

Tender Advertisement: Invitation for Bids for Internal Auditor

About YWCA of Delhi

Established in 1912, YWCA of Delhi is a leading women's organization working for women's right and empowerment, Affiliated with the World YWCA through the National Body, YWCA of India. YWCA of Delhi, provides safe residential space for women through its Working Women's Hostels and Shelter Homes. It works towards social and economic empowerment of women through skill training and promoting gender equality, child rights, youth leadership, addressing violence against women and creating awareness on rights and entitlements.

Purpose of Engagement

The YWCA of Delhi is inviting bids from qualified and experienced audit firms to serve as its **Internal Auditor**. The selected firm will be responsible for conducting comprehensive internal audits to ensure financial integrity, compliance with regulations, and operational efficiency across our projects and administrative functions.

Scope of Work (Key Areas)

The Internal Auditor's scope of work will encompass, but not be limited to, the following key areas:

- **Evaluation of Internal Controls:** Assessing financial management, reporting systems, segregation of duties, and authorization processes.
- **Compliance with Laws and Regulations:** Ensuring adherence to the Income Tax Act, state charity laws, donor agreements, and other relevant statutes.
- **Verification of Financial Transactions:** Auditing receipts, payments, cash, and bank transactions.
- **Budgetary Control & Fund Utilization:** Evaluating budget effectiveness and ensuring funds are used for intended purposes.
- **Donor and Grant Compliance:** Verifying adherence to donor terms, proper documentation, and reporting.
- **Project and Program Audits:** Reviewing project-specific expenses and outcomes.
- **Procurement and Asset Management:** Assessing transparency in procurement and safeguarding assets.
- **Governance and Risk Management:** Evaluating governance structures, identifying risks, and recommending mitigation strategies.
- **Payroll and Human Resource Compliance:** Reviewing payroll records and ensuring compliance with labor laws (PF, ESI, TDS).
- **Tax and Regulatory Compliance:** Verifying compliance with tax regulations, including TDS, ITR-7, FCRA returns, and e-invoicing.
- **Documentation and Reporting:** Assessing record-keeping practices.
- **Monitoring Administrative Costs:** Evaluating allocation and compliance with donor limits.
- **Recommendations and Process Improvements:** Providing insights for enhancing efficiency, compliance, and financial sustainability.

*A detailed **Terms of Reference (TOR)** for Internal Auditor outlining the complete scope of work and deliverables is provided below for reference.*

Eligibility Criteria

Interested audit firms must meet the following criteria:

- **Firm Registration:** Must be a registered audit firm with the Institute of Chartered Accountants of India (ICAI) in India.
- **Experience:** A minimum of **10 years of experience** in audit practice.
 - **Preference:** Firms with demonstrable experience in **auditing Non-Governmental Organizations (NGOs)** and a clear understanding of the specific regulatory environment applicable to NGOs will be given preference.
- **Team Qualifications:** Key personnel proposed for the engagement must possess relevant professional qualifications and experience.
- **Compliance:** Adherence to all statutory and ethical guidelines governing audit practices in India.

Submission Requirements

Firms are required to submit the following documents as part of their application:

- **Company Profile:** Including firm registration details, organizational structure, and a brief history.
- **Experience Portfolio:** A list of key clients, with a specific focus on relevant experience with NGOs.

- **Proposed Methodology:** A brief outline of the firm's proposed audit approach and plan for this engagement.
- **Key Personnel CVs:** Comprehensive Curricula Vitae (CVs) of the proposed audit team members, highlighting their qualifications and experience.
- **NGO Expertise Write-up:** A concise, one-page write-up detailing the firm's specific expertise, insights, and value proposition in auditing Non-Governmental Organizations (NGOs). This should highlight relevant experiences, achievements, and demonstrate a strong understanding of the unique challenges and regulatory requirements faced by NGOs.
- **Please include your annual bid amount.**

Application Process

- The detailed **Terms of Reference (TOR) for Internal Auditor** is provided below for your reference.
- Applications must be submitted via email to: **quotations@ywcaofdelhi.org**
- Alternatively, applications can be submitted via postal mail to: **YWCA of Delhi, 01, Ashoka Road, Delhi-110001**
- **Closing Date for Applications: Wednesday, August 27, 2025.**

Women's led firm are encourage for apply.

Disclaimer

The YWCA of Delhi reserves the right to accept or reject any application, in whole or in part, without assigning any reason whatsoever.

Terms of Reference (TOR) for Internal Auditor

1. Evaluation of Internal Controls

The internal auditor will review and assess the adequacy and effectiveness of internal controls, including:

- Financial management and reporting systems.
- Segregation of duties to minimize the risk of fraud.
- Authorization and approval processes for expenditures and transactions.

2. Compliance with Applicable Laws and Regulations

The auditor will ensure that the NGO complies with:

- Income Tax Act, 1961 (including Sections 12A, 80G, and TDS provisions).
- State-level charity laws or regulations under the Societies Registration Act or Indian Trusts Act.
- Any donor-specific agreements or conditions.

3. Verification of Financial Transactions

The audit will cover:

- **Receipts:** Donations, grants, and other income sources are properly accounted for and recorded.
- **Payments:** Expenditures are valid, appropriately authorized, and align with the organization's objectives.
- **Cash and Bank Transactions:** Proper reconciliation of bank accounts, scrutiny of cash transactions, and verification of petty cash records.

4. Budgetary Control and Fund Utilization

- Evaluate the effectiveness of budget preparation, monitoring, and reporting processes.
- Compare actual expenditures against the approved budget.
- Ensure that funds are utilized strictly for the intended purposes.

5. Donor and Grant Compliance

- Verify compliance with donor agreements, terms, and conditions.
- Ensure proper documentation and reporting for restricted and unrestricted funds.
- Audit the preparation and submission of donor reports, including fund utilization reports.

6. Project and Program Audits

- Conduct a review of project-specific expenses and activities.
- Ensure that the funds allocated for programs are used effectively.
- Verify compliance with program objectives and outcomes as outlined by donors or management.

7. Procurement and Asset Management

- Review procurement processes to ensure transparency, competitiveness, and adherence to policies.
- Verify fixed asset records, including the existence, valuation, and safeguarding of assets.
- Assess compliance with inventory and asset disposal policies.

8. Governance and Risk Management

- Evaluate the governance structure, including the functioning of the governing board and committees.
- Identify and assess risks associated with the NGO's activities, such as financial, operational, reputational, and compliance risks.
- Recommend risk mitigation strategies.

9. Payroll and Human Resource Compliance

- Review payroll records, including salaries, honorariums, and stipends, to ensure compliance with labour laws.
- Verify compliance with statutory requirements like Provident Fund (PF), Employee State Insurance (ESI), and TDS on salaries.
- Assess HR policies related to recruitment, training, and employee benefits.

10. Tax and Regulatory Compliance

- Verify compliance with tax regulations, including:
 - Filing of TDS returns and issuance of TDS certificates.
 - Filing of income tax returns (ITR-7).
 - Filing of FCRA annual returns (Form FC-4).
 - Creating in GST e-invoicing.
- Ensure timely renewal of registrations under Section 12A, Section 80G, and FCRA (if applicable).

11. Documentation and Reporting

- Assess the adequacy and accuracy of record-keeping practices.
- Ensure that records are maintained for audits, donor reporting, and statutory requirements.

12. Monitoring Administrative Costs

- Evaluate the allocation of administrative and overhead expenses.
- Ensure compliance with donor-specified limits on administrative cost allocations.

13. Recommendations and Process Improvements

- Identify inefficiencies and recommend improvements in processes and controls.
- Highlight instances of non-compliance and suggest corrective actions.
- Provide recommendations for strengthening financial sustainability and governance.

Deliverables of the Internal Audit

The internal auditor is expected to provide the following deliverables:

- **Internal Audit Report:** A detailed report summarizing findings, observations, and recommendations.
- **Management Letter:** Highlighting significant control weaknesses or operational inefficiencies.
- **Action Plan:** Suggestions for addressing risks and enhancing compliance.