



# HELPING HANDS FOR WOMEN ORGANIZATION REQUEST FOR PROPOSALS

HELPING HANDS FOR WOMEN ORGANIZATION

HHWO - House # 76, 3 str Taimani (Old) PD# 10, Kabul Afghanistan

## **RFP for Organization Audit for the year 2024**

### Request for Proposal

Reference: RFP No. HHWO-RFP-002	Date: 1/1/2024
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Dear Sir/Madam,

Helping Hands for Women Organization (HHWO) kindly requests your Company/Organization to submit a Proposal for the provision of RFP for Organization Audit 2024.

#### **About HHWO:**

HHWO – Helping Hands for Women Organization, is a humanitarian non-profit, non-governmental, non-political, and non-partisan, national organization founded by its ardent founders in 2014. HHWO is registered in the Ministry of Economy (MOEC) with the registration number (#3291) dated 28-09-2014.

At HHWO, we seek to build a future in which all Afghans - regardless of their gender, age, race, ethnicity, or religion - experience a life of dignity and comfort, free from hunger, poverty, ignorance, illiteracy, violence, and backwardness.

Our overall mission is to eliminate hunger, reduce poverty, provide and promote access to health care and education, provide access to clean water, sanitation, and hygiene (WASH), promote gender equality, and provide child protection services to vulnerable and underprivileged children by emphasizing their education, nutrition, health, and participation in sports. We also put a lot of effort into developing the skills of both men and women, increasing their social and legal awareness, assisting them in becoming equal partners, active citizens, and key decision-makers, allowing them to assume leadership positions, addressing women's needs, and advocating for local issues through which the vulnerable groups can assert their dignity and pursue human rights and peace.

#### **Objectives**

The primary objective of this RFP is to perform organizational audits and provide audit reports for the projects implemented and ongoing during 2024. Based on the audit findings, provide necessary recommendations to the HHWO team to further standardize its financial system, including policies, procedures, and practices.

#### **Scope of Work**

- Conduct a financial audit for all the funds received from various donors for the fiscal year 2024.
- Conduct an in-depth analysis of our existing financial policies, procedures, and practices currently in place with HHWO.
- Identify gaps, areas for improvement, and potential risks in the current policies, procedures, and practices.
- Recommend best practices, industry standards, and applicable legal and regulatory requirements related to internal financial systems.
- Suggest policy recommendation options, HR, and PR.
- Evaluate the effectiveness of the implemented policies and procedures, and recommend necessary adjustments or improvements.
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## **Deliverables**

- Separate Independent Auditor Reports on Financial statements for the year 2024.
- Management Letter
- A comprehensive review report of the existing financial policies and procedures, including identified gaps and areas for improvement.
- Any other document required under International Standards on Auditing (ISA)

## **Qualification of the Audit Firm**

The audit firms, who have experience in external auditing of National / International organizations. Other qualifications related to the proponent are:

1. Must have a valid updated license issued by the Ministry of Industry and Commerce.
2. Must have affiliation within the top 20 international network of Auditors in the year 2024.
3. Must have at least two years of working experience within Afghanistan.
4. The audit firm must have an Afghanistan-based working office.

**Delivery of reports:** Auditing duration no longer than 15 days starting immediately after the agreement is signed dually.

## **Submission**

The interested audit firms should submit their Technical and Financial proposals in PDF format mentioning **“Technical and Financial Proposals for the HHWO organizational audit for the year 2024”** in the subject line through email only. Attach the updated valid business license obtained from the Ministry of Industry and Commerce (MIC) along with the technical and financial proposals.

Submission email is [Operations@hhwo.org](mailto:Operations@hhwo.org)

**Announcement period:** 02.1.2025 –16.1.2025 PM. Offers received after the above-mentioned deadline shall not be considered.

## Vendors Application Form

Application No.

Date:

Company Information			
Company Name:	License No:	Issue Date:	
Business Type:	TIN:	Expiry Date:	
Bank Account No.	Bank Name:	A/C Name:	
Company E-mail:	Telephone:		
Business Address:			
House / Apartment No.	Street/Block No.	District:	Province
Company Owner's Information			
Director's / Representative Name:	F/Name:	National ID#:	
Director's / Representative Phone No.			
Director's / Representative Signature:			

lease fill the form completely and correctly.

لطفاً فورم ذیل را مکمل و دقیق خه پوری نمائید.

Prepared by	Reviewed by	Approved by
Adib Yusufi	Parviz Omarzai	Qeyamuddin Bahram
Procurement and HR Officer	Head of Operation	Managing Director
Signature	Signature	Signature