



BUILDING AN INCLUSIVE SOCIETY FOR ALL

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Call for Expression of Interest for Provision of External Audit Services for Financial Year 2026

Organization Profile: STEPS Tanzania is a Non-Governmental Organization established in 2017 and officially registered in November 2019 by the registrar of NGOs with registration number 00/NGO/R/0810 under the Non-Government Act No. 24 of 2002. STEPS Tanzania is a Social Justice and Health Organization striving to make Health Care, Education and Community Development a human right for all people, starting with those who need it most.

STEPS Tanzania strongly believes in and works in partnership with various local and global institutions, Ministry of Health (MoH); President's Office Regional Authorities and Local Government (PORALG); donor agencies; academic and non-academic institutions; implementing partners; civil society, community-based and faith-based organizations and others.

Purpose:

STEPS Tanzania seeks to engage a qualified and registered External Auditors to conduct the audit of our financial statements for the fiscal year 2025 (January–December 2025). The audit will cover all financial transactions, asset management, and compliance with applicable regulations, ensuring that funds have been utilized effectively and efficiently in alignment with our objectives.

Scope of Work:

- **Financial Statements:** Verify that income, expenditures, and assets are accurately reported.
- **Compliance:** Ensure adherence to donor requirements, organizational policies, and Tanzanian regulations.
- **Internal Controls:** Assess the effectiveness of internal control systems and recommend improvements.
- **Budget Adherence:** Review expenditures for cost-effectiveness and alignment with approved budgets.

Qualifications:

- Must be registered with the National Board of Accountants and Auditors (NBAA), Tanzania.
- Experience with donor-funded projects and familiarity with Tanzanian regulations and international accounting standards.
- Prior work with international NGOs or similar organizations is desirable.

Key Deliverables

1. **Financial Statements Audit** – Independent verification of STEPS Tanzania's income, expenditures, and assets for FY2025.
2. **Compliance Assessment** – Review adherence to donor requirements, organizational policies, and Tanzanian regulations.
3. **Internal Controls Review** – Evaluation of internal control systems with recommendations for improvement.
4. **Audit Report** – Consolidated report summarizing findings and recommendations for the Board and management.

Submission Requirements: Interested auditors should submit the following documents by 20th April 2026.

1. **Technical Proposal:** Outline audit approach and relevant experience.
2. **Financial Proposal:** Provide detailed audit fees including taxes.
3. **Credentials:** Proof of NBAA registration and key personnel CVs.
4. **Work Plan:** Timeline and confirmation of deliverables submission.
5. **References:** At least two prior client references for similar audits.

Deadline for Applications: 20th -April, 2026.

Submission guidelines: The proposals should be addressed to:

The Executive Director,
STEPS Tanzania
P. O. Box 33307, Dar es Salaam.

Mode of submission: ONLY electronically submitted proposals will be accepted.

- It should be submitted to the following email: info@steps.or.tz
- The deadline for submission of the proposal is: 20th April 2026
- Only shortlisted bidders will be contacted
- For any questions, send an email not later than four (4) days after the date of the advert

For **more information**, please contact STEPS TANZANIA via info@steps.or.tz or phone number: +255 739 033 307