

REQUEST FOR Proposal (RFP)

Auditing Services

Date: 08–August–2019

1.0 Summary Data

1.1 Announcement Type: Professional Auditing Services

1.2 RFP Number: Internews-19-07-034

1.3 Proposal Submission Deadline: 20-August-2019 - 4:00PM

Internews Network Afghanistan is soliciting proposals from qualified firms to audit its projects and financial statements for the fiscal year (2017 & 2018). Firm should be register to Da Afghanistan bank, Ministry of Finance and CPA Afghanistan – licenses required.

2.0 Scope of Work:

The auditing shall be conducted at the Internews offices in Kabul, where the bookkeeping has been done. The auditor’s assignment includes the following tasks:

- Conduct local Audit to meet Govt of Afghanistan requirement and to confirm accuracy of primary audit already conducted by internal and external auditors.
- Conduct Audit based on secondary data and compile standard financial report.
- Provide financial report in which income an expenditure is listed with confirmation that all vouchers exist.

Audit Report:

The Report of the public auditors must contain the following parts:

- All standard required financial statements separated by Projects
- Management and accountant letter to address any improvement and on health of financial management.
- Finance report including detailed list of inventories, income and expenditure.
- Express confirmation in the official certificate, that, accounts were substantiated by proper documentation
- All the expenditures shown in the financial report were properly documented by receipt conformance with structure and the financial plan was maintained,
- Funds were managed conservatively and economically, and compliance with contractual agreements and other requirements relating to the use of funds was maintained, and if necessary.
- Confirmation of the conformity with local conditions and adequacy of the personal expenditure

Proposal Content:

To simplify the evaluation process and obtain maximum comparability, Internews requires that all Responses to the RFP be organized in the manner and format described below:

A. Executive Summary:

Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided.

B. Professional Experience:

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's mission, size, structure, and qualification how well your firm able to provide audit service for non -profit organizations. Provide reference of past audits along with contact list – finalist reference will be check with client.

C. Team qualifications:

Identify the specific partners, mangers, and in-charge staff who will be assigned to this assignment if you win this bid. Provide all bios specifying relevant experience to the type of services requested, also experience in the last three years.

D. Audit Approach:

Describe how you approach the proposed services, including the use of affiliates or staff and the type assistance that will be required from Internews. Also provide the communication process used by the firm to discuss issues with management.

E. Cost table:

please provide detailed a cost and fee charges table for the services. Internews has the right to negotiate the cost with the potential applicant during pre-bidding process.

F. Client References:

Kindly please include a list of the relevant not for profit clients the firm has served within the past three years and furnish the names with contact information of any references whom we may contact.

G. Detailed Audit Plan:

Please outline the complete audit proposal plan with details of activities and deadlines.

Audit Proposal Information:

The proposal must be valid for at least 30 Days

Audit period will be for 2017 and 2018. Two years

3.0 Evaluation Criteria:

Proposals will be reviewed and evaluated by a technical committee according to the following selection criteria:

<u>Criteria</u>	<u>Relative Weight</u>
1. Total cost	50 %
2. Past performance with USAID funded Organizations	20 %
3. Firm should be register of Da Afghanistan Bank, Ministry of Finance and CPA Afghanistan a s a certified firm to engage in local audits - registration licenses required	30 %

4.0 Quote Content Requirements:

1. The total cost must be inclusive of the above-mentioned requirement and 2% service tax as Internews Network Afghanistan will deduct BRT Taxes and submit it to MOF per Article 72 of Afghanistan Tax Law.” www.mof.gov.af/?p=Article%2072”

4.1 Quote Submission Coordinates:

Please submit your proposals through email to below individuals.

1. Rustam Khan Jabarkhel, Sr. Procurement & Inventory Officer, rustamkhan@internews.org
2. Syed Idrees Maududi : Grants and Finance Director. sidrees@internews.org.

5.0 Inquiries:

All questions regarding this RFP may be directed via email to Mr. Syed Idrees Maududi, Finance and Grants Director, sidrees@internews.org.

End of RFP