

ACBAR



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اداره هماهنگی کمکهای بشری و انکشافی برای افغانها دافغانانو لپاره د بشری او پرمختیایی مرستو د همغږی اداره

Agency Coordinating Body for Afghan Relief and Development

Request for Proposal (RFP)

Subject: External Financial Auditing of the semi-Annual (October 2023-March 2024)

1. Background:

Agency Coordinating Body for Afghan Relief & development (ACBAR) is a national, independent, non-government organization (NGO) that provides a platform for information-sharing and networking for national and international NGOs in Afghanistan.

ACBAR was created in Peshawar, Pakistan, in August 1988 in response to the demand from NGOs working with Afghan refugees in Pakistan and across the border in Afghanistan to coordinate assistance and delivery of services more efficiently.

ACBAR's main office or secretariat has been based in Kabul since 2002. ACBAR also has five provincial managers based in member's offices in Jalalabad, Mazar-e-Sherif, Herat, Kunduz and Kandahar

ACBAR has a democratic structure with the General Assembly, in which all members are represented, as the highest decision-making body of ACBAR. The General Assembly meets twice a year.

ACBAR's Steering Committee consists of 15 member NGOs led by the Chair and supported by a Vice-Chair and a Treasurer.

ACBAR has 203 NGO members; both national and international, working in all sectors of humanitarian assistance and development in Afghanistan and provides a platform for sharing information and knowledge as well as lobbying and advocacy with government, UN and donors.

Vision:

Effective NGOs, Stronger Communities

Mission:

To provide an efficient platform for members to carry out effective humanitarian, development and peacebuilding activities in Afghanistan

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ACBAR Core Activities:

Activities focus on information sharing, coordination, advocacy with NGO members, the government, UN, donors and wider civil society. It also provides capacity building support to its members. These activities are managed by different departments in the secretariat.

Information and Coordination Activities:

The information-coordination department is responsible for providing essential information to NGO members, facilitating coordination mechanisms and collecting data on NGO members. Essential information is provided to members via email.

Sectoral information and issues are circulated to members working in those relevant sectors and humanitarian information is sent to those members working in the humanitarian sector.

ACBAR updates its members on key issues, regulations and government legislation and acts as a mediator between its members and the Government when required.

Advocacy and Communication Activities:

ACBAR plays a leading role in representing and defending the interests of its member NGOs, especially with the government but also with the international community. ACBAR actively promotes the position of NGOs and responds to issues or problems faced by the NGO community. For this, maintaining relationships and open communication channels with key players and decision makers able to influence the work of NGOs in Afghanistan is an essential task of ACBAR.

Capacity Building Activities:

ACBAR's has two capacity building programmes. In the training programme ACBAR trainers provide a variety of training modules to NGO partners and wider civil society in all the main provincial cities in Afghanistan.

ACBAR also created the Twinning Programme for national NGOs to be supported and mentored by International NGOs in the humanitarian sector. The mentoring provided by INGO partners is to help build up the management and leadership of the national organization as well as share institutional knowledge.

2. STATEMENT OF WORK / OBJECTIVE:

Auditing of approximately four hundred thousand and seven hundred eighty-eight USD (400,788) fund for supporting Humanitarian Assistance and protection in Afghanistan programme by FCDO SHAPE TPP.

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3. Timeline:

The audit is scheduled to commence on May 26th, 2024, and we require the final report and management letter by June 3rd, 2024.

4. SCOPE OF WORK

ACBAR requests an audit of its projects funded by FCDO for the period of October 1, 2023, to March 31, 2024. The audit scope will include the following, integrating FCDO donor requirements:

1. Verification of Risk Management Processes:

- Assess the effectiveness of risk management processes, ensuring significant risks are appropriately identified and managed.

2. Promotion of Ethics and Values:

- Evaluate how ethics and values are promoted within the organization.

3. Accuracy and Timeliness of Financial and Operational Information:

- Verify the accuracy, reliability, and timeliness of financial and operational information, providing independent assurance that FCDO funds have been used for the intended purposes.

4. Compliance with Policies, Standards, Procedures, and Regulations:

- Confirm that employee actions align with policies, standards, procedures, and applicable laws and regulations.

5. Efficient Resource Utilization:

- Assess the economic acquisition, efficient utilization, and adequate protection of resources.

6. Organizational Performance Management and Accountability:

- Evaluate the effectiveness of organizational performance management and accountability measures.

7. Fraud Risk Evaluation and Management:

- Assess the potential occurrence of fraud and the effectiveness of fraud risk management.

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5. Brief description of projects:

Project title:

ACBAR SHAPE Twinning Programme plus

Project description:

The ACBAR SHAPE Twinning Programme Plus is a 2-year-and-6-month program supporting Humanitarian Assistance and protection in Afghanistan, focusing on the localization of the humanitarian response through capacity building of National NGOs. This program is funded by FCDO with the aim of enhancing the capacity of National NGOs (NNGOs) through training, mentoring, and cooperative activities in partnership with ACBAR's International NGO (INGO) and National NGO (NNGO) members who have been accepted as Advisors to the program. ACBAR and the Advisors collaborate to improve the NNGOs' humanitarian capabilities through training sessions, meetings, field visits, mentoring, and cooperative activities. This report summarizes the progress of the FCDO-funded ACBAR SHAPE Twinning Programme Plus from October 1, 2023, to March 31, 2024.

6. Minimum Eligibility Requirements:

- The vendor must be a valid company registered with the appropriate regulatory authorities.
- Hold a valid license or accreditation for conducting audit services.
- Demonstrate expertise in financial auditing, including proficiency in relevant accounting standards and practices.
- Have a proven track record of conducting audits for both Afghan and international organizations, with references available upon request.
- Possess adequate resources, including qualified personnel and technological capabilities, to conduct thorough and efficient audits.
- Adhere to professional standards of independence, objectivity, and confidentiality in conducting audit engagements.
- Provide evidence of compliance with legal and regulatory requirements related to auditing practices.
- Exhibit strong communication and reporting skills to effectively convey audit findings and recommendations to stakeholders.

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7. INSTRUCTIONS FOR SUBMISSION OF PROPOSAL

- Proposal should be signed/stamped by authorized person
- Proposal should provide a complete address, phone number and email address
- Cost Proposal should be submitted in USD currency
- Proposal should provide the duration of service to be completed
- Tax is applicable according to the Afghanistan taxation Law

8. EVALUATION CRITERIA

Vendors whose proposals meet the technical specifications will undergo evaluation and selection based on the duration of service, the lowest price offered, and meeting the required eligibility criteria. Therefore, we kindly request your best and final offer.

9. Electronic Submission:

Please submit your proposal via email to: tpapplications@acbar.org and the subject line should be the RFP name and number.

10. TIME FRAME

The Request for Proposal (RFP) was announced on May 12, 2024, with a closing date of May 19, 2024. Qualified companies will be shortlisted and called for an initial interview from May 20 to May 24, 2024. The audit is expected to commence on July 26, 2024.