



Rehabilitation Association and Agriculture Development for Afghanistan (RAADA)

AUDIT REQUEST FOR QUOTATION (RFQ)

Rehabilitation Association and Agriculture Development for Afghanistan (RAADA) is requesting a quotation from your respectable firms for the financial audit of our organization. We invite your firm to submit a quotation to us by 12th July 2020 for the year-end financial audit of our organization. A description of our organization, services needed and other pertinent information follows:

Background of RAADA

Rehabilitation Association and Agriculture Development for Afghanistan (RAADA) is a nonprofit Organization registered with the Ministry of economy of Islamic Republic of Afghanistan. RAADA was founded in 2002 with a defined mission of "Mitigating poverty and contributing to reconstruction and development process in Afghanistan through community-based solution and intervention". We have been working in the western region of Afghanistan for almost 18 years and we have implemented more than 110 projects of Agriculture, Health, Education, Construction, Water management and supply, Human rights and advocacy, Emergency response, etc.

Our annual budget varies from year to year because we are fund and donation driven organization and we depend on the grants that we receive for our programs. Our main source of revenue is from funds and grants that we receive from the donor community for humanitarian, rehabilitation and development programs, some of our donors are: CAID, USAID, Counterpart International, JICA, Italian Cooperation, TAWANMANDI, DFID, IRC, US-Embassy, EU, WHH, etc.

RAADA's fiscal year ends in 31st March, with a requirement to perform a financial audit of our organization.

RAADA maintains all accounting records in our finance department which consisted of 3 staff, Finance Manager, Finance Officer and Cashier, who are responsible of all financial affairs of the organization. The finance team will assist you through the audit process.

Services to Be Performed

Your bid/quote is expected to cover the following services:

1. Audit report and financial statement of the organization during the period of 12 months.
2. Management letter containing comments and recommendations on audit findings, with respect to accounting and administrative controls and efficiency.
3. Total reported expenditure for the period is around 700,000 USD which needs to be audited.

Timeframe

The anticipated timeframe for the services to be provided is before 25th July 2020. Any delay must be formally communicated and agreed upon by both parties.

Content of Technical Offer

In order to simplify the evaluation process and obtain maximum comparability, Rehabilitation Association and Agriculture Development for Afghanistan (RAADA) requires that all responses to the RFQ 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.

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/quote. Provide their bio specifying relevant experience to the type of services requested.

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 RAADA. Also discuss the firm's use of technology. Finally, discuss the communication process used by the firm to discuss issues with management and/or the Board.

E. Audit Fee

Please provide a firm estimate of fees and expenses for the services to be provided. It has been RAADA's practice for management to negotiate a fee for services prior to such services being rendered.

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.

G. Additional Firm Documentation

Please provide a copy of your firm registration certificate with the Islamic republic of Afghanistan, please provide your most recent peer review report. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your bid/quote.

Key Contacts

Following are key contacts for information you may seek in preparing your bid/quote:

1- Dr. Nazir Ahmad Ghafoori
Executive Director of RAADA
E-mail: Raada_gh@yahoo.com
Phone#: +93 700 40 29 40

2- Humayoun Aryan
Admin-Finance Manager of RAADA
E-mail: Raada_Finance@yahoo.com
Phone#: +93 77 30 30 660

Requests for additional information, questions, and coordinating visits to our offices should be coordinated through aforementioned contacts, respectfully.

Please send your completed bid/quote to the email addresses provided above.

We would also appreciate a response if you decline to submit a bid/quote.

Sincerely,

Dr. Nazir Ahmad "Ghafoori"
Director
RAADA Org.