

ACBAR



اکبر

د افغانستان لپاره د بشري او پرمختيايي مرستو د همغږي اداره

اداره هماهنگی کمکهای بشري و انکشافی برای افغانها

Agency Coordinating Body for Afghan Relief and Development

Request for Proposal (RFP)

Subject: External Financial Auditing of the Year (Jan 2019-Dec 2019)

1. Background:

Agency Coordinating Body for Afghan Relief and Development (ACBAR) was created in August 1988, in response to the demand from the many aid agencies and their international donors for a coordinated approach to humanitarian assistance in Afghanistan and for Afghan refugees in Pakistan. ACBAR moved its head office to Kabul in 2002 and currently has 5 regional offices in Jalalabad, Mazar-i-Sherif, Herat, Kandahar and Kunduz.

ACBAR has 152 NGO members, both national and international, working in all sectors of humanitarian assistance and development in Afghanistan and provides a platform for sharing information and knowledge as well as lobbying and advocacy with government, UN and donors.

Vision:

Effective NGOs, Stronger Communities

Mission:

To provide an efficient platform for members to carry out effective humanitarian, development and peacebuilding activities in Afghanistan

Values:

The NGO Code of Conduct is a set of shared norms, principles and values to demonstrate the legitimacy and accountability – developed by ACBAR, AWN, ANCB and SWABAC – that aims to guide the NGO conduct in Afghanistan. Below are ACBAR's six general principles as promoted by the NGO Code of Conduct.

Moreover, in ACBAR's Statute of Operations, the following values support the six general principles:

- Commitment and Excellence
- Social and Economic Justice
- Accountability and Transparency
- Empowerment and Collaboration
- Compassion and Empathy
- Innovation and Sustainability

ACBAR



اکبر

د افغانستان لپاره د بشري او پرمختيايي مرستو د همغږي اداره

اداره هماهنگی کمکهای بشري و انکشافی برای افغانها

Agency Coordinating Body for Afghan Relief and Development

2. STATEMENT OF WORK / OBJECTIVE:

Auditing of over Eight hundred thousand USD (800,000) fund received from donors and ACBAR own income.

3. Timeline:

The audit should start in 1st March 2020 and we need the final report and management letter by 31st March 2020 for presentation to our General Assembly in April 2020.

4. SCOPE OF WORK

ACBAR requests to do the audit of its projects funded by WHH, DFID and PWJ and its own income in 2019. ACBAR wants to make sure:

- Risk management processes are effective and significant risks are appropriately identified and managed;
- Ethics and values are promoted within the organization;
- Financial and operational information is accurate, reliable, and timely;
- Employee's actions are in compliance with policies, standards, procedures, and applicable laws and regulations;
- Resources are acquired economically, used efficiently, and adequately protected;
- Effective organizational performance management and accountability is fostered;
- The potential occurrence of fraud is evaluated and fraud risk is managed;

5. Brief description of projects:

I. Project title:

Capacity Building for Local Non-governmental Organizations "ACBAR Twinning Program 2"

Project description:

The Twinning Program 2 is a 4 year and 8 month capacity building program funded by DFID with the aim of building the capacity of National NGOs (NNGOs) through training, mentoring and cooperative activities in partnership with ACBAR's International NGO (INGO) and National NGO (NNGO) members which have been accepted as Advisors to the program. ACBAR and the Advisors work to improve the NNGO's humanitarian capabilities through training, meetings, field visits, mentoring and cooperative activities. This report summarizes the DFID funded ACBAR Twinning Program 2 progress from October 1st, 2019 – December 31st, 2019.

II. Project title:

ACBAR



اکبر

دافغانانو لپاره د بشري او پرمختيایي مرستو د همغږی اداره

اداره هماهنگی کمکهای بشري و انکشافی برای افغانها

Agency Coordinating Body for Afghan Relief and Development

WHH: Enabling Civil Society - Enhancing Effectiveness, Accountability and Perception of Civil Society Actors in Afghanistan

Project description:

This project, proposed by WHH and ACBAR, builds on ACBAR's decades of sustained efforts. ACBAR's fundamental objective is to serve the Afghan civilian population and their emancipation in the spirit of the Universal Declaration of Human Rights. In the past, ACBAR's members have been able to maintain their operational activities despite the difficult environment, which is partly due to ACBAR's tireless efforts. The overall objective of the projects is that key political figures, stakeholders and beneficiaries perceive civil society of Afghanistan as legitimate, transparent and effective actors in humanitarian and development assistance. To achieve this goal ACBAR will initiate activities to enhance the accountability of member NGOs by establishing Complaint Response Mechanism. ACBAR expands its presence and increase its membership. A fact-based and rights-based approach would serve as an overarching and integrated framework for all advocacy activities in the relief and development sector. The accountability processes of internal systems of ACBAR members will be promoted through capacity building training in provincial level.

III. Project title:

ACSSI: Afghanistan Civil Society Support Initiative

Project description:

There are 5,450 registered civil society associations with the Ministry of Justice and 2347 NGOs registered with the Ministry of Economy in Afghanistan. In order to have a strong and vibrant civil society it is important to provide professional development and training of individuals working in civil society organizations in Afghanistan. The low level of education in the country means that many staff in CSOs/NGOs may have practical experience but very limited theoretical and professional knowledge. Regular opportunities for continued professional development of NGO staff during their working career are extremely important. Many national CSO/NGOs cannot provide professional development as they do not have budgets for this within their programs, so training provided by ACSSI is valued by many participants for this reason. It is clear that turnover of staff is high in CSOs/NGOs as individuals move to other jobs or other provinces, but the skills that they acquire through ACSSI project help them in their future employment and serve to improve the general human resource development of the country.

IV. Project title: ACBAR own income

Project description:

ACBAR



اکبر

د افغانستان لپاره د بشري او پرمختيايي مرستو د همغږي اداره

اداره همهننگي کمکهاي بشري و انکشافی برای افغانها

Agency Coordinating Body for Afghan Relief and Development

ACBAR has two types of income. One from the membership fee collected from the members and other is the fee generated from the advertisement in our website.

6. Minimum Eligibility Requirements:

- The vender must be a valid company
- Hold a valid License for company
- Expertise in Financial Auditing
- Has experience of audits for Afghan and international organizations

7. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

- Proposal should be signed/stamped by authorized person
- Proposal should provide a complete address, phone number and email address
- Cost Proposal should be submitted in USD currency
- Proposal should provide the duration of service to be completed
- Tax is applicable according to the Afghanistan Taxation Law

8. EVALUATION CRITERIA

Vendors whose proposal meet the technical specifications, will be proposed for evaluation and selected on the basis of the duration of service, lowest price offered and required eligibility. Therefore, please provide your best and final offer.

9. Electronic Submission:

Please submit your proposal via email to: applications@acbar.org and financemanager@acbar.org, and the subject line should be the RFP name and number.

10. TIME FRAME

RFP is announced on 16th Feb 2020 and the closing date is 25th Feb 2020 and the qualified companies will be shortlisted and will be called for initial interview from 26 to 28th Feb 2020. The starting of the audit is expected on 1st March 2020.