



TEACH FOR AFGHANISTAN ORGANIZATION(TAO)

REQUEST FOR PROPOSAL (RFP)

Independent External Audit Services

Fiscal Year 2025

RFP Reference Number: TAO-RFP#01-2026

Issued by: Teach for Afghanistan Organization (TAO)

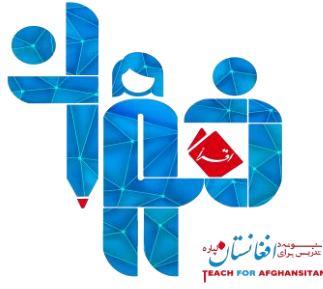
Issue Date: Mar 24, 2026

Proposal Submission Deadline: April 13, 2026

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1. Introduction

Teach for Afghanistan Organization (TAO) is a non-governmental, non-profit organization registered with MoEc under the laws of Afghanistan, operating since 2016. The organization works in the areas of education and humanitarian aid, with funding received from donors, development partners, and other stakeholders.

TAO invites sealed proposals from qualified, independent audit firms to conduct the **external audit for Fiscal Year 2025**. The objective of this audit is to provide an independent professional opinion on the financial statements and to ensure transparency, accountability, and compliance with applicable standards and donor requirements.

2. Organizational & Financial Overview

TAO operates with an annual program and operating budget of approximately **USD 433,797 for Fiscal Year 2025**. The budget is funded through a combination of institutional donors, grants, and other contributions, and supports program implementation, administrative operations, and compliance requirements across the organization's areas of work. The scale and diversity of funding require strong financial management systems and a high level of transparency and accountability, which this external audit is intended to support.

3. Scope of Work

The audit will be conducted in accordance with International Standards on Auditing (ISA) and will include necessary tests and verification procedures. The scope & objectives of the audit are as follows:

- Audit the financial statements for FY 2025, including:

- ❖ Statement of Financial Position
- ❖ Statement of Income and Expenditure
- ❖ Statement of Cash Flows
- ❖ Notes to the Financial Statements





3.2 Compliance Review

- Verify compliance with:
 - ❖ Donor agreements and funding conditions
 - ❖ Statutory and regulatory requirements
 - ❖ Internal financial and procurement policies

3.3 Internal Controls

- ❖ Review and assess internal control systems
- ❖ Identify weaknesses, risks, and areas of non-compliance

3.4 Reporting

- Issue an **Independent Auditor's Report**
- Prepare a **Management Letter** detailing:
 - ❖ Audit findings
 - ❖ Internal control weaknesses
 - ❖ Recommendations for improvement

3.5 Meetings & Support

- Present audit findings to management and/or the Board
- Provide reasonable support during donor or regulatory reviews related to the audit

4. Audit Standards

The audit shall be conducted in accordance with:

- International Standards on Auditing (ISA)
- International Financial Reporting Standards (IFRS)/NGO-specific standards (as applicable)
- Local statutory and regulatory requirements
- Donor-specific audit guidelines, where applicable



5. Period Under Audit

The audit will cover the financial period from: **1 January 2025 to 31 December 2025**



6. Eligibility & Firm Qualifications

The audit firm must:

- Be legally registered and licensed to perform audit services
- Have a minimum of 6 years' experience in external audits
- Demonstrate prior experience auditing NGOs or donor-funded projects
- Be independent
- Have adequate professional staff and technical capacity
- Not have been subject to disciplinary action in the last 5 years

7. Proposal Submission Requirements

Proposals must include the following sections:

7.1 Technical Proposal

- Cover letter signed by an authorized representative
- Firm profile and legal status
- Relevant experience with NGOs and donor-funded projects
- Audit methodology and approach
- Audit team composition, qualifications, and roles
- Proposed audit timeline and work plan

7.2 Financial Proposal

- Detailed fee quotation (inclusive of all taxes and expenses)
- Breakdown of costs by activity or phase
- Any additional or optional costs
- Proposals must be submitted in AFN. No other currencies will be accepted.

7.3 Supporting Documents

- Copy of audit license/registration
- CVs of key audit personnel
- At least three (3) references from similar organizations
- Declaration of independence and conflict of interest



8. Proposal Submission Instructions

Proposals must be submitted:

- **Submission Method:** Email Soft Copy
- **Address / Email:** Samiullah.sami@teachforafghanistan.org
- **Subject Line:** “RFP – External Audit FY 2025”
- Submissions must be in English, in PDF format (*one single file*), signed, and free of viruses or corrupt files.

Note: No hard copies will be accepted. Proposals sent via email only will be considered.

9. Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight (%)
Relevant Experience & Qualifications	30%
Audit Methodology & Approach	25%
Audit Team Capacity	20%
Financial Proposal	20%
References & Past Performance	5%

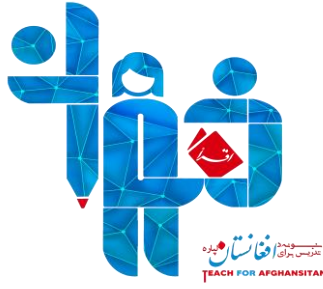
Time Schedule

The audit must commence on **April 30, 2026**, at TAO’s Kabul office and should be completed by **May 22, 2026**. The detailed schedule is as follows:

Milestone	Date
Commencement of Audit	May 1st, 2026
Completion of Audit	May 15th, 2026
Submission of Draft Report & Letter	May 20th, 2026
Final Report Submission	May 22nd, 2026
Issuance of Management Letter	May 25th, 2026



10. Confidentiality



All information provided by TAO must be treated as confidential and used solely for the purpose of conducting the audit.

11. Rights of the Organization

TAO reserves the right to:

- Accept or reject any or all proposals
- Cancel or modify the RFP process at any time
- Negotiate fees and scope with the selected firm

12. Contract Duration

The contract shall cover the audit of FY 2025, with the possibility of renewal subject to satisfactory performance and mutual agreement.

13. Terms of Payment

- 50% of the total audit fee will be paid upon signing the contract.
- The remaining 50% will be paid upon submission of the final audit report.
- Taxes will be withheld in accordance with Afghanistan's Ministry of Finance guidelines.

14. Contact Information

All inquiries related to this RFP should be directed to following email (**in 1 Zip file**):

Email: samiullah.sami@teachforafghanistan.org

Phone/WhatsApp: +93701633023

