

## REQUEST FOR PROPOSAL (RFP)

### For Auditing Service

Reference No: HRRAC-002/04/2024

Issue Date: April 15, 2024

Closing Date: April 25, 2024

Question Inquiry Submission Deadline: April 25, 2024



## **Section – 1 General:**

Human Rights Research and Advocacy Consortium (HRRAC) is a reputable non-profit organization dedicated to promoting human rights, social justice, and sustainable development in conflict-affected regions. Founded in 2006, HRRAC has been actively involved in advocating for the rights of marginalized communities, particularly women and minority groups, in Afghanistan.

HRRAC has a robust organizational structure comprising dedicated staff members with expertise in human rights research, advocacy, capacity building, and project management. The organization's leadership team brings together individuals with diverse backgrounds and extensive experience in working on issues related to conflict resolution, peacebuilding, gender equality, and community development.

Over the years, HRRAC has built strong partnerships with local stakeholders, including government entities, civil society organizations, community leaders, and international donors. These partnerships have been instrumental in facilitating HRRAC's access to communities and resources, as well as in enhancing the impact and sustainability of its projects.

HRRAC has a proven track record of implementing successful projects in Afghanistan, with a particular focus on promoting human rights, social cohesion, and sustainable peace. HRRAC engages local stakeholders in identifying and addressing pressing issues all over Afghanistan. This enables community members, government officials, civil society organizations, and other key actors to collaborate, share insights, and develop innovative solutions tailored to the unique challenges faced by Afghan communities.

HRRAC has gained valuable insights and identified best practices that inform the design and implementation of its interventions.

HRRAC possesses the requisite organizational capacity to implement projects effectively. The organization's dedicated team of professionals brings together a diverse range of skills and expertise, including research, advocacy, project management, and community engagement.

HRRAC's extensive experience in working in conflict-affected environments, coupled with its deep understanding of the local context in Afghanistan, positions it as a trusted partner for delivering sustainable development solutions. HRRAC's proven track record of successfully implementing projects, coupled with its strong partnerships with local stakeholders, ensures that its projects are implemented with efficiency, accountability, and impact.

## **Overall Objectives**

Auditors shall conduct an audit in accordance with International Standards on Auditing (ISA) to express an opinion on whether the Financial Statements accurately represent the state of HRRAC's affairs as of the statement of financial position date, its financial performance, and its cash flows, in accordance with international financial reporting standards. The objective of the audit is to provide an opinion on the financial statements' accuracy.



## **Section - 2 Checklist:**

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFP.

**Business License:** Please attach your company's valid business license.

**Summary of Relevant Capability, Experience & Past Performance:** Include projects that best illustrate your experience relevant to this (RFP) or similar activities, sorted by decreasing order of completion date. Projects should have been undertaken in the past three years.

## **Section – 3 Scope of Work:**

These terms of reference outline the requirement for the external audit of the financial statements of the Human Rights Research and Advocacy Consortium (HRRAC) for the financial year from January 1, 2023, to December 31, 2023. The audit will adhere to International Standards on Auditing (ISA), ensuring compliance with ethical requirements and aiming to obtain reasonable assurance about the absence of material misstatements in the financial statements. Audit procedures will be tailored based on the auditors' judgment, including risk assessment for material misstatement due to fraud or error. Additionally, the audit will assess the appropriateness of accounting policies and estimates made by management, as well as the overall presentation of the financial statements. Key points include:

- Adherence to ISA in conducting the audit.
- Gathering sufficient audit evidence to substantiate the accuracy of financial statements.
- Reporting any deviations from the standards and procedures outlined.
- Examining the reliability and appropriateness of information technology and related systems.
- Reporting on the adequacy of internal controls impacting the accuracy of financial statements.

## **Reports and Deliverables**

The auditor is tasked with delivering the following reports:

- The annual financial statements, adjusted as necessary, for the period under review, including the Balance Sheet and Profit and Loss Statement.
- The fundamental audit opinion regarding the Financial Statements.
- A detailed list and quantification of all adjustments required to accurately represent the Financial Statements.

## **Timeline**

The total duration of the assignment spans approximately 2 weeks, commencing on May 1, 2024.

## **Required Personnel**

As the audit process entails providing an opinion on the financial statements, it necessitates a comprehensive approach with a qualified team proficient in all relevant areas.

We kindly request the submission of Curriculum Vitae (CVs) of the principals of the firms who will be accountable for delivering the opinions and reports. Additionally, please include the CVs of other personnel proposed for the project. The CVs for audit personnel should encompass details regarding audits conducted by these individuals, including ongoing assignments.

## **Location of the Assignment**

The auditor will be based in Kabul.

## **RFP Submission Guidelines:**

The Request for Proposal (RFP) must be submitted by April 25, 2024, at the latest. Any offers received after this specified time and date will be deemed late and will only be considered at the discretion of HRRAC. Proposals should be sent to [procurement@hrrac.af](mailto:procurement@hrrac.af) and copy [admin@hrrac.af](mailto:admin@hrrac.af).

