

Request for Proposal for Auditing Services

DATE: 30/01/2020

TO: Qualified Firms of Certified Public Accountants

FROM: Bremen Overseas Research and Development Association (BORDA)

SUBJECT: Professional Auditing Service

RFP No: BOR-AFG,RFP#001-2020

The Bremen Overseas Research and Development Association (BORDA) is soliciting proposals from qualified firms of certified public accountants to audit the it's project and financial statements for the fiscal year ending 2019.

BACKGROUND INFORMATION

BORDA e.V. (Bremen Overseas Research & Development Association) was established as a non-profit organization in 1977 by concerned citizens from Bremen with assistance from the Bremen Overseas Museum (Übersee Museum), institutes of Bremen Universities, trade and industry as well as positive support from Bremen's Senate. The goal was to adapt certain forms of renewable energy to better serve poverty alleviation efforts and to facilitate decentralized development projects operating on this principle; working closely with cooperation partners and specific target groups in order to improve the living conditions and social structures in target areas is also central to this aim. Today BORDA is part of a network of German and European research and development organizations and supports development-programme oriented research in cooperation with Universities and specialist technical and trade associations. During the 80s and 90s BORDA's cooperation projects were embedded into the programmatic developmental contexts of "technology transfer" and the "integrated development approach".

SCOPE AND LOCATION OF AUDITING

The auditing shall be conducted at the location of the project, in particular at the place where the project bookkeeping is done. The auditor's assignment includes the following tasks:

- Control of the bookkeeping documents in terms of their regularity and completeness.
- Control of the financial report in which the income and expenditure must be listed and in which it is confirmed that for all income and expenditure vouchers exist.

- Audit of the management of the project funds provided. This includes:
 - The project funds transferred in the current budget year
 - all interest which are generated in the budget year with the transferred project funds
 - other income arising from the project activity
- Check on the economic efficiency of the expenditure
- Check on the personnel expenditures and social welfare contributions.
- Check on the compliance with the cost plan by plan-actual comparisons (on the basis of the latest valid cost plan).
- Check on the economic use of the project equipment.
- Control of the inventories (at least, on a sample basis)
- Composition, check and confirmation of the appendices to the report
- Check on the compliance with all the fundamental agreements for the project (contracts, guidelines of the German NGO, Directive of the BMZ.)
- Processing of the questionnaire

AUDIT REPORT

The report of the public auditor must contain the following parts:

- Presentation of the audit order with detailed comments on the results of the audit
- If necessary comment on the monitoring of audit remarks of the previous years
- Processed questionnaire with necessary comments
- Financial report including detailed listing of inventories, income and expenditure (for sample see appendix).
- Personnel list
- Inventory list
- Express confirmation in the official certificate, that
 - Accounts were substantiated by proper documentation;
 - All revenues and expenditures shown in the financial report were properly documented by receipts;
 - Conformance with the Structural and 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
- If necessary, confirmation of the conformity with local conditions and adequacy of the personnel expenditures.

PROPOSAL CONTENT

In order to simplify the evaluation process and obtain maximum comparability, BORDA 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 philosophy, size, structure, and qualifications with serving not for profit organizations with a similar size and operations. Describe your firm's resources devoted to not for profit organizations and provide copies of newsletters or other resource materials addressing issues relevant to not for profit organizations. Discuss the firm's independence with respect to BORDA. BORDA is funded by BMZ, so similar past experiences to audit BMZ funded projects is highly valuable.

C. Team Qualifications

Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

D. Audit Approach

Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis, and the type of assistance that will be required from BORDA's staff. Also discuss the firm's use of technology. Finally, discuss the communication process used by the firm to discuss issues with management.

E. Fees

Please provide a firm estimate of fees for the services to be provided. It has been BORDA's practice for management to negotiate a fee for services each year prior to such services being rendered. There is only one project for auditing.

1. BMZ PN-150 (460 Vouchers)

The project was implemented in Kabul, so there is no need for travel to other provinces.

F. Client References

Include a list of the relevant not for profit clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

AUDIT PROPOSAL INFORMATION

The proposal must be valid for at least 30 Days.

Audit period will be 01/01/2019 through 31/12/2019. (one year)

The final decision of the selection of the firm to conduct the audit will be made by the BORDA procurement committee in coordination with BORDA Regional office.

All questions and correspondence regarding this RFP should be directed to Mr. Omid Musharaf through email at o.shah@borda-wesca.org.

DELIVERABLES

Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with the BORDA-Afghanistan.

Copies required

- A) Audited Financial Statements, 3 copies.
- B) Management letter, 3 copies.

SUBMISSION GUIDELINE

The proposals must be submitted electronically at kbl@borda-wesca.org

The subject line must be: **BOR-AFG,RFP#001-2020**

Deadline: ...27-Feb- 2020 before 4:00 PM (Kabul Time).