

PLANNED PARENTHOOD ASSOCIATION OF GHANA (PPAG)

REQUEST FOR PROPOSAL: RECRUITMENT OF EXTERNAL AUDITOR FOR PPAG

TERMS OF REFERENCE (TOR)

1.0 Background

The Planned Parenthood Association of Ghana (PPAG) was incorporated under the Ghana Companies Act 1963, Act 179 on 4th March 1967 as amended and became a full member of the International Planned Parenthood Federation (IPPF) in 1969

PPAG is a volunteer-supported, rights based, grass-root-based, and non-partisan Civil Society Organisation (CSO) working in the field of Sexual and Reproductive Health and Rights (SRHR) in Ghana. Over the past 56 years, PPAG has gained expertise and has become a credible leader among CSOs working in the SRHR sector, with specialization in gender transformative approaches and adolescent sexual and reproductive health and rights. The Association works to complement the government's efforts in the provision of SRHR information, education and services to the general population, particularly young people (including adolescents) and women; and also, vulnerable groups including persons living with disability, prison inmates, adolescent female internal emigrants among others. It currently has 10 service delivery centers across the country.

2.0. PURPOSE

The Association has over the years been audited by several Audit Firms to fulfil the requirements of International Planned Parenthood Association (IPPF), Donors, the Governing Council, Management and the Companies Act 1963, Act 179 as amended by Act 992 of 2019.

The purpose of this invitation is to engage an audit firm of international repute to audit the Association's operations and to express an independent opinion on the fairness of the financial statements on annual basis in accordance with all relevant regulatory requirements.

3.0. SPECIFIC OBJECTIVES

The successful firm shall audit the financial statements of the Association and issue a report in accordance with all statutory requirements on annual basis for the period of engagement. This report shall contain the independent opinion of the auditors on the fairness of the presentation of the financial statements.

4.0. QUALIFICATIONS OF THE FIRM

- a. The firm must qualify under Section 138 of Company Act 2019, Act 992.
- b. The firm must be recognised as a licensed Audit Firm in Ghana, according to Institute of Chartered Accounts Act 2020, Act 1058 and internationally recognised with branches across the world.
- c. At the time of the application, the firm must be and shall remain throughout the recruitment process in good standing with the Institute of Chartered Accountants, Ghana.

- d. The firm must have been in audit practice of similar entity for a minimum of fifteen (15) years
 - e. The firm must have sufficient qualified number of staff to undertake the assignments at any given time; at least two-third (2/3) of the team members must belong to internationally recognised Accountancy Professional Body with not less than five (5) years post qualification experience in similar role.
 - f. The team lead with requisite professional qualifications must have been handling similar assignments continuously for not less than ten (10) years and a person of high integrity.
 - g. Must demonstrate sufficient knowledge in the IPPF and PPAG standards and SRHR industry.
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5.0. Submission of Proposal:

The firm shall provide the following in their proposal:

- CVs of key personnel who will be involved in the exercise with their specific roles.
- Evidence of similar assignments conducted within the last 5 years, including references
- Technical proposal- detailed methodology, work schedules and verifiable means of quality assurance
- Financial proposal. All quotations must be in Ghanaian Cedi (GHS).
- Tax Clearance certificate from GRA and Company Registration documents.
- SSNIT clearance certificate from Social Security and National Insurance Trust.

Closing date of submission: Friday, 9th October 2026

All applications should be sent to: auditor.job@ppag-gh.org

Or

The Ag. Executive Director,

PPAG

P.O. Box AN 5756, Accra North

Or

Hand delivered at:

PPAG Head Office

Nasia Road, Laterbiokorshie

Attention: The Procurement and Administration Coordinator

The subject line should read: “RECRUITMENT OF EXTERNAL AUDITOR”