



Request for Proposal (RFP) for WPSO Annual and Project Audits

Organization: Wellness Prosperity and Socio-Empowerment Organization (WPSO)

Reference: WPSO/Audit 2024

Date of Issue: January 15, 2025

Deadline for Submission of Tenders: 4:00 PM, January 30, 2025

1. WPSO Introduction

Wellness Prosperity and Socio-Empowerment Organization (WPSO) is a non-profit organization registered with the Ministry of Economy under registration #3688, working nationally in Afghanistan. WPSO aims to promote well-being, prosperity, and socio-economic empowerment for vulnerable communities.

2. Scope of Services

The appointed firm will be responsible for conducting external audits for WPSO, which include both the **Annual Audit and a Separate Project Audit**. The audits must be carried out in accordance with international standards, donor guidelines, and Generally Accepted Accounting Principles (GAAP) or International Financial Reporting Standards (IFRS).

2.1 Annual Audit

- Audit Period: January 1, 2024, to December 31, 2024
- Audit Requirements:
 - a. Statutory audit of WPSO's financial statements for the specified year.
 - b. Evaluation of whether funds have been used in accordance with the conditions outlined in the grant agreements, emphasizing economy, efficiency, and purpose-specific use.
 - c. Verification that all necessary supporting documents, records, and accounts are maintained according to donor and statutory requirements.
 - d. Ensure compliance with the financial guidelines of any donor-funded programs and projects.

2.2 Project Audit for Grant Funded Program (Separate)

- Project Name: WYAPC
- Grant Amount: 224,151 USD
- Project Duration: August 1, 2023, to January 31, 2025
- Audit Period: For the period ending January 31, 2025, specifically for the project.

The project audit will be conducted separately from the annual audit and must comply with the donor's requirements:

- The financial reports (interim and final) must be examined by a professional auditor.
- The audit should verify that the grant funds have been utilized as per the donor contract and in line with GAAP or IFRS.
- The auditor cannot be the same person who signed the financial reports or another authorized individual. The auditor should be independent and approved as per the donor's guidelines.
- The audit will also assess the economy, efficiency, and purpose-specific use of the grant funds.

3. Deliverables

The audit firm will be required to submit the following deliverables:

- For the Annual Audit:
 - Draft Final Report (to be submitted by Feb 28, 2025)
 - A formal Management Letter highlighting areas requiring attention.
 - Final Financial Audit Report for WPSO for the year ending December 31, 2024.
 - Invoice with detailed bank account information for payment.
 - One original signed copy of the final audit report.
- For the Project Audit:
 - Draft Final Report (to be submitted by February 15, 2025)
 - Final Audit Report for the project, including interim financial reports.
 - Independent Auditor's Opinion on the project's financial statements and compliance with donor terms.

4. Shortlisting and Evaluation Criteria

The evaluation of proposals will consider the following:

- Price and Budget: Competitive and transparent pricing.
- Relevant Experience: Experience in auditing similar non-profit organizations and donor-funded projects.
- References: Two references from similar organizations that have received similar services in the past two years.
- Reputation: The firm's reputation in the market and within the auditing profession.

5. Confidentiality and Conflicts of Interest

- The selected firm must adhere to strict confidentiality regarding all information obtained during the audit process. Any conflict of interest must be disclosed.
- Auditing firms with direct ties to WPSO board members or staff are ineligible to apply.

6. Form of Tender - Information to be provided

To be considered for this tender, your proposal must include the following:

- Firm Profile:
 - A detailed description of your firm's services, including experience with similar non-profit organizations.
 - A list of qualifications and certifications of the proposed engagement partner, including evidence of professional membership.
 - Firm's organizational structure and staff qualifications.
 - Evidence of being part of an international audit network (top 10 networks preferred).
- Experience:
 - Specific details of experience in conducting audits for similar organizations, particularly in donor-funded projects.
 - CVs of key personnel who will perform the audit work.
- Quality and Standards:
 - Description of quality control procedures and performance standards followed by the firm.
- Cost Breakdown:
 - An itemized cost breakdown, including all applicable taxes under Afghan law (www.mof.af).
 - An indication of expected fees for subsequent years or additional projects.

7. Submission Procedure

- Deadline for Submission: 4:00 PM, January 30, 2025
- Submission Address: House No 24, St. Masjid Herati, District 4, Share Naw, Kabul, Afghanistan.
Or via email: info@wpsa-afg.org
- Contact Information:
 - Email: snasery@wpsa-afg.org
 - Phone: +93786482106
 - Website: www.wpsa-afg.org
- No tender will be considered if received after the deadline.
- Envelopes should be marked as:
Proposal for WPSO Annual and Project Audit Services.

8. Additional Notes

- WPSO reserves the right to negotiate fees and terms based on the proposals submitted.
- The successful firm will be expected to begin work immediately upon the awarding of the contract.

Disclaimer

WPSO is not bound contractually or in any other way to any Proponent to this request for proposal/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for proposals/bids. The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

If you agree on the above Terms of Reference to conduct the audit as described above, please sign with seal and date:

Name of the Firm _____

Authorized Signature: _____

Date: _____