



## INVITATION FOR BIDS (IFB)

### Provision of Annual Audit Services for All Projects of 2020, and AA4 Project

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<b>Issue Date:</b>	January 25 <sup>th</sup> 2021
<b>Closing Date:</b>	January 30 <sup>th</sup> 2020
<b>Closing Time:</b>	1600 Hours - Kabul Time
<b>Project Title:</b>	Provision of Annual Audit Services for All Projects of 2020, and AA4 Project
<b>Bid Reference Number:</b>	MA/KBL/0010/2021

#### I. INTRODUCTION:

This is an invitation for bids for all licensed audit firms in Afghanistan to conduct external audit services for Medica Afghanistan-Women Support Organization headquartered in Kabul-Afghanistan for the fiscal year 2020. The purpose of this IFB is to determine highly professional and capable audit firms to execute the task order. We anticipate evaluating audit firm's technical capacity, quality of work, experience in executing relevant task order, and the ability to deliver on-time. The potential audit firms may reflect information on the following areas within their proposal:

- Be technically sound and capable to execute the task order
- Demonstrate prior experience in similar task order
- Adhere to the highest standard of professionalism, quality of work and ethical integrity
- Adhere to more realistic and cost-effective pricing
- Commit to strict deadline and deliverables
- Demonstrate project management skills and approach

#### II. MEDICA AFGHANISTAN'S BACKGROUND:

Medica Afghanistan is a national non-governmental, non-profit, and non-sectarian Afghan women's organization. We are headquartered in Kabul and expand operations to the North and West regions via our Herat and Mazar-e-Sharif divisions. We exist to support women and girls affected by war and all other types of violence. We strive to improve the quality of women's lives by providing direct psychosocial and legal services, while also raising awareness and building

capacity in the fields of health, education and law, and advocating for local and national policies to eliminate violence against women and girls.

Medica Afghanistan was launched in Kabul in 2002 by medica medial and was registered in 2010 in the Ministry of Economy as a self-contained national organization, run by Afghan women for Afghan women. Since its establishment, Medica Afghanistan has been working to support women and girls in Afghanistan who have been targeted by violence during decades of devastating conflict.

Our service scope varies depending on the condition of women in Afghanistan, new trends and the donor requirements. However, we highly focus on the areas that Afghan women were deprived for years. We provide:

### **A. LEGAL AID AND SOCIAL SERVICES PROGRAM**

Medica Afghanistan's legal aid program serves women and girls who have come into conflict with the criminal law or seek a solution to a civil issue. MA provides legal advice, legal representation and defence, and family mediation. In addition, in cases of women released from prison into their families and communities, MA follows up with its mediation service to resolve family conflicts and ensure the woman's safe re-integration. Since 2002, around 11,800 women and girls have received legal and social aid.

### **B. PSYCHOSOCIAL COUNSELING PROGRAM**

Medica Afghanistan provides psychosocial group and individual counselling to women and girls at key locations in Kabul, including districts 5, 7, 8, and 13, the Women's Garden, The Juvenile Center, the women's prisons and women's shelters. MA also maintains consultation centers in three governmental hospitals: Rabia-e-Balkhi and Stomatology in Kabul, and the regional hospital in Herat. In the hospitals MA psychologists work jointly with medical staff to provide consultation support to female patients who suffer from psychosomatic symptoms as result of trauma. Additionally, MA provides training programs in several provinces. Since 2002, around 4,000 women and girls have benefitted from psychosocial counselling.

### **C. TRAINING SERVICES**

In addition to direct consultation services, MA offers case supervision for psychosocial organizations and training for governmental and non-governmental agencies on basic counselling skills, communication skills, trauma-sensitive approach, family mediation, gender and violence and other important topics. Furthermore, networking opportunities are provided with multiple stakeholders including governmental, national and international civil society organizations.

## **III. OBJECTIVES:**

The objective is, first to assess MA's capability to comply with grants' guidelines, second to review its own policies, procedures and internal control system against the actual practices, and third to assess how its financial management system reflects standards as stipulated in the International Financial Reporting Standards (IFRS).

#### **IV. SCOPE OF WORK:**

The selected audit firm shall deliver the following tasks:

- Conduct financial audit for all the funds received from various donors for the fiscal year 2020.
- Conduct a separate audit for all the funds received for AA4, Project for the fiscal year 2020,
- Review compliance with all the terms and conditions of grants' agreements
- Assess overall internal systems and present key findings and recommendations
- Review MA's existing policies and procedures and compare those with the actual practices
- Review and assess financial management system including finance tool (QuickBooks)
- Share the initial findings with MA and incorporate MA's justifications against each finding
- Review and Check the inventory records as per policy
- Submit two complete and comprehensive audit reports (one for the entire organization and another for AA4, Project) inclusive of management letters and financial statements

#### **V. PROJECT TIMEFRAME:**

MA anticipates that the selected audit firm strictly adheres to the deadline. Thus, the overall timeline of the stipulated task order **MUST NOT** exceed 4 weeks inclusive of audit process and submission of the final audit report and management letter.

## **VI. ELIGIBILITY REQUIREMENTS:**

All qualified and certified audit firms operating in Afghanistan are eligible to apply. A valid copy of firm's license must be attached with the proposal in soft and hard copies.

## **VII. CLARIFICATIONS ON IFB:**

In case of any vagueness or ambiguity in this IFB, offer or can address specific questions to Ms. Negin Ulfat, Manager of Finance, at [negin.ulfat@medica-afghanistan.org](mailto:negin.ulfat@medica-afghanistan.org) before January, 30<sup>th</sup>, 2021 at 1600 hours. Clarification requests submitted after the due date will not be responded.

## **VIII. PROPOSAL SUBMISSION GUIDELINES:**

Offerors shall submit their single file proposals, electronically and hard copies in PDF format, to [negin.ulfat@medica-afghanistan.org](mailto:negin.ulfat@medica-afghanistan.org) and copy [soraya.sobhrang@medica-afghanistan.org](mailto:soraya.sobhrang@medica-afghanistan.org) and hard copy to **Office No 219, Beside Rahname-e- mamelat Pahlawanzada in front of Haji, Awqat parking District 10, Kabul, Afghanistan**

no later than January, 30<sup>th</sup>, 2021, at 1600 hours – Kabul Time. Proposals received after the due date will not be evaluated.

## **IX. IMPORTANT INSTRUCTIONS TO OFFERORS:**

Offerors will be scored from a total of 100 points. Each section of the proposal is assigned a score point and page limit. Offerors have to comply with these instructions for their proposals to be evaluated and/or be included in the evaluation process. Lack of comply with the following instructions results in lower scores and in some cases disqualification.

### **a. Cover Page: Maximum 1 page**

This is the first page of your proposal and it must include the following pieces of information:

- Project title
- Bid reference number
- Company Name
- Company Address
- Name of company's authorized representative
- Email address and phone number of company's authorized representative
- Date of Submission
- Stamp and Signature

**b. Corporate Brief: Maximum 2 pages**

Include the most relevant information about your firm including, but not limited to, date of establishment, services, branches and management team.

**c. Technical and Management Approach: Maximum 4 pages; 30 points**

Offerors are expected to explain *project implementation methodology, work plan, and project management approach*. This section may reflect information as:

- Where do you start and end?
- What steps are taken to implement this project?
- What is your project management approach?
- How much time is required per activity?
- How do you manage problems?
- What is your quality control mechanism? and etc

**d. Personnel Experience and Staffing Plan: Maximum 2 pages; 20 points**

Include project staffing plan and explain everyone’s responsibilities and roles within the project along with their level of experience and particular expertise.

**e. Past Performance: Maximum 2 pages; 20 points**

Use the following chart to list your past performance and client reference:

No	Project title and brief description	Location	Client’s contact details (name, position, phone, email)	Service value in USD \$	Start date	End date
1						
2						
3						
4						

**f. Budget: Maximum 2 pages; 30 points**

Offerors shall provide all-inclusive price for implementing this project. All costs must be realistic and reflect current market price. Offerors must include the following pieces of information in this section:

- The quoted price must be valid for 90 days from the date of the proposal
- Don't include lump sum costs
- Provide a breakdown of all costs
- A certification of authorization to MA to withhold 2% BRT; (7% BRT for unlicensed firms)

**NOTE:** Please, attach two cost proposals (one for overall organization Audit and another for AA4 project) Separately

#### **g. Attachments**

You may include the CV's of key project personnel (each CV must not exceed 2 pages), sample of previous work, a valid copy of your firm's license, client testimonials, project completion certification and etc.