



Request for Proposal (RFP)

No. RFP

SELECTION OF THE INDEPENDENT AUDITING SERVICE

BY
Finance Department
Of
Empowerment Center for Women

Dear Applicant

Empowerment Center for Women (ECW) is seeking for proposal from qualified firms of Certified Chartered Accountants to audit its projects and financial statement for fiscal year of 2020.

Organizational Background:

Empowerment center for women (ECW) is a non-governmental organization working in Afghanistan since 1997. The organization was registered as NGO with the Ministry of Planning and later on was re-registered with the Ministry of Economy as a non-governmental organization with registration number 161.

- ECW Strategic Goals:
- Gender Development.
- Access to Justice.
- Investing in People.
- Peace Building.
- Good Governance.
- Organizational Development.
- Child education and protection.

SCOPE OF AUDITING

The objectives of the audit are the following:

- Audit period will be 01/01/2020 through 31/12/2020. (One year)
- Verify that the presentation of financial statements is in compliance with accepted accounting and reporting principles and with Manual Supporting and Accounting processes of the country offices (refer to items in below).
- Compliance with local laws and regulation
- Analyze and evaluate the financial management and the internal controls in place;
- Following this audit, point out the strengths and weaknesses in the financial management practices and make appropriate recommendations.

AUDIT REPORT

The report of the auditor must contain the following parts:

- Express an opinion on the financial statements produced
- Certify that the funds were utilized for their intended purposes according to the terms in the annual budget, specific project budgets, annual work plans, etc.;

- Produce a report” management letter” on the evaluation of the financial management of the organization indicating the strengths and weaknesses, as well as corrective measures needed to insure proper financial management.

PROPOSAL CONTENT

In order to simplify the evaluation process and obtain maximum comparability, ECW require that all responses to the RFP 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. Discuss the firm’s independence with respect to ECW.

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. Provide their bios specifying relevant experience to the type of services requested. Also discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

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 ECW’s staff. Also discuss the firm’s use of technology. Finally, discuss the communication process used by the firm to discuss issues with management.

E. Fees

Please provide a firm estimate of fees for the services to be provided. It has been ECW’s practice for management to negotiate a fee for services each year prior to such services being rendered. Any cost incurred for traveling to provinces must be bearded by the audit firm. Additionally, transportation for auditors to ECW office must be provided by audit firm.

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.

AUDIT PROPOSAL INFORMATION

The proposal must be valid for at least 30 Days.

Audit period will be 01/01/2020 through 31/12/2020. (One year)

The final decision of the selection of the firm to conduct the audit will be made by the ECW management team.

All questions and correspondence regarding this RFP should be directed to hr.ecwkbl@gmail.com .

DELIVERABLES

Prior to the submission of the completed audit report the audit firm will be required to deliver and review the draft and the proposed management letter with ECW Organization.

Copies required

- A) Audited Financial Statements, 3 copies.
- B) Management letter, 3 copies.

SUBMISSION GUIDELINE

The proposals must be submitted electronically at hr.ecwkbl@gmail.com

The subject line must be: RFP- ECW/Audit 2020

Deadline: 17.April.2021