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| **R E Q U E S T F O R P R O P O S A L (RFP)**  **RFP: TAF-SEAII-MAY-2017-008**  **Seeking proposals from Independent Audit firms / CPA & CA firms to carry out Financial Audit, of the following Eight sub-recipients:**   1. **Afghanistan Rehabilitation and Education Program (AREP)** 2. **Liwal Ltd.** 3. **Afghanistan Center at Kabul University(ACKU)** 4. **Teach for Afghanistan Organization(TAO)** 5. **Afghan Women’s Right Organization, Scholarship (AWRO)** 6. **Afghanistan Rehabilitation and Education Program, Scholarship (AREP)** 7. **Canadian Women for Women in Afghanistan(CW4WA)** 8. **UStronics**   **Funded by the Asia Foundation under its “Strengthening Education in Afghanistan” (SEA II) project, based upon the predefined terms of reference as mentioned in this Request for Proposals.** | |
| **BACKGROUND SUMMURY** | |
| The Asia Foundation is a non-profit, non-governmental organization committed to the development of a peaceful, prosperous, just, and open Asia-Pacific region. The Foundation supports programs in Asia that help improve governance, law, and civil society; women's empowerment; economic reform and development; and international relations. Drawing on more than 60 years of experience in Asia, the Foundation collaborates with private and public partners to support leadership and institutional development, exchanges, and policy research.  With a network of 19 offices throughout Asia, an office in Washington, D.C., and its headquarters in San Francisco, the Foundation addresses these issues on both a country and regional level.  Under SEA II, the Asia Foundation support targeted organization and their programmatic activities that contribute to improving access to education and reading and numeracy skills, as well as strengthening education system to prepare Afghans for employment.  In addition, the Asia Foundation work with targeted organizations in developing their capacity in the areas of financial management, procurement, business planning, human resource management and independent fundraising. Moreover, the SEA II grant aims to improve reading skills for children in primary grades and ability of tertiary and workforce development programs to produce a workforce with relevant skills.  **AREP Background**  Under “Support to GDSET” activity, AREP provides logistical and monitoring support to NSC to train science, mathematics teachers and lab technicians from Badakhshan, Khost, and Kandahar provinces.  **Liwal Ltd. Background**  Under SEA II, Liwal Ltd. is tasked with the project to improve reading skills of Afghan government school children in primary grades (One to Three) through innovative use of a sustainable student-centered technology. Liwal Ltd company is implementing this pilot project in four large primary schools in Kabul - two girls and two boys with a combined student population of not more than 2,000 using Liwal Distance School’s innovative educational contents, methodology and technology.  **ACKU**  ACKU is a non-profit organization that collects and makes available resources that contribute to an understanding of the social, economic, political, and cultural dynamics of Afghan society in the past, present, and future, and facilitates research that addresses Afghanistan’s nation-building challenges. ACKU’s ABLE program establishes libraries and provides books and reading materials to rural communities and high schools throughout the country.  Under SEA II, TAF provide support to the Afghanistan Center at Kabul University (ACKU) in their programmatic activities to enhance reading and numeracy skills and to prepare Afghans for employment.  **TAO**  Teach for Afghanistan Organization (TAO) will recruit 80 talented young professionals (30 female and 50 male) to teach full time inside selected needy governmental schools of Nangarhar for one years as a Fellowship. Teach for Afghanistan will support its fellows during their one year fellowship through pre and post placement trainings and extra courses to build the capacity of these fellow and to provide the mindset and skills to create exponential and collective impact both from within and outside education system, tackling both internal and external factors affecting education in Nangarhar province.  **AWRO**  Afghan Women’s Rights Organization/AWRO is working for scholarship program to Afghan Girls in four regions, 15 provinces (Balkh, Faryab, Samangan, Sare-pul, Jawzjan, Bamian, Daikondi, Kunduz, Badakhshan, Takhar, Baghlan, Khost, Paktia, Paktika, and Ghazni.  **AREP**  Afghanistan Rehabilitation and Education Program/AREP is working for scholarship program to Afghan Girls in four regions, 19 provinces (Kabul, Logar, Kapisa, Parwan, Panjshir, Wardak, Herat, Farah, Badghis, Ghor, Nangarhar, Laghman, Kunar, Noristan, Kandahar, Helmand, Nimroz, Zabul and Urozgan  **CW4WA**  Canadian Women for Women in Afghanistan/CW4WA is working to improve the educational status of women and girls in Kabul, Herat, Parwan, Kapisa, Badakshan, and Balkh provinces by conducting literacy learning activities at the village, community, and household level for women and children, establishing community’s libraries to promote a culture of reading and reading comprehension in rural areas, Instituting effective library management practices and improve local capacity to implement effective literacy learning activities and facilitating workshops to enhance community ownership and use of libraries. And to support the Afghan Girls for preparation of the Kankor Examination (University Entry Exam).  **UStronics**  UStronics sustainable approach in increasing the number of female students’ access to higher education through improvement in Kankor Exam results. Both the Foundation and UStronics will make efforts to increase teachers’ ability to prepare students for Kankor Examination, enable girl students succeed in passing Kankor Examination, increase critical thinking and problem solving skills in teachers and students, and enhance scalability through a public and private partnership mechanism. | |
| **STATEMENT OF WORK** | |
| The objective of this engagement is to conduct project audit of the grants given to aforementioned organizations under SEA II for the following time period:   1. **AREP:** April 10, 2015 to January 31, 2017 2. **Liwal Ltd.:** February 09, 2016 to December 31, 2016 3. **ACKU:** January 01, 2016 to December 31, 2016 4. **TAO:** April 20, 2016 to April 19, 2017 5. **AWRO:** June 20, 2016to June 19, 2017 6. **AREP:** June 20, 2016to June 19, 2017 7. **CW4WA:** June 01, 2014 to June 30, 2017 8. **UStronics:** June 21, 2016 to June 21, 2017 | |
| **Timeline**  The proposed financial assessment of the project will be conducted for each organization over a period of Twenty (20) work days with the following schedule:   |  |  | | --- | --- | | **Time** | **Activity** | | Day 1 | Debriefing on the policies, procedures, project to be audited and relevant donor polices with sub recipient. | | Day 2 to Day 14 | Starting Field Audit | | Day 15 to Day 16 | Prepare the first draft report and findings to be presented to sub recipient for review and exit meeting. | | Day 17 to Day 18 | Present the first draft report of the Audit findings to sub recipient management for their review and comments / responses and recommendation (with a copy to the Foundation finance team). | | Day 19 | Collate, Consolidate and incorporate all comments into the final report | | Day 20 | Present the Final Audit report to sub recipient (with a copy to the Foundation finance team). | | |
| **SCOPE OF WORK** | |
| A financial audit of funds provided by USAID must be performed in accordance with U.S. Government Auditing Standards, and accordingly includes such tests of accounting records as deemed necessary under the circumstances. The Specific objectives of the audit of the USAID funds are to   * Express an opinion on whether the fund accountability statement for the USAID-funded programs presents fairly, in all material respects, revenues received, costs incurred, and commodities directly procured by USAID for the period audited in conformity with the terms of the agreements and generally accepted accounting principles or other comprehensive basis of accounting (including the cash receipts and disbursements basis and modification of the cash basis). * Evaluate the recipient’s internal control related to the USAID-funded programs, assess control risk, and identify significant deficiencies including material weaknesses. This evaluation should include the internal control related to required cost –sharing contributions. * Perform tests to determine whether the recipient complied, in all material respects, with agreement terms (including cost sharing /counterpart contributions, if applicable) and applicable laws and regulations related to USAID-funded programs. All material instances of noncompliance and all illegal acts that have occurred or are likely to have occurred should be identified. Such tests should include compliance requirements to required cost-sharing contributions, if applicable. * Determine if the recipient has taken adequate corrective action on prior audit report recommendations.   **Pre-Audit Steps:**  Following is a list of documents applicable to programs under the sub recipient. The auditor should review the applicable documents considered necessary to perform the audit:   * The agreement between the Asia Foundation and the Sub-recipients. * The sub-agreements between sub-recipients and other implementing entities (if any), as applicable. * Contracts and subcontracts with third parties (vendors, suppliers or service providers), if any. * The budgets, implementation letters, and written procedures approved by TAF. * All program financial and progress reports; and charts of accounts, organizational charts; accounting systems descriptions; procurement policies and procedures; Finance policies and procedures; Admin policies and procedures; and receipts, storage and distribution procedures for materials (i.e. stationary stock), Inventory of items / goods procured under this award; as necessary to successfully complete the required work. * Any previous audit, financial reviews, etc., that directly relate to the objectives of the audit. * Review direct and indirect costs billed to and reimbursed by TAF and costs incurred but pending reimbursement by TAF, identifying and quantifying any questioned costs. All costs that are not supported with adequate documentation or are not in accordance with the agreement terms must be reported as questioned. Questioned costs that are pending reimbursement by TAF must be identified in the notes to the fund accountability statement as not reimbursed by TAF. * Review general and program ledgers to determine whether costs incurred were properly recorded. * Review procedures used to control the funds, including their channeling to contracted financial institutions or other implementing entities. Review bank accounts and the controls on those bank accounts. Perform positive confirmation of balances, as necessary. * Determine whether advances of funds were justified with documentation, including reconciliations of funds advanced, disbursed, and available. The auditors must ensure that all funding received by the recipient from TAF was appropriately recorded in the recipient's accounting records and that those records were periodically reconciled. * Review procurement procedures to determine whether sound commercial practices including competition were used, reasonable prices were obtained, and adequate controls were in place over the qualities and quantities received.   ***Brief details of project ( to be audited)***  **AREP:**   * **Project duration ( for current Audit) –** April 10, 2015 to September 30, 2016 * **Budget: USD. $631,466** * **Expected date of Audit Report: July,06,2017**   **Liwal:**   * **Project duration ( for current Audit) –** February 09, 2016 to February 09, 2017 * **Budget: USD. $494,129** * **Expected date of Audit Report: July,06,2017**   **ACKU**   * **Project duration ( for current Audit) –** January 01, 2016 to December 31, 2016 * **Budget: USD. $2,003,035** * **Expected date of Audit Report: July,06,2017**   **TAO**   * **Project duration ( for current Audit) –** April 20, 2016 to April 19, 2017 * **Budget: USD. $251,060** * **Expected date of Audit Report: July,06,2017**   **AWRO**   * **Project duration ( for current Audit) –** June 20, 2016to June 19, 2017 * **Budget: USD. $397,907.48** * **Expected date of Audit Report: July,13,2017**   **AREP**   * **Project duration ( for current Audit) –** June 20, 2016to June 19, 2017 * **Budget: USD. $399,271.84** * **Expected date of Audit Report: July,13,2017**   **CW4WA**   * **Project duration ( for current Audit) –** June 01, 2014 through June 30, 2017 * **Budget: USD. $245,000 (**June 01, 2014 through May 31, 2015) * **Budget: USD. $243,015 (**June 01, 2016through June 30, 2017) * **Expected date of Audit Report: July,13,2017**   **UStronics**   * **Project duration ( for current Audit) –**June 21, 2016 – June 21, 2017 * **Budget: USD. $948,945 (**June 21, 2016 – June 21, 2017) * **Expected date of Audit Report: July,13,2017** | |
| **BUDGET GUIDELINE** | |
| Interested Financial agencies / CPA /Audit Firms are required to submit their proposals with a detailed budget for each of the eight project separately, based on the activities being proposed by them as per the above mentioned scope of work. Also note that all potential agencies who wish to participate in this bid / proposal submission, and are registered with AISA or Ministry of Economy are liable for a 2% tax deduction and those that are not registered are liable for a 7% deduction from the final payments. Hence it would be advisable that the agencies submit a copy of their registration certificate along with the proposal documents. | |
| **INSTRUCTIONS FOR SUBMISSION OF PROPOSAL** | |
| The proposal should include as annexes the following documents:   1. A statement on the organizational capacity including - 2. Background summary of the organization highlighting areas of expertise and experience 3. Current list of clients and any direct experience of working on similar assignments in the last two years ( include references) 4. A brief description of the proposed audit plan as per the ‘Time Line ‘mentioned under the Statement of Work. 5. Detailed Budgets for each of the eight projects separately corresponding to the mentioned Scope of Work mentioned in the RFP, for carrying out the assignment.   Interested agencies are requested to submit their proposals **(One Technical & Eight Financial proposals one for each of eight listed projects) in a sealed envelope with all the pre-qualification documents to:**  ***THE PROCUREMENT UNIT***  ***The Asia Foundation***  ***House # 861 , Street # 1***  ***Sub-street , Shirpur Project***  ***Kabul, Afghanistan.***  All envelopes containing the proposals may be handed over it to the procurement department.  For any further queries, kindly address your email to [country.afghanistan.procurement@asiafoundation.org](mailto:country.afghanistan.procurement@asiafoundation.org) . No personal visits or telephone calls shall be entertained. | |
| **TIME FRAME** | |
| Announcement of RFP | 24 May 2017 |
| Last date for submission of Proposal | 07 June 2017 3:00pm |
| Evaluation of proposals and Identification of agency | 11 June 2017 |
| Agreement with selected agency | 14 June 2017 |
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| **EVALUATION CRITERIA**  For the purpose of carrying out this assignment, TAF-AG will select a number of agencies through an open competition process and will sign agreements as per the organizational policies.  The successful agencies will be selected based on the following criteria:   |  |  | | --- | --- | | **Criteria** | **Score** | | Agency Profile, Clientage, past experience on similar assignments , time lines etc. | 40% | | Overall budget | 60% |   TAF-AG will constitute an internal panel / committee to review the proposals. Proposals will be ranked according to their technical scores and only qualified technical proposals will be considered for review of financial bids. The agencies scoring the highest aggregate technical and financial scores will be selected and called for discussions.  **Proposals found inconsistent to the conditions mentioned in the ‘INSTRUCTIONS FOR PROPOSAL SUBMISSION’ during initial screening of proposal will be considered void and will not be included for technical and financial evaluation.** | |
| **TYPE OF AWARD INSTRUMENT** | |
| TAF-AG will issue a Service Agreement to the selected agencies, which will be as per TAF‘s internal policies and would be governed by TAF’s Rules, Regulations and Guidelines. Payments to the agency will be made as per the payment schedule, which will be negotiable and finalized while signing the agreement. | |
| **OTHER TERMS AND CONDITIONS** | |
| TAF-AG anticipates a total timeframe of 20 work days for it to be completed for each organization.  TAF’s marking and Branding regulations may apply to all deliverables produced from this assignment.  TAF-AG is not bound to select any of the agencies submitting proposals. As quality is the principal selection criterion, TAF –AG also does not bind itself in any way to select the agency offering the lowest price. The cost for preparing a proposal and of negotiating an award including visits to the TAF-AG office, if any is not reimbursable as a direct cost of the assignment. | |

ANNEXES:

1. CV Template
2. Office direction map