

**ANNEX “A”
STATEMENT OF WORK**

**STATEMENT OF WORK (SOW)
SUPPORT TO THE NORTH AND SOUTH SUDAN DDR COMMISSIONS PROJECT:
AUDIT AND FINANCIAL MENTORING SERVICES**

OBJECTIVE

In supporting Canada’s commitment to enhance technical and operational capacity of South Sudan Disarmament, Demobilization and Reintegration (DDR) Commission (SSDDRC) to undertake its mandate, the Canadian Commercial Corporation (CCC), in partnership with the Department of Foreign Affairs and International Trade (DFAIT) invites interested companies to provide a bid for the audit and financial services as outlined below.

BACKGROUND

The Comprehensive Peace Agreement signed by both the Government of Sudan and Sudan People’s Liberation Army/Movement (SPLA/M) on 9 January 2005 calls for a nationally owned DDR Programme. However, while the operational costs of both Commissions are being borne by both Governments, field level engagement and consultations have revealed that there still remains a significant gap and need for the strengthening of organizational and strategic development within the respective institutions to a level whereby they are capable of assuming the full responsibility for independently sustaining the programme at both the policy and working levels.

This SOW details the audit and financial services that will be procured and provided to the SSDDRC, based in Juba, Sudan, as part of the capacity enhancing initiative.

SERVICES REQUIREMENTS:

- 1) **Audit:** Initial audit of finances, procedures and property owned by the SSDDRC in Sudan.
 - One (1) auditor based in Juba, Sudan for up to four (4) months and not to exceed the period ending 1 July, 2010.
 - Audit is to be done in consultation with the Commissioner, relevant Commission staff, key government and other stakeholder (i.e. UNDP)
 - Design and agree to a process and work plan
 - Conduct an initial audit of finances, procedures and property owned by the South Sudan DDR Commission
 - Develop clear and practical recommendations for the improvement of systems and procedures

- Audit to be performed under the Compliance standards as accepted by the International Professional Accounting Association.
- Auditor is to come equipped with equipment such as laptop and portable printer.
- Prices are to include travel, accommodations and all transportation within Sudan.
- Office space in Sudan will be available.
- Auditor to be professionally certified, flexible and adaptable, with 10+ years experience, and specific experience in African context and in auditing low capacity institutions.

Output:

- Final Work Plan for Approval within 15 business days of contract award
- Final Report to be issued prior to 1 July, 2010

2) **Financial Mentoring:** to provide guidance and training for the SSDDRC

- One "Financial Mentor" based in Juba, Sudan for up to six (6) months and not to exceed the period ending 1 September, 2010.
- Design and agree to a process and work plan to implement the findings and recommendations of the Audit.
- Establishment of systems and procedures to ensure accountability for Government, donor funds, material and projects.
- Training and coaching of Commission staff (6 at HQ and 30 located in the 10 states of Southern Sudan) in public finance, accounting skills and the new systems and procedures that will be established.
- Travel to state offices (2 trips/month) to introduce new systems, provide guidance and coaching in the implementation of new procedures and monitor the implementation of the recommendations of the audit.
- Training Language is English in HQ and the 10 states.
- Prices are to include all training-related equipment/tools including projector etc.
- Prices are to include travel, accommodations and all transportation within Sudan.
- Training facilities are not available within SSDDRC. Coordination should be done with the Training Centre of the Bank of Southern Sudan, or rented by the local hotels in the vicinity.
- Financial mentor to be professionally certified, highly flexible and adaptable, able to live and work in hardship conditions, with 10+ years experience, and specific experience in African context and in capacity building of low capacity institutions.

Output:

- Training Manual for ultimate distribution to trainees to be issued prior to the initial training session
- Lessons Learned Report within 30 days of the completion of all training