March 16, 2019

Request for Proposal for Annual Financial Audit

Background: BARAN isBu Ali Rehabilitation and Aid Network (BARAN) is a nongovernmental, non-political and independent organization. BARAN has been established in 27.7.2006 registered with the Ministry of Economy (MoEc), Ministry of Public Health (MoPH), Ministry of Education (MoE) , Ministry of labour, Social Affairs, Martyrs and Disabled (MoLSAMD), Ministry of Justice (MoJ) and Ministry of Women Affairs (MoWA) in order to deliver standard health care, social and educational services including conducting researches. Special attention is given for the community development by promoting capacity building programs.

You are invited to submit a proposal for providing audit services for annual audit of BARAN financial position for the period from January to December-2018 covering one year.

The detail schedules of work performed in the projects will be provided and all the related documentation, including files and contracts/ agreements etc, of projects is maintained in BARAN’s Main Office, Kabul. Financial year/ Reporting period of BARAN is from January 1st to December 31st. (12 months)

Time of Performance: The services of the Firm are to commence as soon as possible, or exact date would be   
communicated to selected firm through mail, in order to be completed no later than April 10th, 2019 as expected.

Fee Estimate Assumptions: Your fee estimate should incorporate the following assumptions:

 The fee should be quoted for all projects during the 2018.

 Fees should include the cost out of pocket plus any additional estimated expenses.

Selection: The final decision of selection of the firm to conduct the Audit will be made by the Board of Directors subsequent to quotation committee decision. The agreement would be in the form of a written contract.

Firm requirement: Interested firms are to submit their proposals including:



 A profile of the audit firm, including services offered, experience in the specific area and credentials for   
 undertaking the exercise and a list of public/ private sector audit clients.

 A complete and comprehensive proposal detailing the methodology that will be used for this assignment,   
 indicating the projected time and number of personnel that will be allocated to the assignment.

 As it is compulsory under Afghanistan Law, that the firm should be registered with Afghanistan Investment   
 Support Agency (AISA).

 Interested firm should have an International Affiliation and the scanned documents would be requested from   
 firm.

Report Requirements

 The report shall be addressed to the Board of Directors.

 The firm shall submit five (5) set of copies of Audit Report.

 State the scope of the examination and that the audit was performed with generally accepted accounting   
 principles and include a statement of opinion as to whether the statements conform to generally accepted   
 accounting principles.

 The audit report must state where the examination disclosed instances of significant non-compliance with laws   
 and generally accepted accounting principles. Findings of non-compliance and ineligible expenditures must be   
 presented in enough detail for management to be able to understand them.

 A management letter will be required. It should contain a statement of audit findings and recommendations   
 affecting financial systems and statements, internal control, legality of actions, other instances of non-  
 compliance with laws and generally accepted accounting principles, and any other material matters.

We are looking forward to be working with you, and please do not hesitate to contact with me if you have any additional questions.

Sincerely yours,

Abdullah Ahmadi

Finance and Reporting Director

BARAN

Note: kindly, mail your proposals to [ahmadi@baran.org.af](mailto:ahmadi@baran.org.af) and  [khalil.muzaffary@baran.org.af](mailto:%20khalil.muzaffary@baran.org.af)