EXPRESSION OF INTEREST

External Audit of the Organization for the Past Two Years

*Ref:*2026/EOI-31-*AUDIT*

Item	Details
Job Title	External Audit Firm / Audit Consultancy Group – Organizational Audit (Past 2 Years)
Organization	Humanitarian-Health Emergency Response Organization
Location	Kandahar, Afghanistan
Vacancy No.	2026/EOI-31-*AUDIT*
Duration	01 Dec 2026 – 31 Dec 2026 (fieldwork + reporting); corrective-action follow-up through June 2027
Deadline for EOI	23 Nov 2026 – 4:00 PM Kabul time
How to Apply	Email completed package to info@h-hero.org – Subject: EOI External Audit

1. Background

The Humanitarian-Health Emergency Response Organization is seeking to engage a credible, licensed, and standards-aligned audit consultancy firm to conduct an independent external audit covering the past two years (2025-2026).

2. Objective of the Assignment

To plan, execute and report an independent external audit of the organization for the past two fiscal years 2025 & 2026 / 1403 & 1404, in line with International Standards on Auditing (ISA) and applicable national laws and regulations, and to present actionable recommendations to the Board/Audit Committee.

3. Scope of Work

- Plan, initiate and complete full audit of past 2 years: financial statements, general ledger, cash/bank, receivables/payables, procurement files, HR/payroll, assets/inventory, and all project expenditures.
- Establish and test internal controls, reconciliations, and audit-trail processes.
- Review compliance with organizational policies, agreements, and tax and local regulatory requirements.
- Conduct interim management walkthroughs and obtain management representations.
- Prepare draft audit findings and discuss management responses.
- Finalize audit report, management letter (with risk ratings and prioritized recommendations), and auditor's opinion.
- Present findings to the Board / Audit Committee and support development of a corrective-action plan (to be implemented through June 2027).

4. Key Deliverables

1. Inception report: audit plan, methodology, sampling, timeline and document request list (within 7 days of signing).
2. Interim walkthrough notes + draft audit findings with management responses.
3. Final signed audit report + auditor's opinion (ISA-compliant) in English (executive summary in Pashto if requested).

4. Management letter with findings, risks, and time-bound recommendations.
5. Board/Audit Committee presentation (PPT + minutes) + corrective-action matrix.
6. Handover of working papers index and all data in organized soft + hard copies.

5. Required Qualifications – Firm / Consultancy Group

- Legally registered and licensed audit firm in Afghanistan; valid audit license, business license and tax clearance.
- Minimum 7 years' experience in external audit; at least 3 completed audits for non-profit organizations / international agencies / donor-funded projects in the last 5 years (attach engagement letters / references with contacts).
- Lead Auditor: ACCA / CPA / CA or equivalent; proven ISA-based audit leadership; independence and no conflict of interest (signed declaration required).
- Core team: senior auditor(s), procurement/compliance reviewer; fluency in English for reporting; working knowledge of Dari/Pashto; knowledge of national tax/financial regulations and audit requirements.
- Strong analytical, communication and Board-presentation skills.

6. Evaluation Criteria (100 points)

- Valid license, firm experience and 3 relevant audit references – 25 pts
- Technical approach, audit methodology (ISA), workplan and quality assurance – 30 pts
- CVs and qualifications of Lead Auditor + key team – 20 pts
- Detailed budget / financial proposal reasonableness and value for money – 25 pts

7. What to Submit (Including Budget)

- 1. Cover letter expressing interest (1 page, quoting EOI-2026-31-AUDIT).
- 2. Company/firm profile + copies of audit license, business registration and tax clearance.
- 3. List of 3 similar audits (client, year, contract value) + client contacts / certificates.
- 4. CVs of Lead Auditor + key auditors (max 3 pages each).
- 5. Brief technical note (max 4 pages): understanding, proposed approach, indicative timeline.
- 6. Signed declaration of independence and no conflict of interest.
- 7. Detailed budget / financial proposal: lump-sum in AFN (inclusive of all taxes, fieldwork, reporting and presentation), with breakdown by daily rates, number of days, travel, and other costs.

8. Budget Categories (for information)

Operating, Personnel, Supplies, Equipment, M&E – audit fee to be quoted as all-inclusive lump-sum as described above.

9. How to Apply

Deadline: 28 Nov 2026 – 4:00 PM Kabul time. Submit by email to info@h-hero.org quoting EOI-External Audit.

The submission must include the technical documents AND the detailed budget. Late or incomplete EOIs will not be considered. Only shortlisted firms will be contacted.