Society for Health Education
M. Kulunu Vehi,
Buruzu Magu
Malé 20318,
Maldives,
Reg No: 10-ﷺ/88/4
Phone: +960 332 7117 ؤﷺ

Fax: +960 332 2221 ؤﷺ

ﷺ
ﷺ
ﷺ
20318
ﷺ 10-ﷺ/88/4
E-mail: shemaldives@she.org.mv ﷺ

Ref: SHE/ADM/26/102-AD

Date: 24th November 2026

TERMS OF REFERENCE (TOR)

Independent Audit of the GGP Project

Project: The Project for Strengthening Medical System of Clinical Diagnostics and Reproductive Health Services in Male Island

Programme: Grant Assistance for Grass-Roots Human Security Projects (GGP)

Funding Agency: Embassy of Japan in Maldives

Implementing Organization: Society for Health Education (SHE)

Total Grant Amount: USD 73,538

1. Background

The Society for Health Education (SHE) received a grant from the Embassy of Japan in Maldives under the Grant Contract signed on 4 March 2024. The project is referred to as the GGP Project under Japan's Grant Assistance for Grass-Roots Human Security Projects program.

The grant was provided to support the project titled "The Project for Strengthening Medical System of Clinical Diagnostics and Reproductive Health Services in Male Island."

As stipulated under Clause E(2) of the Grant Contract, SHE is required to submit a project completion report, including an audit report on the grant issued by an independent accountant or accounting body.

SHE therefore invites proposals from qualified and independent audit firms to conduct an audit of the grant funds and related project expenditures.

2. Objective of the Audit

The primary objective of the audit is to provide an independent assessment of the financial management and utilization of the grant funds received from the Embassy of Japan.

The audit should determine whether:

Society for Health Education
M. Kulunu Vehi,
Buruzu Magu
Malé 20318,
Maldives,
Reg No: 10-ﷺ/88/4
Phone: +960 332 7117 ؤﷺ
Fax: +960 332 2221 ؤﷺ
ﷺ
د. ﷺ
ﷺ
20318 ﷺ
10-ﷺ/88/4 ﷺ
E-mail: shemaldives@she.org.mv ﷺ

- Grant funds have been utilized for the intended purposes in accordance with the Grant Contract.
- Project expenditures are properly recorded and supported by relevant documentation.
- Grant funds have been allocated and disbursed in accordance with the approved project activities and budget.
- The financial information presented in the project's accounting report is accurate and complete in all material respects.

3. Scope of Work

The selected audit firm will be required to perform the following:

3.1 Review of Grant Agreement

Review the Grant Contract, its Annex, and any relevant amendments or approvals issued by the Embassy of Japan.

3.2 Verification of Grant Funds

- Verify the total grant funds received.
- Examine the relevant bank statements and accounting records.
- Reconcile grant receipts and expenditures with the project's financial records.

3.3 Examination of Project Expenditures

Review expenditures incurred under the project, including the following categories specified in the Grant Contract:

- Clinical Diagnostic Equipment
- Sexual Reproductive Health Procedure Equipment
- Shipping Fee
- Training Fee
- Audit Fee

Society for Health Education
M. Kulunu Vehi,
Buruzu Magu
Malé 20318,
Maldives,
Reg No: 10-ﷺ/88/4
Phone: +960 332 7117 ؤﷺ
Fax: +960 332 2221 ؤﷺ
ﷺ
ﷺ
ﷺ
20318
10-ﷺ/88/4
E-mail: shemaldives@she.org.mv ﷺ

Verify relevant invoices, receipts, payment records, procurement documents, and other supporting documentation.

3.4 Compliance with Grant Conditions

Assess whether grant funds were utilized in accordance with the terms and conditions of the Grant Contract, including restrictions on the use of grant-funded products and services.

3.5 Review of Financial Records

Examine the accounting records relating to the grant and assess the accuracy of the financial report showing the allocation and disbursement of grant funds.

3.6 Identification of Findings

Identify and report any material discrepancies, unsupported expenditures, non-compliance with grant conditions, or weaknesses in financial documentation identified during the audit.

4. Expected Deliverables

The selected audit firm shall submit:

1. **Independent Audit Report:** An audit report covering the grant funds received and expenditures incurred under the project.
2. **Audited Financial Statement/Report:** A financial report showing grant receipts, expenditures by approved budget category, and any remaining balance, if applicable.
3. **Management Letter:** A report highlighting significant audit findings, internal control weaknesses, and recommendations, where applicable.

The final report should be suitable for submission to the Embassy of Japan as part of SHE's project completion report.

The final reporting format and applicable audit standards will be confirmed before commencement of the engagement, taking into account any specific requirements communicated by the Embassy.

5. Qualification Requirements

Interested audit firms should meet the following requirements:

- Be appropriately licensed or registered to provide independent audit services in the Maldives.
- Have relevant experience conducting financial audits.
- Preferably have prior experience auditing donor-funded projects, grants, NGOs, or similar organizations.
- Demonstrate independence from SHE and the activities being audited.
- Have qualified personnel capable of completing the assignment within the agreed timeframe.

6. Duration of Assignment

The audit is expected to commence upon appointment of the audit firm.

Interested firms should propose a realistic timeline for completing the audit and submitting the final reports.

The final timeline will be agreed upon with the selected audit firm.

7. Responsibilities of SHE

SHE will provide the selected audit firm with access to relevant documentation, including:

- Grant Contract and relevant supporting documents.
- Project financial records and accounting reports.
- Bank statements and payment records relating to the grant.
- Invoices, receipts, procurement documents, and other supporting records.
- Relevant explanations and information required to conduct the audit.

8. Submission of Proposals

Interested audit firms are invited to submit proposals containing the following:

1. Company profile and relevant experience.
2. Details of professional qualifications and registration.
3. Proposed audit methodology and scope of work.

Society for Health Education
M. Kulunu Vehi,
Buruzu Magu
Malé 20318,
Maldives,
Reg No: 10-ᯖᯬ/88/4
Phone: +960 332 7117 ᯖᯬᯖ
Fax: +960 332 2221 ᯖᯬᯖᯬ
ᯖᯬᯖᯬᯖᯬᯖᯬ ᯖᯬᯖᯬ ᯖᯬᯖᯬ ᯖᯬᯖᯬᯖᯬᯖᯬ
ᯖ. ᯖᯬᯖᯬᯖᯬᯖᯬ
ᯖᯬᯖᯬᯖᯬᯖᯬ
ᯖᯬᯖ 20318
ᯖᯬᯖᯬᯖᯬᯖᯬ ᯖᯬᯖᯬᯖᯬᯖᯬ: 10-ᯖᯬ/88/4
E-mail: shemaldives@she.org.mv ᯖᯬᯖᯬᯖᯬ:

4. Proposed timeline for completing the assignment.
5. Financial quotation, including all applicable taxes and charges.
6. Details of the proposed audit team.
7. Details of similar assignments previously undertaken, where available.

9. Evaluation and Selection

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Understanding of the assignment.
- Proposed audit methodology.
- Proposed completion timeline.
- Financial quotation.

SHE reserves the right to accept or reject proposals in accordance with its internal procurement procedures.

10. Confidentiality and Independence

The selected audit firm shall maintain strict confidentiality regarding all information and documents obtained during the assignment.

The firm must remain independent and disclose any actual or potential conflict of interest before accepting the engagement.

11. Submission Details

Organization: Society for Health Education (SHE)

Email for Submission: program@she.org.mv and CC hr@she.org.mv

Submission Deadline: 1 December 2026 at 14:00Hours.

Subject: Proposal for Independent Audit – GGP Project

Interested firms should submit their technical and financial proposals by the specified deadline.