

Consultancy announcement

Statutory audit

Deadline for application: 26 October 2026

RECOFTC is an international nonprofit organization working towards a future where resilient communities with respected rights thrive in forest landscapes that they manage sustainably and equitably. We take a long-term, landscape-based and inclusive approach in supporting local communities to secure their land and resource rights, stop deforestation, find alternative livelihoods and foster gender equality. With almost 40 years of experience, we have built trusting relationships with partners from communities, governments, businesses, academia and civil society organizations. Our innovations, knowledge and initiatives enable countries to foster good forest governance, mitigate and adapt to climate change and achieve the UN Global Goals.

We operate in the Asia-Pacific region, with country offices in Cambodia, Indonesia, Lao PDR, Myanmar, Nepal, Thailand and Viet Nam.

RECOFTC Nepal operates through the Center for People and Forests, a registered non-profit organization that serves as RECOFTC's local entity. For more than two decades, we have laid the groundwork and enhanced capacities for community forestry across the country. We work closely with government, civil society, communities and other stakeholders to advance the implementation of sustainable landscape management in Nepal. Our dynamic approach to capacity development includes research, analysis and synthesis, strategic communication, training and learning networks, and piloting and demonstrating innovative solutions for people and forests. Guided by a strong rights-based and participatory approach, RECOFTC is recognized and trusted by local communities, government and civil society as a leading voice in community forestry and sustainable forest management.

RECOFTC Nepal is currently inviting applications from potential consultants to serve as statutory auditor for a three-year financial period (1 Shrawan 2083–31 Ashad 2086). Qualified consulting firms are invited to submit an expression of interest (EOI) in response to technical services as specified in the following terms of reference.

1. Purpose and objective of the audit

The overall purpose of this assignment is to check for reasonable assurance that all income received and costs incurred during a given fiscal year are in accordance with the relevant policies of the Center for People and Forests and compliant with relevant rules and regulations of the Government of Nepal. The consultant will be required to produce a report as per the Nepal Accounting Standard (NAS) for strengthening financial management, governance and accountability, based on the needs identified.

2. Audit scope and assignment

The scope of this statutory audit covers checking the income received and costs incurred through original vouchers and other related project documents (including contracts and agreements), based on the annual plan/programme and financing plan. The consulting firm will review the income and expenditure of the Center for People and Forests on an annual basis, i.e. each review period will cover one financial year.

The auditor should verify their report by means of:

- Checking and verifying whether the appropriate supporting documents, records and books of accounts relating to all project activities have been kept and whether these documents clearly relate to the activities they were assigned for
- Checking and verifying the inventory/fixed assets lists of the Center for People and Forests
- Checking and verifying whether compliance with local applicable laws has been ensured
- Examining a sample of journal vouchers to verify the accuracy and supporting documentation of recorded transactions
- Reviewing quantitative and qualitative programme reports to assess compliance with applicable laws, regulations and other external requirements, as well as the organization's internal policies, directives and other requirements
- The audits should be carried out in accordance with either the Nepal Standards on Auditing (NSA) or the International Standards of Auditing (ISA) auditing standards
- The auditor should also update the organization about any tax regulation as per Nepal tax laws

3. Audit methodology

To ensure that the financial statement/reports present a true and fair view, the auditor shall conduct accuracy checks, observations and inspection of records and documents. They shall also interview beneficiaries, conduct inquiries and analyses, and prepare recommendations and comparisons. They will:

- visit the Center for People and Forests office and review vouchers, invoices and related supporting documents for all expenses and income receipts
- follow up on previous audit reports and comments
- review staff, rentals and other relevant contracts
- review payroll and tax compliance
- review beneficiary policies and compliances

4. Procedure

Following the completion of the recruitment process the selected auditor/audit team will start the audit process passing through the following major phases:

A. Inception/planning phase

- Propose the plan in their EOI

B. Auditing

- Audit the financial transactions of the Center for People and Forests for the given financial review period and conduct preliminary discussion on findings with the Managing Director of the Center for People and Forests
- Prepare a draft audit report and issue it for presentation to the Center for People and Forests
- Receive and address final comments from the Center for People and Forests Management Committee
- Prepare a management letter for the Center for People and Forests outlining key observations and recommendations
- Finalize the audit report and issue the final report along with certified statements and a management letter for the given financial year
- Sign the final report

C. Final reporting

- The audit work shall be completed within one month of the date of commencement of the audit. Two copies of the final audit report are to be submitted to the Center for People and Forests no later than 30 Ashwin every financial year.

5. The audit report and management letter

A. Audit report

The audit report should clearly indicate the auditor's opinion. This should include at least the following:

- The title, addressees and an opening or introductory paragraph containing:
 - identification of the financial information audited, including the period covered
 - statement of the responsibility of the entity's management and the responsibility of the auditor
- A scope and methodology paragraph describing the nature of the audit referencing:
 - the accounting standards that have been applied and indicating the effect of any deviations from those standards
 - the work the auditor performed
- An opinion paragraph disclosing:
 - whether the financial statements and supporting schedules fairly present the cash receipts and expenditure in all material respects
 - whether the funds were used for the purposes defined by the work programme
 - whether the financial transactions reflected in the statements are in accordance with financial regulations and procedures, budgetary provisions and other applicable directives
 - summary assessment of the efficiency of the management and internal control system

The auditor may include additional relevant information and explanations in the audit report, as appropriate, to ensure a comprehensive and informative report. Audit reports will be provided in English.

B. Management letter

The auditor should submit a letter to the management upon completion of the audit. This letter should include:

- Observations on the accounting records, procedures, systems and controls that were examined during the course of the audit
- An assessment of the efficiency of the administration, management and internal control systems of the Center for People and Forests
- Management comments/response to audit findings and recommendations
- Matters that have come to their attention during the audit that might have a significant impact on the implementation and sustainability of the programmes of the Center for People and Forests
- Any other issues the auditor finds relevant, based on their professional judgment

6. Auditor independence and qualification

The auditor must be completely impartial and without any management or financial interest in the entity being audited. The auditor should not, during the period covered by the audit nor during the undertaking of the audit, be employed by, serve as director for, or have any financial or close business relationships with any participant in the management of the Center for People and Forests. The auditor should disclose any relationship that might possibly compromise their independence.

The audit firm/engagement partner must be a Chartered Accountant and registered with the Institute of Chartered Accountants of Nepal (ICAN). The applicant must have at least five years of relevant and diversified professional experience in auditing with a sizeable portfolio. They must have auditing experience in donor-funded projects, the development sector, NGOs and INGOs. The auditor must employ adequate staff with appropriate professional qualifications and suitable experience with the International Standard of Auditing or national standards Chartered Accountants, including experience in auditing the accounts of entities comparable in size and complexity to Center for people and forests.

Curriculum vitae (CVs) should be provided to Center for people and forests by the principal of the audit institution who would be responsible for signing the opinion and key personnel proposed as part of the audit team. CVs should include details on relevant audits carried out by the applicable staff, including ongoing assignments indicating capability and capacity to undertake the audit and experience in auditing financial statements compliant with the Chartered Accountants Standards.

7. Audit fees:

The Audit fees for three years will be fixed through a competitive bidding process if the 1st audit is satisfactorily completed. A three-year contract is preferred so applicants should also account for fluctuations in currency, inflation and other factors.

8. Access to facilities and documents

The Center for People and Forests uses financial software to automate its financial processes. The auditor will have full and complete access at all times to all records and documents (including books of accounts, legal agreements, minutes of committee meetings, bank records, invoices, contracts etc.) and all employees of the organization. The auditor will also have the right to access bank details and depositories, consultants, contractors and other persons or firms engaged by the organization over the period covered by the audit review.

RECOFTC's core values

At RECOFTC, our core values are the foundation of our culture and guide all our work. In addition to job-specific skills and experience, the applicant should possess the following characteristics, attitudes and skills:

- Embrace innovation
- Adapt to and learn from challenges
- Nurture commitment, responsibility and ownership
- Collaborate with partners and stakeholders
- Commit to sustainability

- Cultivate participation, gender equity and social inclusion
- Prioritize wellbeing

Commitment to RECOFTC policies and procedures

At RECOFTC, we uphold the highest standards of integrity, transparency and responsibility in all our operations. Our policies and guidelines are designed to ensure a safe, inclusive, sustainable and ethical environment for our staff, partners, consultants and the communities we serve.

All staff, consultants and contractors engaged by RECOFTC are required to comply with RECOFTC's policies and procedures while performing their roles with RECOFTC.

How to apply

Interested and eligible audit firms must submit their EOI along with relevant organizational documents by email within 16:00 hrs by 26 Oct 2026 to nepal-recruitment@recoftc.org. Incomplete applications will not be considered. Applications will be reviewed on a rolling basis and only shortlisted candidates will be contacted.

For more information about RECOFTC, please visit our website at www.recoftc.org.