



Afghanistan Young Greens Organization (AYG)

REQUEST FOR PROPOSAL (RFP)

Annual Organizational Audit of AYG for FY 2020

Afghanistan Young Greens (AYG),

Green Residential Building, Between Golayee Dawakhana & Sabiq Bus Station, Kabul-Afghanistan



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RFP DATA SHEET

Reference No:	AYG-AFA2020-RFP-003
Issue Date:	February 18, 2021
Closing Date:	March 5, 2021; 23h59m (Kabul Time)
Submission Email	Submission of proposal should be done via admin.hr@avg-af.org
Requests for Clarification due Date	March 4, 2021; 12:00pm (Kabul Time) Via e-mail: info@avg-af.org Question/Clarification asked after this date and time will not be answered.

Section 1 – Organizational Background:

AYG is a non-political, non-governmental and non-profit, local youth-led organization to advocate for ecological sustainability, grassroots democracy and civil peace and youths' empowerment in Afghanistan.

The mission of AYG is empowering the Afghan youths to find out the root cause of challenges towards youths' development and participation in economic, social, cultural and political decision making of the country through assessments, surveys and researches; as well as doing evidence based advocacy for capacity development of young women and men for their empowerment with an overall goal of promoting the culture of green thinking; and advocacy for appropriate and sustainable use of natural resources in Afghanistan.



Purpose of Request for Proposal (RFP):

The main purpose of this RFP is to find experienced and eligible Chartered Accountants and Auditing Companies to carry out the annual organizational audit of AYG for the Fiscal Year 2020.

Section 2 - Checklist:

To assist the applicants in preparation of proposal, the following checklist summarizes the documentation to be included in their application in response to this RFP.



Cover Letter:

The cover letter below must be put on letterhead of applicant auditing company, duly completed/signed/stamped by a representative authorized to sign on behalf of the applicant:

To: Afghanistan Young Greens (AYG)

*Green Residential Building, Between Golayee Dawakhana & Sabiqe Bus Station, Kabul
Afghanistan*

Ref # and Subject: AYG-AFA2020-RFP-003 | Procurement and Provision of Auditing Service

We, the undersigned, hereby provide the attached application to perform all work required to complete the activities and requirements as described in the above-referenced RFP. Please find our offer attached.

We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFP. We further certify that the below named firm as well as the firm's officers and all commodities and services offered in response to this RFP—are eligible to participate in this procurement under the terms of this solicitation.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familial, or financial relationships with any AYG staff members;
- We have no close, familial, or financial relationships with any other applicants submitting proposals in response to the above-referenced RFP; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other applicant or competitor for the purpose of restricting competition. We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature: _____

Name and Title of Signatory: _____

Date: _____

Company Name: _____

Company Address: _____



Company Telephone and Website: _____

Company Email: _____

Company Registration or Taxpayer ID Number: _____

Does the company have an active bank account (Yes/No)? _____

Official name associated with bank account (for payment): _____

Business License

(Please Attach Your Company Business License)



Section 3 – Scope of Work:

These terms of reference address the requirement for external audit of financial statements of Afghanistan Young Greens (AYG) for one Fiscal Year starting from January 1, 2020 to December 31, 2020.

The annual organizational audit must be conducted in accordance with International Standards on Auditing. Those standards require that the audit should be performed based on ethical and professional requirements. And the plan should be well performed to obtain reasonable assurance about whether the financial statements are free from material misstatements. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements, report will be addressed to management team of AYG. Other requirements are but not limited to the following:

- External auditors have to present the audit report to management team of AYG and provide necessary clarifications required by the management team of AYG;
- Audit should be carried out in accordance to ISA (International Standards on Auditing);
- Sufficient audit evidence should be gathered to substantiate in all material respects the accuracy of financial statements;
- The audit report of the auditors should state if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed;
- The external auditors should examine the reliability and appropriateness of information technology and related systems through which financial statements are prepared and accounts are maintained;
- External auditors should report on appropriateness of internal controls which has direct relation with accuracy of financial statements.



Reports and Deliverables

With regard to the financial and portfolio audit, the auditor is required to provide the following reports:

- The annual financial statements, after appropriate adjustments, for period under review;
- Balance Sheet;
- Profit and Loss Statement and Statement of Changes;
- The basic audit opinion rendered of the Financial Statements;
- An enumeration and quantification of all adjustments necessary to fairly present the Financial Statements;

In addition to the above, the financial audit report shall be prepared and submitted in Long Form, and shall discuss the following:

The auditors must mention any inability to obtain sufficient information or verify any part of work and enter a relevant reservation in judgment.

Timeline

The total length of the assignment is around 2 weeks in the month of March for the year 2020.

Location of the Assignment

The auditor will be based in AYG HQ Office, Kabul -Afghanistan.

Reporting

The firm will provide regular progress reports on its performance to the management team of AYG.

RFP Submission Guidelines:

Cover Letter shall be included in proposals and signed by the person or persons authorized to sign on behalf of the firm. The template of cover letter is available in Section 2 of this RFP. Proposal must be submitted no later than **11:59 PM local Kabul time on March 5, 2021**. The PDF scan copy of the proposal should be submitted by Email at admin.hr@ayg-af.org.

The email subject line should include:

RFP No. AYG-AFA2020-RFP-003– (Applicant/Firm’s Name)



Applicants/Firms not including the above-mentioned subject line will not be considered and evaluated.

All pages of the proposal must be stamped and initialed by the offeror's authorized representative before submission. Please reference the RFP number in any response to this RFP. Proposals/Applications received after the specified date and time will be considered late and will be considered only at the discretion of AYG.

Questions:

All questions pertaining to this RFP must be submitted in writing by email to info@ayg-af.org. Questions received later than 12:00 PM (Kabul Time) on March 4, 2021, will not be responded. All questions received before or on due date and time will be answered through email.

Evaluation Process:

The Proposals will be evaluated in terms of fairness, cost-consciousness, and best value to the AYG considering both technical and cost factors. The contract will be given to the responsive and responsible applicants which meets the requirement of AYG and terms of references described in this RFP. AYG may reject all of the proposals submitted for good cause. AYG may negotiate Technical Requirements or service provided in terms with one or more of the bidders if it feels that negotiations would improve the chances that AYG receives a better Financial & Technical Proposal. The Proposals will be evaluated according to the below criteria:

- Compliance with the Scope of work indicated in the section 3.
- Company's past performance and reference for the provision of similar service.
- The overall costs.

Particular	Percentage
Technical Proposal	30
Previous Relevant Experience	30
Proposal Cost	40



Total	100
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