

Call for Application for the Provision of External Auditing

Deadline for Submissions: 8th July 2024

Environmental Protection Trainings and Development Organization
(EPTDO)

Tender Title: Provision of External Auditing Services for the Financial Year 2023

Tender NO: RFP/001/EPTDO/2024

Announcement Opening Date: 27-June-2024

Announcement Closing Date: 8-July-2024

Tender Type: Request for Proposal (RFP)

Tender by: Environmental Protection, Trainings and Development Organization (EPTDO) is a non-governmental, non-political, and non-profit organization (NGO) that exclusively focuses on climate change adaptation and mitigation, environmental safety, livelihood and agriculture development, gender equality and inclusion, biodiversity conservation, achieving net-zero carbon emissions, climate change education, and addressing ecological issues. Based on the Afghanistan Non-Governmental Organizations (NGOs) law, the EPTDO organization was officially registered in 2020 with the Ministry of Economy of Afghanistan as a non-profit and tax-exempt NGO.

Tender Information:

Scope of Work

The contractor needs to audit the EPTDO Organization's financial documents for a small grant project and the financial year of 2023. This may include all financial transactions and procurement practices to prepare an external audit report for the donor. The contractor will consider all national and international policies and rules in the audit reports. The company will be requested to complete the audit in the duration of less than one month.

The bidder shall prepare the pre-qualification documents including but not limited to the following:

➤ General introduction

- A. Company/firm Profile
- B. Description of your audit capacity in accordance with International Financial Reporting Standards (IFRS) in the NGO and development sector
- C. Scope of Business of the Company/firm
- D. Qualification Certificate
- E. Work plan for audit – If possible
- F. Financial Proposal (any format but descriptive)

➤ Registration Documents

- A. Copy of current Business License (front & back)

- B. Copy of Nationality Proof of owners/partners
- C. Tax Clearance Report (for local company)

➤ Historical performance of relevant services in the last 3-5 years and at least 3 names of your clients for reference that you have audited.

Key responsibilities:

The bidder is responsible for carrying out, but not limited to, the following tasks:

1. Conduct a comprehensive financial audit of EPTDO's accounts and financial transactions for the 2023 fiscal year, including but not limited to:
 - Review of all financial records, books of accounts, and supporting documents
 - Verification of cash balances, bank reconciliations, and petty cash transactions
 - Examination of procurement processes, contracts, and asset management
 - Assessment of internal controls and accounting systems
2. **Prepare an external audit report that includes:**
 - Opinion on the accuracy and fairness of EPTDO's financial statements
 - Findings on the organization's compliance with relevant laws, regulations, and donor requirements
 - Recommendations for improvements to financial management and internal controls
3. Provide a management letter highlighting key issues identified during the audit and suggesting corrective actions.
4. Present the audit findings and recommendations to EPTDO's management and board of directors.
5. Ensure that the audit is conducted in accordance with International Standards on Auditing (ISA) and any other applicable standards and regulations.
6. Maintain strict confidentiality of all information and documents accessed during the audit process.
7. Complete the audit and submit the final report within the agreed timeline.
8. Be available for any follow-up discussions or clarifications required by EPTDO or the donor agency.

Submissions:

Please submit all mentioned documents with financial descriptive proposal in any format with signed and stamped letter of interest in the company letterhead to email info@eptdo-evn.org and keep CC eptdo.ngo@gmail.com and aliabdulali2018@gmail.com with Tender Number and Tender Name in the title of email subject before Afghanistan time 4:00 PM on July 8, 2024.