



Request for Proposal (RFP)

Audit Services for the UNDP Project RFP

Title: Audit Services for Afghanistan Young Greens Organization (AYGO) Project Funded by UNDP

RFP Issue Date: September 21, 2024

Proposal Submission Deadline: October 08, 2024

Introduction

The Afghanistan Young Greens (AYG) was established and registered in 2013 as a non-political, non-profit, and non-governmental Afghan youth-led organization. The main goal of AYG is to advocate and lobby with all the relevant governmental and non-governmental stakeholders to systematically address and mainstream the youths and environmental issues into their policies, programs, and to design and implement short-term, medium-term and long-term strategies and programs for promotion of environmental issues and for growth and expansion of talents, skills and potential of young women and men in economic, social, cultural and political affairs of the country.

Scope of Work

The selected audit firm will be responsible for auditing the financial statements and relevant documentation of the AYGO project funded by UNDP for the period of January 1, 2024, to August 31, 2024. The audit will be conducted at the AYGO office in Kabul, where all project records and documentation are maintained.

The audit must include:

- Verification of financial statements, including expenses, vouchers, and bank statements.
- Review of the cash-based accounting system utilized by AYGO.
- Ensuring compliance with UNDP financial reporting standards and organizational policies.
- Review project implementation expenses, with total expenditures amounting to USD 50,000.
- Verify supporting documents such as contracts, bank statements, and invoices.
- Evaluation of internal control systems and risk management practices.

Deliverables

The audit firm will be required to provide the following:

1. A comprehensive audit report covering the financial period from January 1, 2024, to August 31, 2024.
2. Recommendations for improving internal financial controls and processes (if applicable).
3. A detailed management letter summarizing key findings and areas for improvement.

Timeline

- The audit must be completed within 3 weeks from the start of the audit.
 - The final audit report should be submitted no later than October 20, 2024. Eligibility Requirements
- Interested audit firms must meet the following criteria:
- Be registered and licensed to provide audit services in Afghanistan.
 - Have at least 4 years of experience in auditing development projects, preferably those funded by international organizations such as UNDP.



- Demonstrate a proven track record of conducting audits in compliance with international financial reporting standards.

Proposal Submission Requirements

Interested audit firms should submit a proposal that includes

1. **Company Profile:** A brief introduction to the audit firm, including its experience, team qualifications, and relevant certifications.
2. **Technical Proposal:** A detailed approach and methodology for conducting the audit.
3. **Financial Proposal:** A detailed cost breakdown for the audit, including all expenses.
4. **Timeline:** A proposed audit schedule in line with the scope of work.
5. **References:** At least two references from organizations for which the audit firm has completed similar work.

Submission Deadline

All proposals must be submitted via email to (Admin.hr@ayg-af.org) no later than October 08, 2024. Late submissions will not be considered.

Subject: AYG External Audit RFP Announcement