

Request for Proposal (RFP)

For the Project Audit of "Strengthening Access to Formal Justice Through Advocacy and Public Participation"

Issued by: Society Empowerment Organization (SEO)

Funded by: International Development Law Organization (IDLO)

Date: For the period from 01, October-2023 to 31, December, 2024.

1. Introduction and Background

Society Empowerment Organization (SEO) is implementing the project titled "Strengthening Access to Formal Justice Through Advocacy and Public Participation" with funding from the International Development Law Organization (IDLO). The project is currently running in five provinces of Afghanistan: Kabul, Herat, Nangarhar, Bamyan, and Balkh.

The project aims to enhance access to justice through advocacy and public participation, thereby contributing to the strengthening of the formal justice system in Afghanistan.

2. Objective of the Audit

The purpose of this audit is to provide an independent review and evaluation of the financial activities and performance of the project "Strengthening Access to Formal Justice Through Advocacy and Public Participation" to ensure that the funds have been utilized in accordance with the project's objectives and donor requirements.

The audit will focus on:

- Financial statements for the duration of the project
 - Adherence to project budgets and expenditures
 - Compliance with donor regulations
 - Effectiveness and efficiency in the use of project funds
 - Internal controls related to financial management
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3. Scope of Work

The audit will cover the entire project implementation period from [December 20, 2024] to [January 05, 2025], focusing on the following areas:

- Review and audit of financial records and documents related to the project in all five provinces (Kabul, Herat, Nangarhar, Bamyan, Balkh).
 - Examination of the allocation and disbursement of project funds in accordance with the approved budget.
 - Assessment of internal controls and financial management systems.
 - Verification of compliance with the terms and conditions of the donor agreement with IDLO.
 - Assessment of project financial reporting accuracy.
 - Identification of any discrepancies, irregularities, or areas for improvement.
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4. Deliverables

The successful bidder will provide the following deliverables:

- An audit report with a clear and concise summary of findings and recommendations.
 - A detailed financial statement including all income and expenditures related to the project.
 - Any identified non-compliance issues and recommended corrective actions.
 - Recommendations for improving financial management and internal controls.
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5. Eligibility Criteria

To be eligible for consideration, the bidding audit firms must meet the following criteria:

- Be a recognized international audit firm with a proven track record in auditing donor-funded projects, particularly in development or legal sectors.
 - Experience with audits of non-profit organizations or projects funded by international donors.
 - Availability of qualified and experienced audit staff with expertise in auditing in Afghanistan.
 - Ability to travel to the project sites in Kabul, Herat, Nangarhar, Bamyan, and Balkh.
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6. Submission Requirements

The proposal should include the following documents:

1. **Technical Proposal:**

- Approach and methodology for conducting the audit.
 - Detailed work plan and timeline for completing the audit.
 - Key personnel to be involved in the audit, including their qualifications and experience.
 - Previous experience in auditing similar projects, especially for international organizations or NGOs.
 - Understanding of the project and donor requirements.
2. **Financial Proposal:**
- Detailed cost breakdown for the audit, including all expenses (travel, accommodation, professional fees, etc.).
3. **Audit Firm Profile:**
- Overview of the audit firm, including company history, organizational structure, and relevant experience.
4. **References:**
- At least two references from similar projects or clients.
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7. Deadline for Submission

The deadline for submitting the proposal is December 12, 2025. Late submissions will not be considered.

8. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical approach and methodology (40%)
 - Experience and qualifications of the audit firm and key personnel (30%)
 - Cost-effectiveness of the financial proposal (20%)
 - Relevant experience with similar projects (10%)
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9. Submission Instructions

Interested applicants should deliver their application package to the following address:

Address: PD-4, Kolula Pushta 5th Road, House# 58, opposite to Cordaid Afghanistan Country Office, Kabul, Afghanistan

For further information, please contact: **(0093)-799200342**
