# 

**REQUEST FOR PROPOSAL**

**FOR THE PROJECTS OF**

**AGENCY FOR REHABILITATION AND ENERGY-CONSERVATION**

**IN AFGHANISTAN**

**(AREA)**

**ISSUE DATE: 08-Oct -2023**

**DELIVERY OF PROPOSALS:**

**Only Hard Copy is Acceptable**

Hard copy of the proposal should be submitted to AREA HQ office and communicate furtherly with the following mail address.

TO: [procurement@area-org.af](mailto:procurement@area-org.af)

CC: [coo\_area@area-org.af](mailto:coo_area@area-org.af)

**Attention**:

(complete copies of each proposal must be submitted)

**CLOSING DATE AND TIME:**

**18-Oct -2023 at 4:00 PM Local Time**

Office Address: 8th Street Taimany, Kabul, Afghanistan.

Tell: +93-788-492292 /+93-704-848445

## About Agency for Rehabilitation & Energy conservation in Afghanistan (AREA):

AREA Established in December 1993 as the continuation of GTZ DESP Project. AREA is a non-governmental, non-political, not-for-profit, developmental organization. AREA envisions the achievement of peace and stability in Afghanistan through enabling the communities in term of humanitarian and development aspects and believes that empowering communities at the grassroots level is the key to having a developed and prosperous Afghanistan. For this reason, AREA focuses its efforts on establishing/supporting Community-Based Organizations (CBOs) enabling the organization to have a long-term partnership with rural and urban communities. AREA’s overall goal is to contribute towards humanitarian services, rehabilitation and development and peace and security in Afghanistan in an environmentally sound manner. This is only possible through the establishment of a strong base with the provision of technical financial support, through a behavior change, within target communities for environmentally friendly rehabilitation and development in all aspects of human prosperity.

AREA has a decentralized structure with offices in three different geographical zones in Afghanistan. Well-equipped Regional Offices in Kabul, Herat, and Nangarhar Provinces are responsible for carrying out projects/ programs in these and their surrounding provinces. The management in these offices is responsible for assessing, designing, developing, and implementing projects and programs within the framework of AREA’s long-term Strategic Plans, while the management at AREA Headquarters in Kabul is responsible for the technical support, overall control, and monitoring and evaluation of all projects/programs conducted by these Regional Offices.

The steady development and expansion of AREA have resulted in its recognition among international and national governments, the aid community, donors, and local communities as one of the reputable National NGOs operating in Afghanistan. Its good relations and partnerships at the National and International levels will be the key to its further success in the future.

## Background of HUMEDICA Supported Projects:

The ongoing conflict, instable political and economic situation of the people in Afghanistan particularly of IDPs integrated with worse economic situation in rural districts imposed displacement of population from their districts and provinces. In order to provide immediate relief to those effected, HUMEDICA supported AREA in providing of different services to cover the initial needs of communities.

## Requirements/ Description of the Services:

The selected audit company shall offer auditing services for AREA’s those 2 projects funded by HUMEDICA and implemented by AREA in Kabul, Herat and Badghis. During auditing services, the selected company must thoroughly review all the project financial documents, systems, processes, policies and procedures, identify issues and suggest improvements where needed.

The purpose of the auditing services for AREA is to verify the correctness of financial data provided in the final reports submitted to partner organization and as well as to confirm expenditures and costs claimed have actually been incurred and are in line with the clients’ requirements and AREA/Donor policy, in particular.

## Scope of Auditing Services:

The scope of services includes 2 emergency community support projects of HUMEDICA started and completed during the year of 2022 and 2023.

## Reporting:

The selected auditing company will report to AREA and will work closely with the assigned contact person of AREA.

## Expected Period of Work:

Based on the volume of the transactions, expenditure incurred and funding amount to date the period of maximum 15 days are allocated to complete this audit assignment.

## Confidentiality:

Everything produced by the auditing service company in the framework of auditing shall be owned by AREA. The auditing service provider and its staff are not authorized to disclose any such materials as its/their own work or to make any other use of the audit reports or any other shared documents of AREA for publication purposes. The audit service provider and their staff shall treat as confidential any information which they may become aware of in the course of the contracted period.

## Audit Report Quality and Ethics:

The audit service provider should ensure that the audit report is technically accurate and reliable, is conducted in a transparent and impartial manner and contributes to organizational learning and accountability. The audit service provider should remain independent throughout the time of services provided to AREA.

## Submission Guidelines:

Quotations must be submitted hard copies only, **Submit the proposals on or before 4:00 PM Kabul Time, October 18, 2023,** with subject line “**Audit-AREA-HUMEDICA-AUDIT-002”.** Any quotation received after the specified deadline will not be considered for review and evaluation.

It shall remain your responsibility to ensure that your communication must reach the specified above email address on or before the set deadline. AREA will not be responsible for any cost associated with your Company’s preparation and submission of quotation, regardless of the outcome of review and selection process.

When preparing your quotation, please state your prices for the requested services in USD currency.

The price should contain all services for the audit and no extra charges such as travel etc. must be claimed later. The quotation must be submitted in the English language, duly signed, and contain the point of contact for discussion or clarification of the quotation’s content.

## Quotations Review and Selection Outcome:

Following receipt of quotations, AREA will review all quotations till **20 Oct, 2023.** The outcome of the review and selection will be announced on **22 October 2023**. Only shortlisted service providers will be notified of the selection. For any further negotiations, the selected Company’s will be invited to AREA office.

## Requirements and Conditions:

Please consider the following requirements and conditions when preparing your quotation:

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| **Service Location:** | Kabul |
| **Preferred Quotation Currency:** | USD Currency |
| **Documents to be Submitted with Quotation:** | * Business Registration Certificate * Company Profile * Experience of a Minimum of 8 Years in the Audit Service * Two References from Previous Audit Services to Clients * Copy of one Recent Contract from Previous Auditing Services Provided to a Client |
| **Partial Quotes:** | * Not Permitted |
| **Payment Terms:** | * Upon Successful Delivery of Service and Approval of Invoice by AREA Finance and Operations Department |
| **Payment Type:** | * Bank Transfer is preferred |
| **Evaluation Criteria:** | * Technical Capability and Responsiveness Relevant Past Experience and Performance * Reasonable price |
| **Award Type:** | * AREA may award to one company who meets the requirements |
| **Type of Contract:** | * Short Term |
| **Contact for Enquiries:** | TO: [procurement@area-org.af](mailto:procurement@area-org.af)  CC: [coo\_area@area-org.af](mailto:coo_area@area-org.af) |