

# Islamic Republic of Afghanistan



## CARE FOR AFGHAN FAMILIES (CAF)

### RFP for “Outsourcing of Internal Audit Function Roles”

#### **Proposal Submissions:**

Closing date: October 06, 2020 at 11:00am Kabul Time

Address: CAF office, Street 7<sup>th</sup> Qala-e-Fathullah, House No 2194.

Email to: [caf.director.general@gmail.com](mailto:caf.director.general@gmail.com)/[caf.finance.director@gmail.com](mailto:caf.finance.director@gmail.com)

Tel. #: 0729 880 511/ 0729 880 590

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## BACKGROUND

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Care of Afghan Families (CAF) is an Afghan non-governmental and not for profit organization established in 2003 in Kabul and registered with the Ministry of Economy of Afghanistan. The mission of the organization is to enable families to fight against poverty, injustice and unawareness through provision of essential health care, Nutrition, community development and Education and Research programs by efficient and innovative management system.

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## OBJECTIVE OF ASSIGMENT

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The objective of the RFP is seeking to outsource the Internal Audit function to an experienced and well-established firm to formulate plans, develop policies and procedures and to conduct internal audits as per the requirements of the organization keeping in view the applicable laws of Afghanistan, requirements of the donors or any other stakeholders. Objective of this relationship will contribute cost control, add quality to the process of the organization and provide timely response and delivery to the external parties.

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## PURPOSE

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CAF would like to engage the services of a qualified team to perform internal audit function.

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## ELIGIBILITY CRITERIA

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- Having Auditing valid business license from MoCI
- Having affiliation with a credible international audit firm.
- Have at least 5 years of experience in Auditing NGOs
- Having a thorough understanding of current IIA Standards, financial reporting
- Standards applicable to NGOs operations and laws and regulations of the Afghanistan

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## INSTRUCTION ON PROPOSAL SUBMISSION

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1. The proposal needs to be submitted one original hard copy plus soft in flash.
2. The closing date for proposal submission is October 15, 2020 at 11:00am Kabul Time.
3. The Proposal submission address is CAF office, Street 7<sup>th</sup> Qala-e-Fathullah, House No 2194.
4. The proposal needs include technical methodology for performing internal audit function and its cost on quarterly basis.
5. The proposal needs to be submitted in sealed envelope, signed and stamped.

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## RESPONSIBILITIES AND SCOPE OF WORK

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The Internal Auditor is required to undertake the following:

The Internal Auditors must review CAF risk management plans and internal control systems, financial and other policies, procedures, records, accounts and plans and appraise the effectiveness by which CAF meets its objectives. The Internal Auditors will consider the adequacy of controls necessary in all areas and will seek to confirm that management have taken the necessary steps to achieve these objectives.

This includes:

- Reviewing all internal control procedures, systems and operations and appraising the adequacy of controls including their adequacy and ability to detect and prevent fraud
- Recommending improvements to systems and procedures and reviewing of Key performance indicators (KPI's)
- Advising on appropriate systems of control and other operational matters
- Appraising the extent of compliance with established policies, procedures and plans
- Assessing the accuracy of management information
- Ensuring compliance with the relevant policies, laws and regulations
- Maintaining a continuous review of the income and expenditure
- Ascertaining the integrity and reliability of financial and other information provided to management and stakeholders, including those used in decision making
- Ascertaining that systems of control are laid down and operate to promote the most economic, efficient and effective use of resources and to safeguard assets

- Being involved in the design, implementation and testing of planned controls when major changes are made to various administrative systems but shall not be responsible for the detailed implementation of such systems; and
- Conducting ad hoc and confidential investigations as directed by the Audit Board Committee and/or the Director General
- To conduct a performance based internal Audit
- Auditing of all documents and vouchers on periodical basis
- Any other task assigned by the management.
- Submit quarterly internal audit report of the organization which should include Observation, consequences and recommendations for improvement.

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## DOCUMENTS ARE TO BE SUBMITTED IN TECHNICAL BID & PRICE BID

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### **A. TECHNICAL BID:**

The technical proposal shall provide the following information:

- A brief description of the firm's organization and an outline of recent experience on assignments of a similar nature. For each assignment the outline should indicate inter alia, the profiles of the staff proposed, duration of the assignment, contract amount, and firm's involvement.
- A description of the methodology and work plan for performing the assignment
- The list of the proposed staff team by specialty, the tasks that would be assigned to each staff team member, and their timing.
- CVs recently signed by the proposed professional staff and the authorized representative submitting the proposal. Key information should include number of years working for firm/entity and degree of responsibility held in various assignments during the last 5 years.
- Estimates of the total staff input (professional support staff; staff time) need to carry out the assignment, supported by bar chart diagrams showing the time prospered for each professional team member.

The technical proposal shall not include any financial information.

### **B. Financial Proposal**

In preparing financial Proposal, auditors are expected to take in to account the requirements and conditions outlined in the RFP documents. Financial proposal should lists all costs associated with the assignment, including remuneration for staff foreign and local, in the field) The financial proposal should clearly estimate, as a separate amount, the local taxes and other charges imposed under the applicable law, on the auditors.

### C. Proposal contents

The applicant, in its proposal shall, as a minimum, include the following

- A list and the CV's of the individual members of the proposed Internal Auditors
- Reference for the Team leader, from a previous Client (Optional)
- Previous work completion letters
- Methodology for the implementation of the proposed work
- Other information consider for better understanding of the services

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## EVALUATION OF PROPOSALS

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- Evaluation Procedure and Criteria: The bid Evaluation Committee will review proposals and make recommendations to the Procurement Committee in CAF
- The Bid Evaluation Committee may request a meeting with some qualified Applicants prior to final Selection.

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## PROPOSAL WILL BE REVIEWED IN ACCORDANCE WITH THE FOLLOWING CRITERIA

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| S.No         | Particular   | Marks      |
|--------------|--|------------|
| 1.           | At least 5 years' experience in NGO's management, internal auditing, external auditing | 30         |
| 2.           | Assigned team experience and exposure  | 20         |
| 3.           | Methodology  | 30         |
| 5.           | Representation to the Management   | 10         |
| 6            | At least 5 years' experience in Afghanistan market.                                    | 10         |
| <b>Total</b> |  | <b>100</b> |