

AFV - Afghanischer Frauenverein e.V.

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نهاده زنان افغانستان



RFQ/RFP No.: 2024-0001-AFV

Request for Proposal of Annual Financial Audit for the Year 2023

Date of Issue: Feb 14, 2024

Last date of Submission of Proposal: Feb 29, 2024 12:00PM (KBL time)

Address:

Address: # 1, 2nd floor, Nearby Turkmen Restaurant, Chicken Street, Shahr-e Naw,
Kabul, Afghanistan

If you have any question about address, please contact:

0744 12 62 60

AFV Organization Background:

Afghanischer Frauenverein e.V.: AFV is a non-profit, non-governmental and non-political humanitarian aid organization registered with the Ministry of Economy in Afghanistan and has been working in the field of Education, Health, WASH, Vocational skills development, and humanitarian emergency response in Afghanistan since 1992. With a Country Office in Kabul and over 200 local staff members countrywide, AFV is implementing sustainable relief programs that are mainly in the rural areas, focusing on supporting children and their families in extreme poverty. Today AFV is engaged in over 21 relief programs serving over 200,000 people per year all over the country. The organization provides technical and financial support to five schools in Kabul, Kunduz and Ghazni provinces; runs vocational training courses for people with disability in Kabul and Ghazni; provides safe drinking water for poor communities in remotest parts of some provinces; supports seven Basic Health Clinics (BHCs) in Kabul Province; and delivers humanitarian assistance particularly in partnership with other local partners.

Scope of the Audit:

The audit firm should examine the AFV financial documents and financial statements for the year ended 31 Dec, 2023.

1. The audit will be carried out by the International Auditing Standards and will include tests and verification procedures, as the auditors deem necessary.
2. The financial statements have been prepared by AFV management per applicable accounting standards and give a true and fair view of the financial position of AFV and of its receipts and expenditures for the period ended on that date.
3. The scope of external audit work entails testing and evaluating the adequacy and effectiveness of management and financial information systems, internal control frameworks, and to make recommendations.
4. Review the effectiveness, efficiency of the financial, and human resources.
5. Verify all funds have been used under the established rules and regulations of AFV and only for the purposes for which the funds were provided.
6. Appropriate supporting documents, records, and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented.
7. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
8. Express an opinion as to the reasonableness of the financial statements in all material respects.

Deliverables:

1. The Auditors on completion of the audit work will submit 3 (three) original hard copies of the Audit Report appended to the Financial Statements along with the reports to the attention of the Chairwoman and Managing Director.
2. In addition to the audit report, the auditors will prepare a Management Letter on the following:
 - a. Give comments and observations on the accounting records, procedures, systems, and controls that were examined during the audit.
 - b. Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
 - c. Report on the implementation status of recommendations of previous period audit reports.
 - d. Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.

Qualification of the Audit Firm:

The registered auditing firm who are interested to submit their offer is expected to employ adequate staff with appropriate professional qualifications and suitable experience, with related international standards, in particular the International Standards of Audit, and International Financial Reports Standard (IFRS), and with experience in performing assessments and/or audits of entities comparable in size and complexity to the Entity.

Evaluation Criteria for Audit Firms:

Applications that are considered eligible, that conform to the requirements stated in this RFP, and that are received by the Submission Due Date and Time will be evaluated on the basis of the Evaluation Criteria (EC) set forth below:

Evaluation Criteria	Evaluation Criteria Description	Points (out of 100)
Past Experience:	All applicants will be subject to a past performance review, with emphasis on prior activities and experiences for the implementation of similar tasks. The applicant firm will include details of three annual audits contracts with INGOs during past 3 years.	20
Technical Merit	Organization will review the extent to which the proposed technical approach can reasonably be expected to produce the intended results in a specific timeframe. This includes reviewing the relevance of the approach specifically the following. <ul style="list-style-type: none"> Proposed audit methodology along with audit procedures that will be performed. Detailed audit and logistic plan. Audit deliverables Work plan. 	20
Firm Affiliation Capacity and Capability:	AFV will review the effectiveness of the approach in terms of the applicant organization's internal structure, technical capacity, and ability to represent beneficiary interests. Applicants are encouraged to consider partnerships and coalitions, as appropriate, to broaden geographic diversity, promote greater inclusion, and increase program reach. <ul style="list-style-type: none"> Registration in Afghanistan International affiliations with firms worldwide. Affiliation with IFAC. Participation of senior audit personnel assigned to the engagement. CVs of staff assigned to the audit. References. 	30
Financial proposal	Applicants are strongly encouraged to provide their best price and reasonable cost proposals. <ul style="list-style-type: none"> Cost proposal/budget All costs shall be inclusive of all applicable taxes as per the taxation law of the government of Afghanistan. Audit fee in Afghani Audit fee payment terms 	30

Evaluation Criteria	Evaluation Criteria Description	Points (out of 100)
	Total points	100

Standards and Ethics:

The auditor is expected to perform the assignment under the code of ethics for professional Accountant and Audit, and notably in compliance with the principles of integrity, objectivity, independence, professional competencies and due care, confidentiality, professional behavior, and technical standard.

Right to reject all or any documents

Notwithstanding anything contained in this RFP, AFV 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, AFV 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 Organization may consider appropriate, Organization reserves the right to float another RFP for this particular Audit Services.

Time Schedule

Negotiable with selected audit firm

Audit Fee

Audit firms are required to quote professional fees in Afghanis. 40% payment will be done upon signing of contract and 60% after successfully completing audit and submitting final deliverables.

Proposal Submission:

Interested qualified auditor firms are required to submit their proposal in the following guidelines:

1. Audit firm profile.
2. Qualification and Experience in the relevant filed.
3. Proposed time frame (schedule).
4. Clients' references for the same nature and size of organization.
6. Professional Fee.
7. Valid License
8. Deadline for submission of proposal 29/02/2024 no later than 12:00pm KBL time
9. Submit hard copy of proposal in sealed envelope and financial proposal have to be in a separate sealed envelop
10. Address: # 1, 2nd floor, Nearby Turkmen Restaurant, Chicken Street, Shahr-e Naw, Kabul, Afghanistan