



**Emerging Leaders Consulting Services**  
**Operation Department**  
**Finance and Accounts Section**  
**Request for Quotation**  
**Audit Services for the Fiscal years 2023-24**

**1. Background to Emerging Leaders Consulting Services (ELCS):**

Emerging Leaders Consulting Services (ELCS) is a dynamic research and business consulting firm, differentiated by experience, business integrity and innovation. ELCS scope of engagement spans across several sectors, namely public health, education, private sector development, conflict and humanitarian emergencies and environment. Since establishment in 2008, ELCS has worked with over 50 international organizations, development partners, diplomatic missions and private sector institution across seven sectors delivering small projects. ELCS specialized competencies include, program design and management, research and survey design, monitoring and evaluation, human and institutional development and implementation science.

**2. Purpose of Consultancy**

The purpose of this call for RFQ is to solicit quotation from established Audit companies to conduct an external audit of ELCS fiscal year 2023-24 and to provide an independent opinion regarding ELCS financial statements, internal quality control processes, compliance measures including implementation of applicable policies, procedures both from ELCS and from the funding agencies.

**3. Scope of Work/Description of the Services:**

ELCS requires the service of an experienced Audit Company to undertake the financial audit of the fiscal year 2023-24. The assignment will involve, a review of ELCS policies and procedures, the financial and accounts system, financial reports, financial statements and other supporting documents pertaining to ELCS operations for the mentioned period. The Audit firm will review, appraise ELCS statements of accounts for the period beginning April 2023 to end of December 2024 and provider expert opinion regarding the financial position of the Company. They Audit company will present their recommendations in the form of a management letter to ELCS. More specifically, the selected Audit firm will:

- Prepare and present methodology and work plan to undertake the assignment
- Organize kick off meeting with ELCS team including designated staff who would lead facilitation of the audit process
- Discuss methodology and work plan with ELCS team and agree on a specific timeline for the assignment
- In close collaboration with ELCS team, map and compile set of required documents in support of the Audit process
- Conduct on site visit to undertake review of ELCS financial and accounts systems and ensure the system complies with internal financial reporting system standards
- Review ELCS finance and accounting system and determine their effectiveness and alignment with local applicable laws and regulations

- Review of ELCS financial statements covering the period April 2023 to Dec 2024
- Review of financial supporting documents for completeness and accuracy and validate figures presented in support of expenses made during the fiscal year
- Assess established internal control measures at ELCS including its effectiveness and efficiency in support of the financial system
- Assess degree of ELCS compliance against donor policies and that of the company internal compliance measures
- Present views and opinion pertaining to ELCS financial system and statements
- Provide management letter including specific findings and recommendations pertaining to ELCS for the Company's consideration
- Organize meeting with ELCS management and the operations team to discuss the findings including recommendations for action
- Present Audit report for the fiscal year 2023 and 2024

#### 4. Deliverables

The Audit Company will be responsible to complete the following deliverables:

- a. Present a work plan outlining key activities pertaining to the audit including timelines
- b. Present methodology and approach for undertaking the audit
- c. Introduce the team who will be involved in the audit process
- d. Prepare audit report for ELCS including opinion on ELCS financial statements
- e. Management Letter that highlights key findings from the Audit process and the set of recommendations
- f. Compliance report that outlines ELCS compliance to applicable laws and regulations including that of the donors
- g. A Presentation to ELCS Senior management pertaining to the findings of the Audit

#### 5. Submission Guidelines:

Quotations must be submitted electronically in PDF format only and in English to [admin@elcs-af.com](mailto:admin@elcs-af.com) on or before **5:00 PM Kabul Time on 20<sup>th</sup> December 2024** with subject line “**AFG-ELCS-AUDIT-004**”. Any quotation received in other format other than PDF or received after the specified deadline will not be considered for review and evaluation. It shall remain the bidders' responsibility to ensure that your quotation must reach the specified above email address on or before the set deadline. ELCS will not be responsible for any cost associated with preparation of the quotation. When preparing your quotation, please state the prices in Afghani currency as applicable. The quotation must be submitted in the English language, duly signed and stamped in company letterhead.

#### Requirements and Conditions:

Please consider the following requirements and conditions when preparing your quotation:

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|--|---|
| <b>Service Location:</b>                         | Kabul   |
| <b>Preferred Quotation Currency:</b>             | Local Afghani Currency  |
| <b>Documents to be Submitted with Quotation:</b> | <ul style="list-style-type: none"> <li>• Business Registration Certificate</li> <li>• Company Profile</li> <li>• Experience of a Minimum of 7 Years in the Audit Service</li> <li>• Three References from Previous Audit Services to Clients</li> <li>• Copy of Recent Contract from Previous Auditing Services Provided to a Client</li> </ul> |
| <b>Partial Quotes:</b>                           | Not Permitted   |

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|-------------------------------|---|
| <b>Payment Terms:</b>         | Upon Successful Delivery of Service and Approval of Invoice by ELCS Finance and Operations Department |
| <b>Payment Type:</b>          | Bank Transfer   |
| <b>Evaluation Criteria:</b>   | Technical Responsiveness<br>Lowest Price<br>Relevant Past Experience and Performance                  |
| <b>Award Type:</b>            | ELCS may award to one company who meets the requirements  |
| <b>Contact for Enquiries:</b> | <a href="mailto:admin@elcs-af.com">admin@elcs-af.com</a>  |