



MAG in Nigeria
4 Fez Street, Wuse 2
Abuja, Nigeria
www.maginternational.org

Mines Advisory Group (MAG) is a humanitarian, non-profit organization committed to creating a safe and secure future for communities affected by armed violence and conflict. Since 1989, we have worked in over 40 countries, focusing on:

- Reclaiming land contaminated with remnants of conflict, including landmines, cluster munitions, bombs, shells, and mortars.
- Reducing the risk of injury and death caused by explosive hazards.
- Creating safe conditions for sustainable development, free from armed violence.

MAG has been operating in Nigeria since 2016 in collaboration with national and local stakeholders

THE OVERALL OBJECTIVE

The objective of this advertisement is to appoint a suitable auditing firm who can conduct a comprehensive audit of the organisation's financial statements for MAG office located in Abuja, Nigeria in line with Nigeria fiscal regulations.

REQUIRED SERVICES

The audit firm shall be required to carry out the following assignment

- Conduct a comprehensive audit of the organisation's financial statements for 2024.
- Assess compliance with relevant financial regulations and tax laws.
- Provide recommendations on financial processes, controls, and reporting to enhance operational efficiency.
- Deliver a detailed audit report to the Board of Trustees and management, outlining findings, recommendations, and any identified discrepancies

The AUDITORS REPORTING

- The auditor's report shall contain details regarding used audit method and the scope of the audit.
- The report shall contain an assurance that the audit was performed in accordance with international standards and by a qualified auditor
- The auditor shall make recommendations to address any weaknesses identified.

FEE QUOTE

Audit Firm shall submit the proposed fees & disbursements (including any other charges where applicable) for the full audit assignment. There shall be no price variation allowed after a submission has been made.

QUALIFICATION OF THE AUDITING FIRM

The application package should include:

Company presentation:

- Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC)
- Evidence of Company Income Tax Clearance Certificate for the last three (3) years

- Company's Profile, including current evidence of registration of both the company and key personnel with relevant professional bodies.
- Provide information on whether you provide services to related organisation

Technical proposal

- The methodology to be used for the assignment should be clearly stated.
- The proposed time schedule within which the Audit shall be undertaken, including reporting.

Financial proposal

- Fees inclusive of VAT
- Payment modalities

Interested chartered accounting firms should submit their proposal (technical and financial) in three separate PDF documents labelled as follow:

Document 1: *'firm name' – Company presentation*

Document 2: *'firm name'-Technical offer to MAG*

Document 3: *'firm name' – Financial offer to MAG*

Proposals should be submitted to: procurement.nigeria@maginternational.org not later than 16th May, 2025, 17:00.

GENERAL INFORMATION

- Request for proposals must be in English Language and signed by an official authorised by the bidder.
- Request for proposals shall not be accepted after the deadline.