
Request for Proposal for annual audit of OPHCD FY2023

RFP Reference no. OPHCD-2024-RFP01
Announcement date: February 24, 2024
Proposal Submission Deadline: March 05, 2024

Organization Background

Organization for Promotion of Health & Community Development (OPHCD) is a nongovernmental, non-political and independent organization. OPHCD has been established in 2017 and registered with the NGOs Department of the Ministry of Economy of the with license # 4160 as well as registered with the Ministry of Public Health of the Government of Islamic Republic of Afghanistan with the registration #762. In addition, the organization has membership of Afghanistan National Health cluster, Afghanistan National Nutrition Cluster and ACBAR. OPHCD, as a non-governmental organization striving for well-being of the people through promotion of health, education, WASH, protection and human right, economic stability and sustainable development of the communities with focus on the women and children, drugs users, IDPs and other marginalized group of the society with an equitable manner.

Assignment Objective:

The primary objective of this assignment is to perform organization audit and provide audit reports for the FY2023. Based on the outcome of the audit findings provide necessary recommendations to OPHCD team to further standardize its financial system including policies, procedures and practices.

Scope of the Work:

- Conduct financial audit for all the financial transactions and Final Accounts of OPHCD for the FY 2023
- Examine the documents and records in fair and honest manner and ensure their compliance with financial policy and procedures or otherwise.
- An evaluation of the financial bookkeeping systems in term of reliability, clarity and correctness of the accounting entries and the integrity of the documentation (Receipts and payment documentation)
- An examination as to whether asset management and procedures (purchase, inventory, storage, operational use, disposal and etc.) are in line with internal controlling systems to avoid misusing.
- An examination to make sure the taxation policy has been applied
- Conduct an in-depth analysis of OPHCD existing financial policies, procedures and practices.

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- Identify gaps, areas for improvement, and potential risks in the current policies, procedures and practices.
 - Recommend best practices, industry standards, and applicable legal and regulatory requirements related to internal financial systems.
 - **The auditors should also certify whether:**
 - compliance is in place,
 - The disbursement is made in accordance with the budget and procedures,
 - The disbursements are supported with adequate and proper documentation,
 - Financial Reports are fairly and accurately presented,
 - An appropriate management structure, internal controls and record-keeping systems are maintained and functioning,
 - Asset Register is in place, update and properly maintained by OPHCD
 - The procurement, use, control, and disposal of equipment have been carried out based on policy and procedure and ensures transparency at each procurement stage.
 - Suggest policy recommendation options, HR and PR.
 - Evaluate the effectiveness of the implemented policies and procedures, and recommend necessary adjustments or improvements.
 - In-depth assessment of the Filing, data and documentation system.

Duration of the Assignment:

- One month after the signing of Agreement.

Qualification of the audit firm:

- The audit firm must have registered in Afghanistan.
- The audit firm should have at least five years' experience in auditing national and International Organizations.
- The audit firm must have affiliation of a reputed international professional alliance or network of professional firms.
- The audit firm must have Afghanistan based working office.
- The audit firm staff should have appropriate professional qualifications.

Evaluation of bids:

The evaluation of the bid is quality and cost-based selection, 70% for quality and 30% for the cost. OPHCD will provide the contract to one consultancy firm.

Quality Evaluation (Technical) 1. Technical and Quality evaluation (100 points)

1.1. Institutional Capacity credentials (Maximum 60 points)

- 1.1.1. Company profile, relevant to the TOR
- 1.1.2. Membership of an international audit firm
- 1.1.3. Experience with similar organization.
- 1.1.4. Auditor specific experience and specialization and team organization with their CVs (attached to the offer) for auditing OPHCD.
- 1.1.5. Size of the audit firm's audit staff and the number of personnel who will be working on this audit having certified qualification.

(Each sub theme will be rated between 0-12 points)

1.2. Technical proposal (Maximum 40 points)

- 1.2.1 Audit approach and methodology
- 1.2.2 Audit planning
- 1.2.3. Audit execution
- 1.2.4. Understanding on reporting & deliverables

(Each sub theme will be rated between 0-10 points)

Note: Only consultancy firm who score a minimum of 70/100 in the Technical and Quality Evaluation, qualify for a financial evaluation.

Financial evaluation (Maximum 100 points)

Based on all the price quotations, the lowest quoted price will be given the maximum financial score of 100. The financial scores of other qualified quotations will be computed as follows:
Financial score = 100 x Lowest price/price of relevant quotation.

Final evaluation score

The quotations will be ranked according to the combined Technical and Quality Evaluation plus oral interview, and Financial Evaluation scores using the following weights: T = Technical and Quality evaluation weight, 70%; F = Financial evaluation weight, 30%
Final score = 0.7 * T (Technical score) + 0.3 * F (Financial score)

Award of contract

Award will be made to the consultancy firm whose quotation achieved the highest combined technical and financial score. If the final score is equal between two-consultancy firms, the score of quality will prevail.

How to apply?

The interested audit firms should submit their Technical and Financial proposals in PDF format clearly mentioning “**Technical and Financial Proposals for the OPHCD organizational audit for the FY 2023**” in the subject line through email only.

Proposal submission email address: ophcd.operation@gmail.com

You can send your proposals to the above-mentioned email address and contact us by sending an email for any information you may seek in preparing your bid/quote.