



Invitation to Tender for SEARCHO Annual External Audit Services

Date of Issue: 23 November 2022

Deadline for Submission of Tenders: 28 November 2022

1. Introduction

SEARCHO invite the interested qualified Audit Firms to submit their proposals (both technical and financial) for External Annual Audit Service of SEARCHO for the year ending at 31 Dec 2020, 2021, and 2022

Society Educational Awareness, Research, Consultancy, and Health Organization (SEARCHO) is an independent registered non-government and nonprofit civil society organization. Its prime motto is capacity building and services delivery to the deprived and marginalized people of the society. In 2015 a group of educated, dynamic and like-minded youth working in the development sector, got together to establish an organization, for addressing the most urgent and pressing needs of the people of Afghanistan. True to this spirit the organization was named Society Educational Awareness, Research, Consultancy, and Health Organization (SEARCHO). Considering their association with the development sector the group was cognizant of the plethora of problems plaguing the country. Consequently, the organization's focus was not kept limited either in terms of geography or sector. Whilst operating in different provinces of the country, it has been carrying a range of interventions in the areas of education, health & hygiene, youth & women empowerment, emergency response & preparedness, governance, free legal aid, human rights, etc.

The type of activities undertaken by the organization range from capacity building to service delivery, with focus remaining on the deprived and marginalized segments of the society. Whereas in terms of operations what characterizes its functioning are its efforts to (a) enlist involvement of the locals when initiating activities at the grass root level; and (b) mobilize women for bringing peace, tolerance, and development in society.

2. Scope of Services

The appointed firm shall perform external audit work in accordance with best professional practice or Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) including the standards that required by major international donors.

It is expected that the appointed firm shall provide an external audit service that fulfils the following requirements:

- a. Statutory audit of the SEARCHO for the years/period covers 2020, 2021, 2022, in accordance with the SEARCHO Rules and Regulations.
- b. The budget for the (2020, 2021, 2022) financial years is approximately 1.1 million USD.
- c. For subsequent years, this will include contract projects and/or programs initiated and on-going.
- d. Ad hoc advice in matters related to taxation and compliance.
- e. The appointed firm will be expected to agree performance standards and timetables with SEARCHO for the provision of the audit plan, audit reports, and issue of the accounts.



3. Deliverables

On completion of the assignment the firm shall submit the following reports in 3 set of original signed and stamped by the CEO of the firm no later than **31 December 2022**:

- 3.1 A formal management letter to the SEARCHO Board highlighting areas that require their attention.
- 3.2 A standard Financial Audit Report of overall SEARCHO financial statement with consideration of projects breakdown for the year ending **31 Dec 2020,2021 and 2022**.
- 3.3 An invoice with the detail of firm's Bank account in AFN/USD.

4. Short listing and evaluation

- 4.1 A shortlist will be drawn up from the tenders received, and the selected firms will be invited to make a presentation to the Tender Panel, and decision will be made by **15 Dec 2022**.
- 4.2 In evaluating tender bids submitted, consideration will be given to not only on the basis of lowprice but also to quality, relevant experience, references and reputation.

5. Confidentiality and Conflicts of Interest

- 5.1 It is a further condition of tendering that you will keep confidential the information disclosed to you in this invitation to tender and in connection with the invitation and your response to the invitation.
- 5.2 In the same manner, any information received relating to the tendering firms will be treated in the strictest of confidence by the SEARCHO.
- 5.3 A firm will not be eligible for appointment if any of its partners, directors or major shareholders is a member of the SEARCHO Board or the staff of SEARCHO.
- 5.4 Firms must declare, as part of the tender proposal, whether any partners, directors, major shareholders, senior staff, or the partners / spouses of any of these listed, are
- 5.5 Members of SEARCHO Board or related to any such member.
- 5.6 An employee of SEARCHO or related to any such employee.
- 5.7 Otherwise linked to the governance or management of SEARCHO, and if so, how.
- 5.8 Firms should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

6. Form of tender – information to be provided

In order to be considered, your tender submission must include the following information. Failure to provide such information, in the requested format where specified, will result in your tender not being considered.

6.1 Information about your firm:



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- a. A short profile of your firm with emphasis on the different services you supply. If the firm is part of a group of companies, or is a subsidiary or parent company, please also give details of the group.
 - b. Total number of staff and total number of external auditors, both actual and full time equivalent.
 - c. Details of training, experience and qualifications of staff (and number of staff who are qualified).
 - d. Full name, corporate status, and registered office and its registration status in Afghanistan.
 - e. Name, correspondence address and telephone number of main contact.
 - f. Organization chart showing all those staff who will be working on the contract and the reporting structure.

6.2 Experience:

- a. Details of your firm's experience of providing similar services, and in particular experience of working with similar non-profit organizations
- b. Curriculum vitae for the staff who will be undertaking the work, including experience and qualifications, and length of service with your firm.

6.3 Quality:

- a. Any performance standards that you work towards.
- b. Details of how you monitor performance within your firm.

6.4 Insurance:

- a. Details of your professional indemnity insurance (i.e. name of insurer, period and extent of cover).
- b. Details of any claims or litigation in the last three years.

6.5 References:

- a. Details of two clients who can be contacted for references, if required, and who have received similar services from you in the last two years in Afghanistan.

6.6 Other:

- a. Copies of your policies relating to
 - i. Quality assurance, customer care and / or complaints
 - ii. Equal opportunities
 - iii. Data protection

6.7 Costs:

All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af



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- a. Details on the fee for the first year services specifying what is included in the charges, including:
 - i. Hourly rates for the provision of the external audit service. These should be provided for all levels of staff that you expect to use.
 - ii. An estimate of the minimum number of external audit days you consider appropriate for the size and complexity of SEARCHO and the ratio of hours to be provided by staff at different levels.
 - iii. All other costs, including details of your policy on travel and disbursements.
 - b. An indication of expected fees that would be charged in the subsequent periods of the contract.

7. Submission Procedure

The proposals/bids must be submitted either in hard copy or via email by the deadline of **14:00 Hrs Afghanistan time, 28 November 2022**, late submission will be rejected.

Email the soft copies to: procurement@search.org.af with subject line "Tender for SEARCHO Annual External Audit Services"

8. Safeguarding

SEARCHO is committed to offer safe services by ensuring that behaviors and actions of the organization and its partners/contracting staff do not result in exploitation, abuse or harm, discrimination or stigmatization of any individual or group of individuals directly or indirectly involved in the assignment.

9. Disclaimer

SEARCHO is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.
