**Request for Proposal (WPSO Annual Audit)**

**Organization: Women & Peace Studies Organization (WPSO)**

**Reference: WPSO/Audit 2020**

**Date of Issue: January, 18 2021**

**Deadline for Submission of Tenders: 4:00 PM January, 25 2021.**

**WPSO introduction**

Women & PEACE Studies Organization referred as WPSO here after is a civil society initiative built on the experience and expertise of previously existing RIWPS-Afghanistan and aims at furthering the knowledge and realization of women’s perspectives and roles within the framework of peace and security in Afghanistan.

WPSO’s rational is anchored on an understanding that Afghan women have critical and important roles and perspectives of peace and security locally and nationally and their knowledge and realization from a grassroots level need to be further explored, studied and advocated for – WPSO will document those experiences from the field, disseminate and empower women’s traditional leaders with tools and skills to become emerging women’s leaders in local and national level peace and security debates and frameworks.

To accomplish this aim, WPSO will document the perspectives of women research initiatives; feed those perspectives into national and international policies and programs related to peace and security. WPSO will promote a understanding and realization of inclusive peace and

Security frameworks through conducting empirical research, policy analysis, and evidence based advocacy to change and shape these policies for a lasting peace in Afghanistan. The research and policy analysis by WPSO will serve as tools for advocacy by the organization itself and its other partners and the larger civil society organizations in Afghanistan.

**Scope of Services**

The appointed firm shall perform external audit work in accordance with best professional practice including to standards required by major international donors. The audit will be carried out in accordance with international Standards of Auditing, and will include such test and procedures, as the auditor considers necessary under the circumstances.

It is expected that the appointed firm shall provide an external audit service that fulfils the following requirements:

1. Statutory audit of the WPSO for the year/period covers (January 1, 2020 to December 31, 2020).
2. For subsequent years, this will include contract projects and/or programmers initiated and ongoing.
3. Funds provided by the donors have been used in accordance with the conditions as specified in the contract/agreement, with due attention to economy and efficiency, and only for the purposes for which the funds were granted;
4. All necessary supporting documents, records, and accounts have been kept in accordance with the donor guidelines. The appointed firm will be expected to agree performance standards and timetables with WPSO for the provision of the audit plan, audit reports, and issue of the accounts.
5. The appointment, whilst specific to the scope of work as specified above, may allow for additional work to be undertaken by the firm, subject to satisfactory agreement between WPSO and the Organization. WPSO would therefore appreciate receiving details (as part of your proposal) of any other services you are able to provide, which might be appropriate to WPSO, are not specified above and would not be in conflict with your role as Auditor

**Deliverables**

On completion of the assignment the firm shall submit the following reports in 3 set of original signed and stamped by the Managing Partner/Engagement Partner.

* The draft final report (should be sent through email) will be submitted to the Head of Operation, WPSO on or before 28 February 2021.
* A formal management letter to the WPSO highlighting areas that require their attention.
* A standard Financial Audit Report of overall WPSO financial statement for the year ending 31 Dec 2021.
* An invoice with the detail of firm’s Bank account.
* The final report (1 hard copy) will be WPSO have been received.

**Short listing and evaluation**

* A shortlist will be drawn up from the proposals received, and the selected firms will be invited to make a presentation to the Tender Panel, and decision will be made in the January 31, 2021
* In evaluating tender bids submitted, consideration will be given to not only on the basis of low price but also to quality, relevant experience, references and reputation.

**Confidentiality and Conflicts of Interest**

-It is a further condition of tendering that you will keep confidential the information disclosed to you in this invitation to tender and in connection with the invitation and your response to the invitation. You must also return to WPSO any information disclosed (and any copies you have made of this) if requested, and must only use such information for the purposes of making the tender.

-In the same manner, any information received relating to the tendering firms will be treated in the strictest of confidence by the WPSO.

 -A firm will not be eligible for appointment if any of its partners, directors are a member of the WPSO Board or the staff of WPSO.

 -Firms must declare, as part of the tender proposal, whether any partners, directors, senior staff, or the spouses of any of these listed, are

 -Members of WPSO Board or related to any such member.

-An employee of WPSO or related to any such employee.

-Firms should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

**Form of tender – information to be provided**

In order to be considered, your tender submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

**Information about your firm:**

-A short profile of your firm with emphasis on the different services you supply. If the firm is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.

-Full details of the engagement partner with certificate of membership to respective institute. (Engagement Partner need to visit our office with all credentials in case of winning the contract)

-Total number of staff and total number of external auditors, both actual and full time equivalent.

-Details of training, experience and qualifications of staff (and number of staff who are qualified).

-Full name, corporate status, and registered office, registration Number and valid business license.

-Name, correspondence address and telephone number of main contacts.

-Firm need to be a part of international network or affiliated with international associations. (Top 10 of networks or affiliates)

**Experience:**

a. Details of your firm’s experience of providing similar services, and in particular experience of working with similar organizations

b. Curriculum vitae for the staff who will be undertaking the work, including experience and qualifications, and length of service with your firm.

**Quality:**

a. Any performance standards that you work towards.

b. Details of how you monitor performance within your firm.

**Insurance:**

a. Details of your professional indemnity insurance (i.e. name of insurer, period and extent of cover).

b. Details of any claims or litigation in the last three years.

**References:**

1. Details of two clients who can be contacted for references, if required, and who have received similar services from you in the last two years.

**Costs:**

 All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, [www.mof.af](http://www.mof.af)

An indication of expected fees that would be charged in the subsequent periods of the contract.

**Submission Procedure**

* The proposals/bids must be submitted to the following address:
* House No 157, St 5, District 10, Qala-e-Fatiullah, Kabul Afghanistan by 15:30Hours (AFT), Jan, 25 2021.
* No tender will be considered if received after the deadline set out above.
* Please supply a copy of your tender proposal
* Tender Documents should be submitted in plain sealed envelopes, marked “Proposal for WPSO Annual Audit Services”.

**Disclaimer**

WPSO is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids. The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

If you agree on the above Terms of Reference to conduct the audit as described above, please sign with seal and date:

Name of the Firm\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_