



## **Relief Humanitarian Development Organization (RHDO)**

### **Request for Proposal for RHDO Annual External Audit Services**

**RFP #: RHDO-KBL-RFP-26-01**

**Date of Issue: May 04, 2026**

**Deadline for Submission of RFP: 16:00 Hours (AFT), May 20, 2026**



## Introduction:

Relief Humanitarian and Development Organization (RHDO) is a nongovernmental, non-religious, non-political, non-profit and non-military organization, working for development of Afghanistan through implementation of health, community development and capacity development/research projects. We invite qualified and independent audit firms to submit proposals for external audit services for our financial statements and donor-funded projects for the fiscal year 2025.

## Organization Background

RHDO is a joint mission of experienced public health specialists, trainers, volunteers and researchers who have been working in technical and managerial positions with national and international NGOs and Charity providers since more than a decade. Owing the opportunity; the members having appropriate experience, dedication and voluntarism have gathered to professionally contribute to the health and development systems and to achieve more sustainable results. Thus, the core staff of RHDO has over nine years of successful experience of being directly involved in developing different policies in the areas of health, education and development, designing and implementing service delivery projects (BPHS, EPHS, MHNTs, WFP, CME, COVID-19, Primary and higher education, Literacy programs, youth awareness and development, Water & Sanitation and Hygiene, Nutrition, National Solidarity Programs, emergency response actions, and disaster risk reduction training and coordination of different humanitarian Aids), designing and conducting professional tasks (Supervision, Monitoring, Evaluation, and Researches), producing monthly, quarterly, annual, end of project and Hub-reports, and presenting the results of the aforementioned programs at the community, organizational, national and international levels.

## Objective of the Audit

- Express an independent audit opinion on the annual financial statements
- Verify that funds have been used in accordance with donor agreements
- Assess compliance with internal controls, policies, and applicable regulations
- Identify weaknesses and provide management recommendations

## Scope of Work

The selected audit firm will:

### A. Financial Audit

- Audit annual financial statements: Statement of Financial Position, Statement of Activities (Income & Expenditure) and Cash Flow Statement.
- Review accounting records and supporting documentation
- Verify bank balances, cash, and reconciliations

### B. Internal Control Review

- Assess financial management systems
- Review procurement, payroll, and cash management
- Evaluate segregation of duties



- Identify risks and control gaps

### C. Field Verification (if applicable)

- Conduct site visits to selected field offices/projects and verify existence of assets and program activities

### Audit Standards

The audit shall be conducted in accordance with International Standards on Auditing (ISA), Applicable national regulations and Donor-specific guidelines (where required).

### Deliverables

The audit firm is expected to provide Audit Report (Opinion), Management Letter (including findings and recommendations) and Management Action Matrix.

All reports must be submitted in English.

### Eligibility Criteria

Interested firms must:

- Be a registered audit firm
- Have at least 3 years of experience in auditing NGOs with donor-funded projects (e.g., United Nations, USAID, European Union)
- Have qualified staff (CPA/ACCA or equivalent)
- Be independent and free from conflicts of interest

### Proposal Submission Requirements

Proposals must include:

A. Technical Proposal	B. Financial Proposal
<ul style="list-style-type: none"> <li>• Organization profile</li> <li>• Business license &amp; Afghanistan CPA license</li> <li>• Relevant experience</li> <li>• Details of three references</li> <li>• Proposed audit methodology</li> <li>• Team composition &amp; CVs</li> <li>• Work plan</li> <li>• Bank information form/details</li> </ul>	<ul style="list-style-type: none"> <li>• Detailed cost breakdown</li> <li>• Professional fees</li> <li>• Other relevant costs</li> </ul>

### Evaluation Criteria

Criteria	Description	Points
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Past Experience:	All applicants will be evaluated based on their past performance, with emphasis on experience in conducting similar assignments. The applicant firm must provide details of at least three (3) annual audit engagements with INGOs/NGOs completed within the past three (3) years	20
Technical Merit	The organization will assess the extent to which the proposed technical approach is suitable and capable of delivering the expected results within the required timeframe. The evaluation will consider: <ul style="list-style-type: none"> <li>• Proposed audit methodology and procedures</li> <li>• Detailed audit and logistics plan</li> <li>• Proposed deliverables</li> <li>• Work plan and timeline</li> </ul>	20
Firm Capacity and Capability	RHDO will evaluate the applicant's organizational structure, technical capacity, and ability to effectively deliver the assignment. Consideration will also be given to the firm's ability to ensure quality, independence, and professional standards. Applicants may propose partnerships or affiliations where appropriate. The evaluation will include: <ul style="list-style-type: none"> <li>• Legal registration in Afghanistan</li> <li>• International affiliations (if any)</li> <li>• Membership or affiliation with IFAC or recognized professional bodies</li> <li>• Qualifications and experience of key audit personnel</li> <li>• CVs of proposed staff</li> <li>• References from previous clients</li> </ul>	30
Financial proposal	Applicants are required to submit a clear, detailed, and competitive financial proposal. The evaluation will consider: <ul style="list-style-type: none"> <li>• Detailed cost proposal/budget</li> <li>• Fees inclusive of all applicable taxes in accordance with Afghan tax laws</li> <li>• Audit fees quoted in USD</li> <li>• Payment terms and schedule</li> </ul>	30
<b>Total points</b>		<b>100</b>

**Key Information:**

- Fiscal year: January 2025 – December 2025
- Annual Turnover: approximately USD 2.5-2.6 million
- Financial statements: will be provided for the audit
- Expected start date: May 25, 2026
- Audit Report Deadline: June 15, 2026



### Submission Details

- Deadline: 16:00 Hours (AFT), May 20, 2026
- Submission method: Hard copies of proposal/bids should be submitted in sealed envelopes, marked “Request for Proposal – Annual External Audit Services 2025” to RHDO Office, House # 19, Infront Kandahari Masjid Street, Karte Char, Pole Surkh Square, Kabul, Afghanistan
- Contact Person: Abdullah Salim – Finance, Control & Compliance Officer
- Email: [abdullahsalim2.rhdo@gmail.com](mailto:abdullahsalim2.rhdo@gmail.com)
- Phone: +93790142799

### PSEA

RHDO maintains a zero-tolerance policy toward any conduct that is incompatible with the aims and objectives of the United Nations, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. RHDO also adheres to strict child safeguarding principles.

### Disclaimer

RHDO 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.