#### **4. RESPONSIBILITIES**

##### **4.1.1. SACREEE - the Auditee:**

1. Must draw up the Financial Statement(s) for the action financed by the Agreement(s) in compliance with the obligations under the Agreement(s). The Financial Statement(s) must be drawn up according to the Auditee's accounting and book-keeping system and the underlying accounts and records;
2. Must provide the Financial Statement(s) to the Auditor;
3. Is responsible and liable for the accuracy of the Financial Statement(s);
4. Is responsible for the completeness and accuracy of the information provided to enable the Auditor to carry out the Procedures.
5. Accepts that the Auditor cannot carry out the Procedures unless it is given full access to the Auditee's staff and accounting as well as any other relevant records and documentation.
6. Provide the Auditor with all necessary information to perform his/her work.

##### **4.1.2. The Auditor:**

1. Must be independent from the Auditee, in particular, it must not have been involved in preparing the Auditee's Financial Statement(s);
2. Must plan work so that the procedures may be carried out and the findings may be assessed;
3. Must adhere to the procedures laid down and the compulsory report format;
4. Must carry out the engagement in accordance with this ToR;
5. Must document matters which are important to support the Report;

6. Must base its report on the evidence gathered;
7. Must submit the report to the Auditee.

## 5. PROFILE OF THE AUDIT TEAM

The successful bidder must be a registered financial audit firm with the Public Accountants & Auditors Board (i.e. PAAB) in Namibia and must be in good standing with all relevant authorities and have the capacity to undertake the assignment.

It is expected to present the below requirements and a team of qualified personnel with a team leader possessing at the minimum, the experiences detailed below:

- a) Confirmatory letter from the Public Accountants & Auditors Board that Audit Firm is registered with the Board and is in Good Standing.
- b) At least five (5) years of relevant experience in service in providing auditing solutions for regional and international organizations with experience in auditing the SADC, European Union, United Nations and/ or other development projects.
- c) The Auditor must have sufficient knowledge of relevant laws, regulations and rules in the countries concerned i.e. where the project is implemented. This includes but is not limited to the company law, taxation, social security and labour regulations, accounting and reporting.
- d) Audit Firm to provide required reference letters for similar work done
- e) To provide the following documents as part of the submission:
  - A valid certified copy of a Company Registration Certificate.
  - A valid certified copy of a Standing Tax Certificate.
  - A valid certified copy of a Standing Social Security Certificate.
  - A valid certified copy of the Affirmative Action Compliance Certificate, proof from the Employment Equity Commissioner that the bidder is not a relevant employer, or exemption issued in terms of Section 42 of the Affirmative Action Act, 1998.

The External Audit Firm core team should have relevant qualifications, key competencies, and demonstration of experience in similar assignments. Curriculum vitae (CVs) for the proposed team should be presented. The CVs will include appropriate details for the purpose of the evaluation of the offer on the relevant specific experience for this expenditure verification and the qualifying work carried out in the past.

Key personnel and their qualification requirements:

Key personnel	Minimum Requirements
Team leader	Chartered Accountant and 5 years working experience
Support staff 1	Diploma in accounting and 3 years of experience
Support staff 2	Certificate in accounting and 3 years working experience

## 6. EVALUATION CRITERIA

The qualifying criteria for consideration of the proposal<sup>1</sup> will be based on the criteria below:

- a) Registered company in Namibia and all relevant certifications are mandatory (failure to produce evidence of registration will lead to disqualification of the proposal).
- b) Compliance with the requirements of the terms of reference.

## EVALUATION

All proposals will be screened for technical and financial capacity. The evaluation of the proposals will be based on the core requirements of the services using the following criteria:

### CRITERIA

Requirement		Points
1	Qualification of team and specific experience related to the services	30
2	Competency of the team and previous experience or similar services especially to regional and international organisations such as the SADC, European Union, United Nations or other development projects (Please list and submit three (3) trade references during the last two (2) years)	30
3	Adequacy and quality of the proposed methodology and work plan	40
<b>Total</b>		<b>100</b>

## 7. PAYMENT SCHEDULE

Payment will be done in accordance with the terms and conditions stipulated in the contract entered into with the appointed external audit firm. Based on the bid price submitted, the Auditor will be remunerated 100% upon completion, submission of all deliverables and approval by SACREEE.

## 8. INTELLECTUAL PROPERTY

All information generated from this assignment (digital, cyber, project documents, etc.) belonging to SACREEE, which the External Audit Firm, may come into contact within the performance of their duties under this assignment, shall remain the property of SACREEE that shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to 3<sup>rd</sup> parties without written permission of the Executive Director of SACREEE.

## 9. FORMAL AND LEGAL REQUIREMENTS

The External Audit Firm should be registered as a legal entity in Namibia authorized to enter into contracts for the provision of services and goods. As proof, the External Audit Firm should provide a certified copy of the Certificate of Incorporation or other documents setting forth the legal basis of the company, as well as:

- a. Most recent Tax Clearance Certificate.
- b. Proof of Registration with the Public Accountants & Auditors Board

---

<sup>1</sup> SACREEE is not bound to accept any proposal

- c. Licenses/Authorizations/Quality Standards: The External Audit Firm should provide a copy of relevant licenses and/or authorizations where applicable, enabling the company to perform the required services/work required; include quality standards if applied.

## 10.SUBMISSION OF BIDS

Electronic proposals in PDF format not exceeding twenty (20) pages (excluding annexes/supporting documents) should be addressed to:

The Executive Director  
SACREEE Secretariat  
Unit 1, Ausspann Plaza 11 , Dr. Agostinho Neto Street  
Ausspannplatz, Windhoek, NAMIBIA  
Email: [procurement@sacreee.org](mailto:procurement@sacreee.org)

**The deadline for submission is 13 November 2025 no later than 23:59 PM Windhoek Time and proposals submitted after the deadline shall not be considered.**

Any request for clarification must be sent in writing, through standard electronic communication to: [procurement@sacreee.org](mailto:procurement@sacreee.org) before 06 November 2025.

**Note:** SACREEE will respond by standard electronic mail to the queries of all External Audit Firms without identifying the source of inquiry. No requests for clarification should be sent to individual SACREEE staff.