

Audit of Yayasan BaKTI
Fiscal Year 2018
Terms of Reference

I. Background

BaKTI (the Indonesian acronym for Eastern Indonesia Knowledge Exchange) is an independent organization based in Makassar, founded on August 24, 2009. The name BaKTI reflects the vision, mission, and objectives as a center of knowledge and information exchange in eastern Indonesia, including the regions of Papua, Maluku, Sulawesi, and Nusa Tenggara. BaKTI is managed by people with experience in identifying and planning for development needs, facilitating pilot projects, holding meetings and developing development stakeholder networks, monitoring and evaluating programs, and publishing and dissemination information.

BaKTI's vision is improved development effectiveness in eastern Indonesia and its mission is support development stakeholders to work more effectively

BaKTI aims to support development stakeholders in eastern Indonesia to:

- Collaborate and harmonize development efforts;
- Learn from each other and improve development program quality;
- Provide significant inputs to the greater development agenda;
- Implement pilot projects and replicate development initiatives in accordance with local conditions.

BaKTI provides knowledge exchange services for development stakeholders, including the general public, government, academics, students, religious and traditional groups, entrepreneurs, media and international development partners. BaKTI provides integrated services including contact and development program information, the monthly BaKTI News newsletter, a website, and an online knowledge exchange, www.batukarinfo.com. BaKTI also plays a role as the Eastern Indonesia Forum secretariat, which includes the Eastern Indonesia Heads of Bappeda Forum and the Eastern Indonesia Researchers Network (JiKTI)

Details of Yayasan BaKTI's Funds

- 1.1.** In 2018 Yayasan BaKTI has managed twelve bank accounts. Eleven accounts are managed for Project purposed and one account is Yayasan BaKTI Internal Account.
- 1.2.** The Projects managed by BaKTI are LANDASAN II, LANDASAN Transisi, MAMPU, PASIKOLA, Pertamina, KIAT Guru, UNICEF, MELAYANI, KSI, UNION Aid and MCAI. The Detail of the project will be provided as requested.
- 1.3.** Funds management are mostly conducted based on the Yayasan BaKTI Standard Operation Manual. The agreement is based on how to manage the fund.
- 1.4.** During the period of 1 January 2018– 31 December 2018, Yayasan BaKTI has conducted around 7487 transactions.

2. Audit Procedure

- 2.1.** The audit shall be conducted in accordance with generally accepted auditing standards and the relevant national regulations. In addition to the audit as such, the Auditor is requested to provide his professional opinion on the financial management, the bookkeeping system and the procedures for internal controls and his opinion on the Yayasan BaKTI final financial statements per December 2018.

3. Objectives of the Assignment

The objectives of the Audit are as follows:

- 3.1.** To determine whether the financial statements of Yayasan BaKTI presents fairly the expenses for the period of 1 January 2018 – 31 December 2018 in accordance to PSAK 45.
- 3.2.** To ensure that all expenses paid accountably with the guide from Yayasan BaKTI Operation Manual.
- 3.3.** Through the audit exercise, the auditor will give an independent audit opinion of the accounts prepared of Yayasan BaKTI financial statement. In addition to the audit report, Yayasan BaKTI will receive a management letter upon completion of the audit that includes:
 - 3.3.1.** comments and observations on the accounting records, systems, and controls that were examined during the course of the audit; and identify specific deficiencies and areas of weakness in systems and controls and make recommendation for their improvement
 - 3.3.2.** comments on economy, efficiency, and effectiveness in the use of resources
 - 3.3.3.** report on the degree of compliance of each of the financial covenants on the financing agreement and give comments, if any, on internal and external matters affecting such compliance
 - 3.3.4.** communicate matters that have come to the auditor's attention during the audit which might have a significant impact on the implementation of the project; and
 - 3.3.5.** any other matters that the auditors consider pertinent

4. Scope of Services

- 4.1.** The Audit team should prepare the audit methodology and work plan to be finalised with Yayasan BaKTI.
- 4.2.** It is anticipated that the field audit should be completed from 22 April 2019 to 10 Mei 2019 and a final report should be provided to Yayasan BaKTI no later than 27 Mei 2019.
- 4.3.** The team needs to work closely with the Senior Finance Officer and Operations Manager of Yayasan BaKTI in conducting the audit.
- 4.4.** The team should conduct the audit in accordance with generally accepted auditing standards established by the Indonesia Institute of Accountants and adhere to International Auditing standards.
- 4.5.** The team should examine the data on test basis, evidence supporting the amounts in the financial statements. It will include assessing the accounting principles used and matching between estimates and actual payments.
- 4.6.** The team also should review Yayasan BaKTI internal control and compliance.
- 4.7.** By the end of the assignment, the team should submit a draft audit report in English and Bahasa which consists of the followings:
 - a. Draft Management letter that includes findings from the audit; and
 - b. Draft audit report that includes the auditors' opinion on financial reports of Yayasan BaKTI for the period 1 January 2018– 31 December 2018 as discussed in clause 3.3
 - c. The team should finalise and submit the final audit report after receiving Yayasan BaKTI's comments to the audit report draft.

5. Reporting Requirements

- 5.1. A brief report of no more than 3 pages, presenting the audit methodology and work plan to Yayasan BaKTI by 8 April 2019 as discussed in clause 4.1
- 5.2. The team should submit a Draft Audit Report (In English and Bahasa) and management letter plus annexes to Yayasan BaKTI by 16 May 2019 as discussed in clause 4.7.
- 5.3. The team should submit the Final Audit Report (In English and Bahasa) and management letter plus annexes to Yayasan BaKTI by 27 May 2019 as discussed in clause 4.7.

6. Requirement for Proposal from prospective auditor

The prospective auditor is required to submit a Proposal to show its interest for its services.

Please provide the following information in the Proposal :

1. Details of your firm/Profile; This should include an outline of the organization, size and capacity, listed as auditor in Ministry of Finance (MOF)/OJK,/formerly Bappepam. (Score 10%)
2. Identify experience with NGO clients and if possible, provide references of NGO clients. (Score 25%)
3. Staffing; The partner and manager who will be assigned to the audit, including details of their relevant experience and qualifications. Provide an overview of staff that will be involved and the time which will be allocated to the audit. (Score 20%)
4. Audit approach; Determine audit strategy and undertake audit planning.(Score 15%)
5. Fees; Include separate estimates of your total audit fees for reporting. Please include travel costs separately. (Score 30%)

Please send your **Proposal** stated your organizational qualification and Experience **before 8 April 2019** by email to: info@bakti.or.id cc: okta@bakti.or.id

The highest score of the proposal will be awarded contract based on final negotiation.