

## **REQUEST FOR PROPOSAL (RFP) FOR EXTERNAL AUDIT SERVICES**

Media Center for Afghanistan {Mediothek Afghanistan (MCA)}

Date of Issue 6th September 2023

Inquiry email and deadline: [contact@mediothek-afghansitan.org](mailto:contact@mediothek-afghansitan.org) 10<sup>th</sup> September 2023

Last Date of Submission of Proposal: 25<sup>th</sup> September 2023

Submitted to: [contact@mediothek-afghansitan.org](mailto:contact@mediothek-afghansitan.org)

### **INTRODUCTION OF MEDIOTHEK AFGHANISTAN**

Mediothek Afghanistan was founded in Germany in the year 1993 with the aim of strengthening education in Afghanistan and keeping the Afghan cultural and intellectual heritage alive. Since 1995 the organization has been working within the country, running various schools, especially for girls, and research projects.

Mediothek Afghanistan is a double-mandated organization, community building, and media development as well as humanitarian assistance, present with five regional offices in Kabul, Mazar-e Sharif, Kunduz, Jalalabad, and Khost supporting youth, civil society and helping the deprived. We work with a highly committed management team within a well-trained, powerful network of professionals and volunteers across the country, which is called Mediothek Youth Network (MYN). Due to our decentralized approach, we are proud to exceed the geographical reach of most like-minded agencies in Afghanistan.

Since 2002 Mediothek Afghanistan has cooperated with national and international institutions and donors (including various embassies, the German Ministry of Foreign Affairs, USAID, UNHCR, and international and national Afghan NGOs) and has been successful in complying with donors' regulations and procedures.

### **AUDIT SCOPE**

The audit firm should examine all administrative documents and financial statements of Mediothek Afghanistan for three years ending August 1<sup>st</sup> 2020, August 31<sup>st</sup> 2023

- I. The audit will be carried out in accordance with the International Auditing Standards and will include tests and verification procedures, as the auditors deem necessary.
- II. The scope of external audit work entails testing and evaluation of the adequacy and effectiveness of management and financial information systems, internal control frameworks, and to make recommendations.
- III. Review the effectiveness, and efficiency of the financial, and human resources.
- IV. Verify all funds have been used in accordance with the established rules and regulations of Mediothek Afghanistan and only for the purposes for which the funds were provided.
- V. Goods, works and services financed have been procured in accordance with the Mediothek Afghanistan established rules and procedures.
- VI. Appropriate supporting documents, records, and books of accounts relating to all activities have been kept.
- VII. The financial statements have been prepared by Mediothek Afghanistan management in accordance with applicable accounting standards and give a true and fair view of the financial position of Mediothek Afghanistan and of its receipts and expenditures for the period ended on that date.

- VIII. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
- IX. Express an opinion as to reasonableness of the financial statements in all material respects.

## **DELIVERABLES**

- I. Separate Independent Auditors Report on Financial statements for each year ended ...
- II. Management letter in accordance with the scope of work described here before.
- III. Any other document required under International Standards on Auditing (ISA)

## **QUALIFICATION OF THE AUDIT FIRM**

The audit firms, who have experience in external auditing of National / International NGOs in Afghanistan. Other qualifications related to the proponent are:

- ❖ Must have a valid business license issued by the Ministry of Commerce and Industries Afghanistan. The auditor is required to attach a scanned copy of the business license.
- ❖ Valid Practicing license of partner in charge being authorized to work in Afghanistan, please attach same with the proposal.
- ❖ Must have affiliation within the top 20 international networks of Auditors in the year 2022/2023, Please provide a link or attach a screenshot from the website.
- ❖ Audit firm must have experience of at least three (3) annual audits of international NGOs, Please attach contracts or audit engagement letters.
- ❖ Tax clearance certificate of audit firm at least until 1400

## **RIGHT TO REJECT ANY OR ALL DOCUMENTS**

Notwithstanding anything contained in this RFP, Mediothek Afghanistan reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons therefor. Further, Mediothek Afghanistan reserves the right to accept the proposal for any of the Firm and shall be under no obligation to provide an offer for all the Firms under this RFP. In an event of non-responsive proposal for any of the Firms or under any circumstance as Mediothek Afghanistan may consider appropriate, Mediothek Afghanistan reserves the right to float another RFP for this particular Audit Services.

## **AUDIT FEES**

Audit firms are required to quote professional fees for each year in AFN. 50% payment will be done upon signing of the contract and 50% after successfully completing the audit and submitting final deliverables to Mediothek Afghanistan.