



REQUEST FOR PROPOSAL (RFP)

Audit for UNESCO -BGL Project

Issued by HRRAC

05/11/2023

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1 Introduction

1.1 Overview

HRRAC is seeking for a qualified, reputed audit firm to conduct audit of HRRAC’s BGL project, funded by UNESCO. The audit shall be carried out in accordance with International Financial Reporting Standard (IFRSs). The audit shall be carried out by an external, independent, and qualified auditor (Certified Public Accountant/Authorized Public Accountant).

The objective of the audit is to permit the auditor to express an opinion on the financial reports and financial documents of the UNESCO funded project titled “Provision of Basic General Literacy (BGL) courses to youth and adults in Nimroz Province” bearing project number 4500471290, implemented by HRRAC.

1.2 Audit Period

The audit shall cover the project implementation period from 09th October 2022 to 15th December 2023 during which the total budget of the project is \$129,997.00

This RFP does not obligate HRRAC to award a contract or complete the project and HRRAC reserves the right to cancel the solicitation if it is considered to be in its best interest.

1.3 About HRRAC

HRRAC is a leading Afghan led non-governmental organization established in August 2006 and registered with the Ministry of Economy Government of Afghanistan under license No. 947, whose mission is "to advance the fundamental rights and freedoms of all people of Afghanistan, particularly those most vulnerable to human rights violations and are deprived of sustainable and equitable development. HRRAC fulfills its mandate by assisting deprived communities with humanitarian aid, livelihood and rural recovery projects, conducting researches, baseline studies and need assessments to shed light over the obstacles that prevent communities and marginalized groups from advancing their rights. Based on its findings, HRRAC coordinates evidence-based advocacy actions to raise awareness, build capacity, and influence lawmakers, and policy making processes aiming at removing the barriers that prevent people's advancement in society.

1.4 Project Timeline

Project Timeline Dates	
RFP Release Date	November 05 th , 2023
Quotations Due	November 15 th , 2023
Completion of Proposal Evaluations	November 16 th , 2023
Presentations by Selected Vendors	November 16 th , 2023
Final Vendor Selection	November 16 th , 2023

1.5 Application

Interested firms should submit their technical and financial proposal to procurement@hrrac.af, no later than 15th November 2023.

If you have any technical questions and further clarification, please send email to info@hrrac.af.

1.6 Scope of work / Overall objective

- The audit shall be conducted in accordance with International Standards on Auditing as published by the International Auditing and Assurance Standards Board of the International Federation of Accountants, with special reference to ISA 800 (Revised) (Special Considerations Audits of Financial Statements Prepared in Accordance with Special Purpose Frameworks) and will include such tests and controls as the auditor considers necessary.
- The auditors shall form an opinion on whether the project financial statements fairly reflected the financial position of the project and whether they are prepared, in material aspects, in accordance with the applicable financial reporting framework including the accounting principles followed by the Recipient and the provisions of the Accountable Grant Agreement.
- The audit shall be carried out by and independent chartered/certified or state authorized public accountant (auditor)
- The auditors shall conduct the audit, by selecting a sample size representative of the audit population, to perform test of controls and substantive procedures obtaining sufficient and appropriate evidence giving reasonable assurance that project's financial statements are free from material misstatements.
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- The auditors shall conduct the audit, by selecting a sample size representative of the audit population, to perform test of controls and substantive procedures obtaining sufficient and appropriate evidence giving reasonable assurance that project's financial statements are free from material misstatements.
- The auditors shall report in accordance with the applicable audit standards.
- The Audit report shall include:

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- a) The project name and agreement number.
 - b) Identification of the project's expenses and total income.
 - c) Financial statements
 - d) Expenses reported by the downstream partners.
 - e) The subject of the audit.
 - f) The financial reporting framework applied.
 - g) The auditing standards applied.
 - h) A statement that the auditor has obtained reasonable assurance about whether the financial statements are free from material misstatements.
 - i) The auditor's opinion.
- In addition to the project audit report, the auditor shall submit a management letter (matters for governance attention), which shall contain any findings made during the audit of the project. It shall also list any measures that have been taken because of previous audits and whether such measures have been adequate to deal with reported shortcomings.
 - If any finding has been reported in the project's management letter, the recipients shall prepare a response including an action plan to be submitted to UNESCO together with management letter.
 - The audit requirement stated in this ToR are applicable for the total grant, including any part of the grant that has been transferred to the downstream partner if any.
 - Financial statements should be presented in the currency of the Accountable Grant agreement.

2 Instructions

The financial proposal shall contain the breakdown of the costs proposed for the assignment. The fee proposed shall be subject to withholding tax in accordance with the Income Tax Law of Afghanistan.

2.1 Eligibility criteria of an audit firm

The firm must be able to demonstrate the following criteria:

- Member of an international global network
- Has the license to operate in Afghanistan.
- Past three years' experience in conducting the audit of donor funded projects..
- Experience of working with International NGOs.
- ACCA members or Equivalent staff members.

2.2 Proposal submission guideline

The audit firm must submit a technical and financial proposal. The technical proposal should, at minimum, contain:

- Introduction of the organization
- Organization's capacity
- Relevant experience
- Work methodology tailored for conducting the project audit.

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- Timeline proposed for conducting the audit.
- License to operate in Afghanistan.
- Practicing license of the Partner
- Affiliation of the firm with International Global network.

Financial Proposal

- The audit fee must be quoted in US dollars.
- Terms of payment: Upon completion of the audit including the final audit report.

2.3 Important Points:

- Please quote the Vacancy Number as the Subject of the e-mail when applying.
- Please submit the resume of the responsible individual along with the company license when applying.
- Only shortlisted proposals will be contacted for further assessment.