



Your Voice Organization (YVO)

Request for Proposal (RFP) for Audit Services

RFP REF#: YVO-2024-01

Issue Date: 13-June-2024

Submission Deadline: 30-June-2024

Contact Information:

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Introduction

Your Voice Organization (YVO) is seeking proposals from qualified audit firms to conduct an audit of its financial statements for the fiscal year 2023. This audit is crucial for ensuring transparency, compliance, and the financial integrity of YVO's operations.

Purpose

The purpose of this RFP is to solicit proposals from experienced audit firms to perform a comprehensive audit of YVO's financial records for the fiscal year ending December 31, 2023. The selected firm will provide an independent opinion on YVO's financial statements, internal controls, and compliance with applicable regulations and donor requirements.

Scope of Work

The selected audit firm will be required to:

1. Conduct an audit for the fiscal year from January 1, 2023, to December 31, 2023.
2. Financial Statements: Audit of the balance sheet, income statement, and cash flow statement.
3. Internal Controls: Evaluate the effectiveness of internal control systems.
4. Compliance: Assess compliance with laws, regulations, and donor requirements.
5. Management Letter: Provide a management letter with findings, recommendations, and management's responses.
6. Meetings: Conduct meetings with the finance team, Admin/Logistic and HR Unit; and management to discuss findings and recommendations.

Deliverables

The audit firm will deliver the following:

1. Audit Report: Comprehensive audit report with an opinion on the financial statements.
2. Management Letter: Letter detailing findings and recommendations for improvement.
3. Compliance Report: Report on compliance with laws, regulations, and donor requirements.
4. Presentation: Presentation of audit findings to YVO's board of directors or YVO SMT.

Submission Requirements

Proposals must include:

1. Company Profile: Overview of the firm, including experience with non-profit organizations.
2. Team Composition: Details of the audit team, including qualifications and experience.
3. Approach and Methodology: Description of the proposed audit approach and methodology.
4. Timeline: Proposed timeline for completing the audit.
5. References: Contact information for at least three references from similar NGOs/INGOs.
6. Cost Proposal: Detailed breakdown of costs for the audit services, including any additional expenses.

Evaluation Criteria

Proposals will be evaluated based on:

1. Experience and Qualifications: Relevant experience in auditing non-profits.
2. Approach and Methodology: Suitability and clarity of the proposed audit approach.
3. Team Composition: Qualifications and experience of the audit team.
4. References: Feedback from provided references.
5. Cost: Cost-effectiveness and transparency of the proposal.

Submission Instructions

Proposals must be submitted by 30/June/2024 to: Email: yourvo.org@gmail.com

For inquiries, please contact:

Name: Turab Khan

Email: turabkhan321@yahoo.com / turabkhan@yvo.org.af

Phone: +93783006049

Disclaimer

- YVO reserves the right to reject any or all proposals and to negotiate terms and conditions.

- This RFP does not constitute a commitment to award a contract. YVO is not liable for any costs incurred by bidders in the preparation and submission of proposals.
- All submitted proposals will be considered confidential and will not be returned.