WEST AFRICAN MONETARY AGENCY

AGENCE MONETAIRE DE L'AFRIQUE DE L'OUEST

English version

TERMS OF REFERENCE (ToR)

Selection and Appointment of External Auditors for the Statutory Audit of the Annual Financial Statements for the Year Ended 31 December 2026

November 2026

1. BACKGROUND

The West African Monetary Agency (WAMA) is an autonomous and specialised institution of the Economic Community of West African States (ECOWAS), mandated to monitor, coordinate and implement the ECOWAS Monetary Cooperation Programme, with the ultimate objective of facilitating the establishment of a single currency in the region.

WAMA's activities are financed through contributions from its member central banks and other resources approved or received by the Agency. Sound financial governance, transparent reporting and independent external scrutiny are essential to accountability for these resources and to the reliable preparation of the Agency's annual financial statements.

WAMA therefore intends to select and appoint an independent, qualified external audit firm to conduct the statutory audit of its annual financial statements for the financial year ended 31 December 2026. The engagement shall be undertaken in accordance with the applicable statutory and institutional requirements and the relevant professional auditing standards.

2. PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to obtain an independent audit opinion on whether WAMA's annual financial statements for the year ended 31 December 2026 are prepared, in all material respects, in accordance with the applicable financial reporting framework and present fairly the Agency's financial position, financial performance and cash flows, where applicable.

3. OBJECTIVES OF THE AUDIT

- Express an independent auditor's opinion on the annual financial statements for the year ended 31 December 2026.
- Assess whether the financial statements are free from material misstatement, whether due to fraud or error.
- Evaluate whether accounting records and supporting documentation are adequate and provide a reliable basis for preparing the financial statements.
- Review the design and implementation of relevant internal controls over financial reporting and identify material weaknesses and significant control deficiencies encountered during the audit.
- Governance, Risk Management and Internal Control Framework: Assess the adequacy and effectiveness of WAMA's governance arrangements, risk management processes and internal control environment in supporting financial accountability, operational effectiveness and regulatory compliance.
- Assess compliance, in all material respects, with applicable laws, regulations, WAMA's governing instruments, financial regulations, approved budgets and relevant financial policies.
- Examine the appropriateness of significant accounting policies, accounting estimates, financial statement disclosures, and the treatment of significant or unusual transactions.
- Communicate audit findings and practical recommendations to improve financial reporting, controls, compliance and the stewardship of WAMA's resources.

4. SCOPE OF WORK

The audit shall cover WAMA's financial transactions, balances, records and disclosures for the financial year ended 31 December 2026. The auditor shall plan and perform the engagement in accordance with applicable International Standards on Auditing (ISA), or the auditing standards required by WAMA's governing framework, and shall comply with applicable ethical and independence requirements.

The work shall include, but not be limited to, the following areas:

- Financial statements: audit the statement of financial position, statement of comprehensive income, statement of cash flows, statement of changes in equity, and related notes and schedules required by the applicable reporting framework.
- Accounting records and reconciliations: examine the general ledger, trial balance, journals, bank reconciliations, control accounts, suspense accounts and supporting schedules; assess whether significant balances reconcile to underlying records.
- Revenue and contributions: verify member central bank contributions and other income, including amounts assessed, invoiced, received, outstanding and recognised; review the basis of calculation and the ageing and recoverability of receivables.
- Expenditure and procurement: test material expenditure and procurement transactions for authorisation, supporting documentation, correct classification, budget availability and compliance with applicable procedures.
- Payroll and staff-related liabilities: examine payroll, allowances, benefits, statutory deductions, staff advances, pension/provident fund balances and related reconciliations, subject to applicability.
- Cash, bank and investments: obtain or review external confirmations where appropriate; verify bank balances, cash movements, investments and the accuracy of related income and disclosures.
- Property, equipment and other assets: review additions, disposals, existence where relevant, depreciation, impairment, safeguarding and asset-register reconciliations.
- Payables, accruals and commitments: assess completeness and cut-off of liabilities, accrued expenses, provisions and material commitments.
- Foreign currency transactions: examine the translation of foreign currency transactions and balances, exchange-rate policies and recognition of foreign exchange gains or losses.
- Budgetary control: compare actual income and expenditure with the approved 2026 budget, review material variances and consider whether they are appropriately explained and authorised.
- Accounting policies and estimates: evaluate consistency and appropriateness of policies, significant estimates, judgements, related-party disclosures and subsequent events.
- Compliance: consider material compliance with WAMA's financial regulations, conditions of service where financially relevant, procurement rules, applicable legal requirements and decisions of competent governing organs.
- Fraud and irregularities: assess risks of material misstatement due to fraud or error, perform procedures responsive to identified risks, and promptly communicate suspected fraud, irregularities or significant non-compliance through agreed governance channels.
- Going concern and subsequent events: assess the appropriateness of management's going-concern basis and review relevant events up to the date of the auditor's report.

- Opening balances and comparative information: assess the appropriateness of opening balances and comparative figures presented in the 2026 financial statements, including the treatment of prior-year audit adjustments, where applicable.
- Follow-up of Prior Audit Recommendations: Review the implementation status of recommendations issued in previous external audit reports and management letters, identify outstanding actions and assess progress achieved by Management.

The audit is not designed to detect every instance of fraud, error or non-compliance. The auditor shall nevertheless plan and perform the audit in accordance with applicable standards and communicate matters that those standards require to be reported.

5. APPLICABLE FINANCIAL REPORTING AND AUDITING FRAMEWORK

The financial statements shall be prepared in accordance with the International Financial Reporting Standards (IFRS), being the accounting framework formally adopted by WAMA for the 2026 financial year. Any departure from this framework shall be disclosed and justified by Management.

The audit shall be conducted under the applicable International Standards on Auditing formally required for WAMA's statutory audit. The audit firm shall comply with the applicable ethical requirements, including independence, objectivity, professional competence, confidentiality and quality management requirements.

6. RESPONSIBILITIES OF WAMA MANAGEMENT

Management is responsible for:

- Preparing and fairly presenting the annual financial statements in accordance with the International Financial Reporting Standards (IFRS).
- Maintaining complete and accurate accounting records and adequate internal controls relevant to the preparation of financial statements free from material misstatement, whether due to fraud or error.
- Selecting and applying appropriate accounting policies and making reasonable accounting estimates.
- Preventing and detecting fraud and ensuring compliance with applicable laws, regulations and institutional procedures.
- Providing the auditor with timely access to accounting records, supporting documents, bank information, contracts, minutes, policies, correspondence, personnel and explanations reasonably required for the audit.
- Providing access to relevant staff and ensuring that requested schedules and reconciliations are prepared in a timely manner.
- Providing written representations as required by the applicable auditing standards and confirming management's responsibilities.

7. RESPONSIBILITIES OF THE EXTERNAL AUDITOR

The auditor is responsible for independently planning and performing the audit, obtaining sufficient appropriate audit evidence, exercising professional judgement and professional scepticism, and issuing the required reports. The auditor shall:

- Prepare an audit strategy and detailed audit plan based on materiality and assessed risks.
- Discuss the proposed timetable, information requirements and audit arrangements with WAMA's designated contact person.
- Perform substantive testing, analytical procedures, confirmations, sampling, and control testing as appropriate based on the risk assessment.
- Maintain appropriate audit documentation and ensure that the engagement is subject to the firm's quality management and review procedures.
- Communicate significant risks, material misstatements, unadjusted differences, control deficiencies and other matters requiring governance attention.
- Remain independent of WAMA and disclose promptly any actual, potential or perceived conflict of interest.
- Protect confidential information and use it only for purposes connected with the engagement, subject to applicable legal and professional obligations.
- Attend meetings with management and, where requested, the competent WAMA governing or oversight organ to present audit results.

8. DELIVERABLES

- An audit planning memorandum setting out the audit approach, materiality, key risks, team composition, information requirements and timetable.
- A closing meeting or exit presentation summarising significant findings and proposed adjustments.
- An independent auditor's report containing the audit opinion on the 2026 annual financial statements, in the form required by applicable standards.
- A management letter detailing significant internal-control weaknesses, accounting and reporting issues, compliance matters and practical recommendations, with risk/priority ratings where appropriate.
- A schedule of material audit adjustments and unadjusted misstatements, including management's responses, where applicable.
- A final signed set of audited financial statements, including the applicable statements, notes and required accompanying schedules.
- A management-letter action matrix, where practicable, recording each recommendation, management response, responsible officer and proposed completion date.
- Governance Communication Letter: A separate communication addressed to the Audit Committee, or other competent governing authority summarising significant audit risks, key judgements, internal-control deficiencies and governance-related observations identified during the audit.

Draft reports shall be discussed with management for factual accuracy and management responses. This process shall not compromise the auditor's independence or the auditor's responsibility for the final conclusions and reports.

9. TIMETABLE AND PERIOD OF ENGAGEMENT

The audit period is from 1 January to 31 December 2026. The engagement is expected to commence following appointment and availability of the relevant records. The auditor shall propose a realistic timetable in its technical proposal, taking account of the year-end close and WAMA's reporting and statutory deadlines.

- Planning and preliminary procedures: to be agreed with WAMA following appointment.
- Year-end fieldwork: after the 2026 accounting records and draft financial statements are available.
- Draft audit findings and reports: by the date agreed in the contract and audit timetable.
- Final audit opinion and management letter: within the deadline agreed in the contract, taking account of applicable statutory and institutional requirements.

Bidders must state the expected number of working days, the proposed start date, key milestones and the date by which final deliverables can be submitted. WAMA shall insert any mandatory deadline established by its governing framework or competent organ before issuing the final solicitation.

10. AUDIT FIRM QUALIFICATIONS AND TEAM COMPOSITION

The firm must be legally registered and licensed to practice auditing in a relevant jurisdiction and be in good standing with the applicable professional accountancy body or regulator. The firm shall demonstrate substantial experience in conducting statutory audits of regional organisations, central banks, international financial institutions, intergovernmental organisations or entities of comparable size and complexity. Evidence of at least five comparable assignments completed during the last five years shall be provided..

- The engagement partner/team leader should be a professionally qualified accountant (for example, ACCA, CA, CPA or equivalent) with at least 10 years of post-qualification experience, including responsibility for external financial statement audits.
- The proposed team should include appropriately qualified audit managers and experienced audit staff, with clearly stated roles and time commitments.
- The firm should demonstrate recent experience in audits using IPSAS, IFRS or other public sector/institutional reporting frameworks relevant to WAMA's adopted framework.
- Experience auditing regional, intergovernmental, public-sector, central-bank-related or donor funded institutions is an advantage.
- The firm must demonstrate appropriate audit methodology, quality management, information security arrangements and capacity to meet the timetable.
- The firm must disclose any actual or potential conflict of interest and confirm its independence from WAMA, its management and relevant related parties.
- The proposed engagement team shall demonstrate professional working proficiency in both English and French.

11. CONTENTS OF THE PROPOSAL

Interested firms shall submit a technical proposal and a separate financial proposal. The technical proposal should include:

- Firm profile, legal registration, audit licence and evidence of good standing.
- Description of relevant assignments completed, particularly during the past five years, including client, scope, period and contactable references where permitted.
- Understanding of the assignment and proposed risk-based audit methodology.
- Proposed work plan, timetable, estimated level of effort and deliverables.
- CVs, qualifications, experience and time commitments of the engagement partner and key team members.
- Description of the firm's quality-management arrangements and independence/conflict-of-interest declaration.
- At least three client references for comparable assignments, where available.

The financial proposal shall state the total professional fee and itemise relevant components, including professional time by staff grade, travel and out-of-pocket expenses, applicable taxes and any other charges. The proposal shall identify any assumptions or exclusions clearly. The fee shall cover completion of the work and delivery of all outputs specified in this ToR.

12. EVALUATION AND SELECTION CRITERIA

Proposals shall be evaluated transparently against pre-disclosed criteria. The following weighting is proposed and may be adjusted to comply with WAMA's applicable procurement rules:

Criterion	Assessment Focus	Weight
Relevant firm experience	Statutory audits of comparable institutions; relevant assignments completed in the past five years.	20%
Technical approach and methodology	Understanding of the ToR, risk assessment, audit procedures, sampling, quality of work plan and deliverables.	30%
Qualifications and experience of key personnel	Professional qualifications, relevant audit experience, proposed roles and availability.	25%
Quality assurance and firm capacity	Quality-management arrangements, staffing, independence and ability to meet deadlines.	10%
References and professional standing	Client references, regulatory/professional standing and record of performance.	5%
Knowledge of relevant institutional/public-sector framework	Familiarity with applicable accounting, audit, governance and compliance requirements.	10%
TOTAL TECHNICAL SCORE		100%

A minimum technical score of 75 out of 100 shall be required for a proposal to qualify for financial evaluation.

Financial scores shall be calculated using the following formula:

Financial Score = (Lowest Evaluated Financial Proposal / Financial Proposal Under Evaluation) × 100.

If WAMA's applicable procurement rules prescribe a different technical threshold, weighting or selection method, those rules shall prevail and this section shall be amended before the request for proposals is issued.

Prior to final appointment, WAMA reserves the right to conduct due diligence on the highest-ranked firm, including verification of professional licences, client references, disciplinary records, independence declarations and any other information deemed relevant to the appointment process.

13. INDEPENDENCE, CONFIDENTIALITY AND CONFLICTS OF INTEREST

The selected firm shall maintain independence throughout the engagement and comply with applicable ethical standards. The firm shall disclose relationships or services that could reasonably be considered to affect its independence. It shall preserve the confidentiality of WAMA's information and shall not disclose audit information to third parties except with WAMA's authorisation or where disclosure is required by law or professional obligations.

Firms currently providing services that may impair their independence, including preparation of financial statements, accounting services, financial management consulting or other assurance-related services to WAMA, shall not be eligible for appointment unless such conflicts are demonstrably mitigated in accordance with applicable professional standards.

14. CONTRACT MANAGEMENT AND FEES

The engagement shall be governed by a written contract setting out the scope, deliverables, timetable, fees, payment milestones, confidentiality, access to records, liability provisions and termination arrangements. Payment milestones shall be linked to satisfactory completion of agreed deliverables and acceptance in accordance with the contract. The contract shall specify the WAMA officer or organ responsible for monitoring performance and confirming receipt of deliverables.

Any additional work outside the agreed scope must be approved in writing by WAMA before it is undertaken and billed.

15. SUBMISSION AND CONTACT DETAILS

Interested firms shall submit their proposals by the deadline and through the method specified in the request for proposals issued by WAMA. The solicitation shall state the submission address or email, required number and format of copies, proposal validity period, deadline for questions and the contact point for clarification. Proposals received after the stated deadline may be rejected in accordance with the applicable procurement rules.

Proposals should be submitted to:

The West African Monetary Agency (WAMA)
1K Scan Drive, Off Spur Road, P.M.B. 218
Freetown, Sierra Leone. OR

Submission Email: Wamao@amao-wama.org

Submission deadline: 30th November 2026

16. APPROVAL AND APPOINTMENT

The selection process and appointment of the external auditor shall be subject to WAMA's applicable financial regulations, procurement procedures, governing instruments and approval requirements of the competent authority. The successful firm shall not commence work until the appointment has been formally approved and the contract signed.

17. DOCUMENTS TO BE MADE AVAILABLE TO THE AUDITOR

Subject to relevance and availability, WAMA will make available the draft and prior-year financial statements, trial balance and general ledger, approved 2026 budget, accounting policies and procedures, bank statements and reconciliations, contribution schedules, payroll and staff-related schedules, fixed-asset register, procurement and contract records, relevant governing-organ decisions and minutes, prior audit reports and management-letter responses, and other documents reasonably required for the audit.