

**Terms of Reference**  
**FOR THE AUDIT OF THE**  
**TOURISM BUSINESS EDUCATION DEVELOPMENT PROJECT**  
**LOAN / FORWARD LEASING / GRANT NO. TJK-1048**

**I. Project Background**

The Republic of Tajikistan has received financing from the Islamic Development Bank (IsDB) toward the cost of the Tourism Business Education Development Project and intends to apply part of the proceeds for consultant services.

The total cost of the project is US\$ 18.25 million. IsDB financing amounts to US\$ 13.95 million, provided under Forward Leasing, Loan, and Technical Assistance Grants. The project is co-financed by the Government of the Republic of Tajikistan in the amount of US\$ 4.30 million.

The International University of Tourism and Entrepreneurship of Tajikistan (IUTET), as the Executing Agency (EA), intends to use part of the proceeds to hire a consulting firm to conduct a financial audit of the project. For this purpose, a local audit firm (auditor) will be hired to conduct a financial audit of the project's financial statements on an annual basis. The selected auditor will provide annual progress reports and keep the Executing Agency and IsDB updated on the financial status of the project. Financial audit consulting services should be procured within the current IsDB guidelines using the least cost method with a short list of national firms.

The project supports sustainable and inclusive economic growth in Tajikistan by enhancing the quality, relevance, and accessibility of tourism, hospitality, and business education, with a focus on employment for youth and women. The specific development objective is to improve access to and the quality of higher professional education in tourism and hospitality, based on best international practices, through the upgrading of the existing education institution in Dangara into a modern, inclusive, and sustainable university offering high-quality, internationally benchmarked higher education in tourism and hospitality, and strengthening its potential to serve as a hub for tourism and hospitality education in the region.

The summary of the project components is as follows:

**Component A – Access for Tourism and Business Education:** This component entails (i) construction of education and dormitory facilities of the Dangara International Institute: academic facilities with a total of 2,000 seats capacity and 59 classrooms, and a student dormitory with a total capacity of 336 beds; (ii) equipping of education and dormitory facilities of the Dangara International Institute with advanced training, laboratory, technology and sports equipment and common furniture. The facilities to be constructed are designed to be energy-efficient, eco-friendly, socially inclusive, gender-sensitive, disability-accessible, and earthquake-resistant.

**Component B – Institutional Capacity of Tourism and Business Education:** This component will cover: (i) upgrading of curriculum to align to international standards, updating course content, digitalizing curriculum, and introducing a Learning Management System to support online teaching and learning; (ii) developing “Halal Tourism”, “Islamic Economics/Business” and Halal Certification curriculum courses at the University; and (iii) enhancing the quality of education and

workforce development through a fast-tracked capacity building program for key stakeholders on tourism in Tajikistan, including IUTET staff, the Tajikistan Tourism Committee, the Ministry of Economy and Trade, the Ministry of Education and Science and other relevant government agencies.

**Component C – Project Management Support:** This component envisions: (i) project management unit staff; and (ii) consultancy supervision services to support the project design review, procurement, supervision of civil works and goods procurement and contracts management to strengthen project implementation.

**Component D – Financial Audit:** This component finances the cost of external financial audit services for reviewing statements of expenditures to validate interim payment certificates prior to replenishment of the project's Special Account, and preparation of the annual audit report as per International Audit Standards.

## II. Audit Objectives

The overall objective of the audit is to allow the auditor to express an independent and professional opinion on the financial position of the project (and, as applicable, the Executing Agency) to ensure that the funds provided have been used solely for their intended purposes; to express an independent and professional opinion on the adequacy of project internal controls; and to provide an opinion on the compliance with the covenants of the financing agreement(s) and the applicable laws and regulations. Where present, the auditor should indicate the extent of any non-compliance to each financial covenant.

The auditor will express a professional opinion on:

- Use of loan / lease / grant proceeds;
- Compliance with imprest and/or special account procedures (where applicable); and
- Compliance with statement of expenditure (SoE) procedures (where applicable).

The specific objectives of the audit are as follows:

- Issue an opinion as to whether the project financial statements (PFS) and the supplementary financial information present fairly, in all material respects, the financial position of the project, the funds received and the disbursements made during the period audited, as well as the cumulative disbursements at the end of the period, in accordance with the international accounting standards (as referred in Section IV) and the requirements of the respective agreement(s) with the Islamic Development Bank.
- Issue an opinion as to whether the expenditures reported are eligible for financing, and the funds have been used only for the purposes of the project.
- Issue an opinion with respect to the Executing Agency's compliance with the covenants of the financing agreements and the applicable laws and regulations.
- Issue an opinion as to whether the Special Accounts (if any) used for managing the funds provided by the Bank present fairly the availability of funds at the end of the period audited, as well as the transactions made during the same period, in accordance with the

provisions for the use of the funds established in the corresponding agreements with the Bank.

- Issue an assessment with respect to the adequacy of internal control mechanisms of the project performed by the Executing Agency (EA) and the Project Implementation Group (PIG).

### III. Scope of the Audit

The audit is considered as a special purpose audit of the project to be carried out in accordance with the International Standards on Auditing (ISA) issued by the International Federation of Accountants (IFAC), or by the International Organization of Supreme Audit Institutions (INTOSAI)<sup>1</sup>, having regard to relevant financing agreements and IsDB's particular reporting and procurement requirements.

The audit must include adequate planning, evaluation and testing of the internal control structure and mechanism, and obtaining sufficient evidence to give reasonable assurance that the financial statements are free from any material misstatements whether caused by fraud or other irregularities or error.

The auditor's examination should include an evaluation of the systems and operating procedures for accounting, custody of assets, control of environment, internal financial controls, financial reporting, and related systems. The Executing Agency shall make available all necessary documentation including relevant explanations in support of claims made in the financial statements, for the auditor to be able to understand and provide an independent and professional opinion.

The audit covers the financial transactions of the project over its 60-month implementation period, from July 01, 2026 to June 30, 2031, comprising the following fiscal periods: from July 01, 2026 to December 31, 2026; from January 01, 2027 to December 31, 2027; from January 01, 2028 to December 31, 2028; from January 01, 2029 to December 31, 2029; from January 01, 2030 to December 31, 2030; and a final period from January 01, 2031 to June 30, 2031.

In accordance with International Standards on Auditing, the auditor shall pay attention to the following:

- **Fraud and Corruption:** The audit program will consider the risk of material misstatements resulting from fraud or error. It should include procedures that are designed to provide reasonable assurance that material misstatements (if any) are detected.
- **Laws and Regulations:** in preparing the audit approach and in executing the audit procedures, the auditor shall evaluate the EA and PIG's compliance with the provisions of law and regulations that might significantly affect the PFSs.
- **Governance:** communicate to the EA and PIG management regarding significant audit issues related to governance.

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<sup>1</sup>INTOSAI standards may be used if the audit will be performed by a government auditor acceptable to IsDB.

- **Risks:** with a view to reducing audit risk to a relatively low level, the auditor will apply appropriate audit procedures and handle anomalies/risks identified during their evaluation.

The auditors should pay special attention to the following requirements:

- All Bank funds, Counterpart funds and Co-financier funds (if any) provided to the project have been used in accordance with the conditions of the relevant financing agreements, with due attention to economy and efficiency, and only for the purpose intended therein;
- The Project Financial Statements have been prepared consistently in accordance with the applicable accounting standards, and give a true and fair view of the financial position of the project as at the year end and of its receipts and expenditures for the period ended on that date;
- Goods, works and services for the project have been procured in accordance with the relevant financing agreements and in accordance with the Bank's policy and procedures and have been properly accounted for;
- Compliance with specific covenants of the financing agreements;
- Eligibility of expenditures claimed under the Statement of Expenditures (SoE) submitted to the Bank for reimbursement or replenishment of the Special Accounts, in accordance with the provisions of the financing agreements and the Bank's policy and procedures;
- All necessary documents, records, and books of accounts relating to all project activities have been kept and there is a clear audit trail and references between the books of accounts and the financial statements presented to the Bank;
- Comprehensive assessment on the adequacy and effectiveness of project internal control mechanisms to monitor expenditures and other financial transactions and ensure safe custody of project-financed assets and that they are being used for the intended purposes.

#### **IV. Annual Project Financial Statements (PFS)**

The auditor should verify that the project financial statements have been prepared in accordance with the International Financial Reporting Standards (IFRSs) issued by the International Accounting Standards Board (IASB), or other accounting standards compatible with IASB's, and give a true and fair view of the financial position of the project as at the year end and of the resources and expenditures for the audited period.

The financial statements consist of the following:

##### **(a) Revenue Earning Projects (generally using the international standards-compliant accrual-based financial statements):**

- Statement of Accounting / Financial Policies;
- Statement of Financial Performance (or income statement);
- Statement of Financial Position (or balance sheet);
- Statement of Movements in Equity / Retained Earnings;
- Statement of Cash Flows;

- Statement of Sources and Uses of Funds;
- Statement of Special Account (if applicable according to the financing agreements);
- Notes to the Financial Statements, which include a summarized description of the project, the project fiscal period, detailed analysis of the main accounts, summary of assets acquired or procured to date with project funds, and other reconciliation / explanatory notes. The reconciliation should include a list of Withdrawal Applications and reference the individual Withdrawal Application numbers, amounts and method of disbursement (advance, reimbursement or direct payment) of each Withdrawal Application.

**(b) Non-Revenue Earning Projects:**

- Statement of Accounting / Financial Policy;
- Statement of Income / Cash Receipts<sup>2</sup>;
- Statement of Expenditures / Cash Payments<sup>3</sup>;
- Statement of Cash Flows / Cash Receipts and Payments;
- Statement of Special Account (if applicable according to the financing agreements);
- Notes to the Financial Statements, which include a summarized description of the project, the project fiscal period, detailed analysis of the main accounts, summary of assets acquired or procured to date with project funds, and other reconciliation / explanatory notes. The reconciliation should include a list of Withdrawal Applications and reference the individual Withdrawal Application numbers, amounts and method of disbursement (advance, reimbursement or direct payment) of each Withdrawal Application.

An annex to the PFS should include a comprehensive list of all fixed assets purchased, with given dates, values and condition of the assets.

**V. Statement of Expenditures (SoE)**

In addition to the audit of PFSs, the auditor is required to audit all Statements of Expenditures used as the basis for submission of Withdrawal Applications to the Islamic Development Bank.

The auditor is required to issue a separate audit opinion on the SoE indicating the extent to which the SoE procedure can be relied upon as the basis for disbursements under the project.

The auditor should carry out necessary tests to give reasonable assurance that expenditures claimed are eligible under the financing agreements and appraisal report. Where ineligible expenditures are identified as having been included in and reimbursed against the Withdrawal Applications, these should be separately noted and reported by the auditor.

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<sup>2</sup>The funds received from the Bank to be shown as separate from the funds of the counterpart / co-financier.

<sup>3</sup>Expenditures financed by the Bank to be shown as separate from other expenditures, incurred for both the current year and accumulated to-date.

As an annex to the PFSs, it should include a list of withdrawal applications submitted on the basis of the SoEs with their reference number and the amount involved.

## **VI. Special Account**

When a Special Account is used for the project, the auditor is required to audit the activities of the Special Account(s) associated with the project to verify the degree of compliance with the Bank's procedures and guidelines for such accounts and the accuracy of the account balances. The auditor is required to carry out concurrent verification before each Project Special Account replenishment request is made, in order to verify and confirm that funds were utilized for eligible expenses as per the Project's Financing Agreement and Disbursement Handbook. Special Account replenishments are expected to take place on a semi-annual basis. This frequency is indicative and the actual number of verifications will depend on the pace of project disbursements. Activities to be examined include initial deposit and subsequent replenishments received from the Bank, interest earned, payments made, withdrawals related to project expenditures, transfers to the operating account(s) and reconciliation of the year-end balances.

The auditor will issue a separate audit opinion on the Special Account(s) indicating if the operations of the account(s) are in accordance with the financing agreement, the eligibility and correctness of financial transactions during the period under review, and the adequacy of internal controls surrounding the operation of the accounts.

## **VII. Audit Report**

The audit report comprises the yearly auditor's opinion on the PFSs, and other statements as mentioned in Sections V and VI above (as applicable). In addition, the audit opinion is required for the following (if necessary):

- Compliance with IsDB procurement procedures;
- Entities and beneficiaries that received the funds met the eligibility criteria of the project;
- Use of funds by communities and decentralized entities;
- Use of funds by service providers (NGOs, etc.);
- Use of funds by Financial Institutions / Microfinance Institutions.

The auditor's reports should adhere to the report formats required by International Standards on Auditing (ISAs), or International Organization of Supreme Audit Institutions (INTOSAI), and include the following matters:

- A title identifying the person or persons to whom the report is addressed;
- An introductory paragraph identifying the financial statements audited and the basis of accounting used for preparation of the financial statements;
- Separate sections, appropriately headed, dealing with: respective responsibilities of project management (or equivalent persons); the basis of the auditor's opinion; and the auditor's opinion on the financial statements;
- The manuscript or printed signature of the auditors; and

- The date of the auditor's report.

### **VIII. Management Letter**

The auditor is required to prepare a yearly management letter on the following issues:

- Economy, efficiency and effectiveness in the use of resources;
- Any material weaknesses in the accounting and internal control systems identified during the audit;
- Recommendations to rectify the identified weaknesses;
- Significant matters raised in previous audit recommendations which have not been dealt with satisfactorily or effectively by the EA/PIG;
- The degree of compliance with each of the financial covenants in the financing agreement(s) and recommendations for improvement, including internal and external matters affecting such compliance;
- The value of expenditures considered to be ineligible and either paid out of the Special Account(s) or which have been claimed from the Bank;
- Matters which have come to the auditor's attention during the course of the audit which might have a significant impact on the implementation of the project;
- Any other matters that the auditor considers pertinent, which should be brought to the attention of the Executing Agency and the Bank.

### **IX. General Information**

The responsibility for preparation of the PFSs lies with the PIG, under the supervision of the EA.

The PIG is also responsible for the following:

- The selection and application of accounting policies. The PIG will prepare the PFSs in accordance with the accounting standards mentioned in Section IV above;
- Implementing accounting, administrative and financial procedures documented in manuals.

The auditor is responsible for the formulation of an opinion on the PFSs based on their audit conducted in accordance with International Standards on Auditing (ISA). National Auditing Standards that comply with ISA in all material respects will also be accepted.

The audit report including the audited financial statements, the management letter and the EA's responses, should be prepared either in Arabic, English or French and be received by the Islamic Development Bank no later than six months after the end of the fiscal period. The auditor should therefore submit, on a timely basis, the relevant documentation to the EA, PMU, and the concerned ministries (if applicable). The Beneficiary is responsible for forwarding the copies of the audit report, the audited financial statements and the management letter to the IsDB.

The auditor shall be given access to all legal documents, project documents, correspondence and any other information associated with the project and considered necessary by the auditor. Confirmation of amounts disbursed and outstanding at the Bank should also be obtained. The Project Team Leader at the Bank can assist in obtaining those confirmations.

The auditor should not limit the access of information in any way and must reply to all inquiries raised by the Islamic Development Bank's representative. Formal discussion will be arranged through the EA's office. The Islamic Development Bank will have this right during the period of the audit and within two years after completion of the audit.

It is recommended that the auditor be familiar with the loan agreement, project appraisal reports, and the IsDB's financial management, disbursement and procurement policies and procedures.

## **X. Employment Authority and Independence**

The auditor shall be provided the necessary documentation to authorize him/her to carry out an independent and professional audit on the financial position of the project. The auditor must disclose whether it is acting on behalf of, or as part of, a larger authority and any issues or relationships that might compromise their independence.

The auditor should be impartial and independent from any aspects of management or financial interest in the entity under audit. In particular, the auditor should be independent of the control of the entity and should not have any financial, personal or business relationship with the entity during the period covered by the audit.

## **XI. Auditor and Audit Staff Competence**

The audit firm should be registered and have a license from a national or regional professional accountancy body. The firm should have relevant experience in accounting and auditing of projects funded by international financial institutions and/or multilateral development banks. The key audit team shall comprise at minimum:

- **A Team Leader / Project Manager** with at least 10 years of experience in auditing and sound knowledge of IFI / MDB financing procedures. He/she should be a member of a recognized accountancy professional body;
- A **Senior Auditor** with a minimum of 5 years of experience in auditing. He/she should be a member of a recognized accountancy professional body; and
- An **Auditor** with adequate experience and professional qualifications.

## **XII. Engagement Letter**

The auditor is required to prepare an engagement letter. The form and content should generally include reference to the matters addressed in this document. In addition, it should state the management's responsibilities for the preparation of the PFSs, the auditor's responsibilities for the opinion of the PFSs and internal controls, the amount of audit fees, and the timetable for providing the audit reports.

### **XIII. Audit Timing**

The assignment is expected to commence on or about September 2026 and to cover six audits over the 60-month project implementation period (July 01, 2026 to June 30, 2031): the audits of fiscal periods 2026 (July–December), 2027, 2028, 2029, 2030, and a final-period audit covering January 01, 2031 to June 30, 2031. In addition to the six audits, the auditor shall carry out concurrent Special Account / SoE verifications prior to each replenishment request, expected on a semi-annual basis throughout the implementation period. In accordance with Section IX, each audit report is to be received by the Islamic Development Bank no later than six months after the end of the respective fiscal period; accordingly, the final audit report is due no later than 31 December 2031

