

**Provision of Project (Grant) Audit Services
Request for Proposal**

Timetable and Key Dates

Release Date	04.03.2019
RFP Close	11/03/2019
Presentation	Christian Blind Mission e.V Buluk Eye Care 400 Meters South Ministry of Petroleum Juba South Sudan
Procurement Committee Report	12.03.2019
Notification	15.03.2019
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CONFIDENTIALITY UNDERTAKING

By accepting to take part in this Request for Proposal process and retaining this documentation your firm and employees, consultants, contractors who participate in this Request for Proposal process agree to keep Confidential all information imparted to you in relation to this Request for Proposal process, not to disclose it to third parties and not to use it for any other purpose other than to respond to this Request for Proposal process.

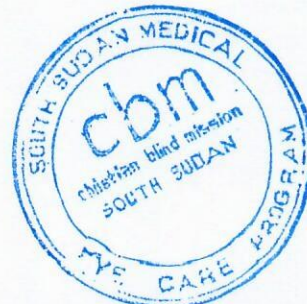


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1. Christian Blind Mission e.V Background

1.1 Introduction

Christian Blind Mission e.V is an international Christian development organization whose primary purpose is to improve the quality of life of the world's poorest persons with disabilities and those at risk of disability.

Christian Blind Mission e.V works with partner organizations in low income countries to both develop and ensure that persons with disabilities and their families have ready access to affordable and comprehensive health care and rehabilitation programmes, quality education programs and livelihood opportunities.

Working with persons with disabilities, Christian Blind Mission e.V advocates for their inclusion in all aspects of society, and for the inclusion of disability in international cooperation.

Refer to www.cbm.org for more details

1.2 Scope of operations

Christian Blind Mission e.V in the Republic of South Sudan is located in Juba and oversees 4 local partnerships in South Sudan through which services for people with disabilities are provided.

In addition to project planning, monitoring and evaluation the South Sudan coordination office provides administrative and logistical support for the project partners and supervises the performance of CBM employees.

Christian Blind Mission e.V in South Sudan received funding worth 118,194 USD from the Japanese Embassy in South Sudan to implement the project: Strengthening Delivery of Eye-Care Surgeries in South Sudan. The funding supported the construction of an in-patient ward at Buluk Eye Care. The construction has recently been completed pending handover to the beneficiary Buluk Eye Care of the Ministry of Health Jubek State and audit of the project.

1.3 Regulated Environment

Christian Blind Mission e.V in South Sudan is regulated by South Sudan Law specifically the NGO Coordination Act and other legal regulations.



2. Response Form

Christian Blind Mission e.V wishes to recruit an audit firm to audit the financial statements for one its project, Buluk Eye Care: Strengthening Delivery of Eye-Care Surgeries in Equatoria State South Sudan. A project funded by the Japanese Embassy in South Sudan.

Instruction to Proposer: Christian Blind Mission e.V in South Sudan wishes to receive sufficient information for evaluation of your firm's proposal. However, please do not provide unnecessary or excessive information, as this will delay the evaluation process and may ultimately lead to your exclusion from evaluation.

2.1 Executive Summary

Instruction to Proposer: Please provide a brief summary of how your proposal benefits Christian Blind Mission e.V in South Sudan in relation to your provision of audit services (maximum 2 pages).

2.2 Supplier's Details

Instruction to Proposer: Please complete the table below.

Christian Blind Mission e.V requires understanding of the commercial structure and entity with which it is entering into an arrangement for the provision of audit services.

Particulars	Response
1. Registered company name	
2. Trading name (if applicable)	
3. Type of company ownership	
4. Company structure	
5. Relevant National / International Affiliations and nature of those Relationships	
6. Date & place of incorporation	
7. Trade Register Number	
8. VAT Number	
9. Registered Organization address	
10. Organization address of team to support this Audit Services	
11. Postal address	



12. Telephone no.	
13. Key company contact person's E-mail Address	
14. Key company contact person's name	
15. Key company contact person's mobile no.	

2.3 Industry and Related Experience

Instruction to Proposer: Please complete the table below.

Christian Blind Mission e.V wishes to assess the existing knowledge and experience of the firm and the proposed team members who will undertake the Audit Service and your management processes to ensure an efficient and effective process at our Juba offices in South Sudan.

Particulars	Response
1. Please provide relevant details on your firm's auditing experience for the Non-for-Profit / Charity sector in general.	
2. Please provide relevant details of the experience of the proposed team members in the Non-for-Profit / Charity sector including Partner, Director, Senior Manager, Manager and Consultant – or equivalent levels).	
3. Please discuss how your firm can bring additional knowledge and expertise to Christian Blind Mission e.V in South Sudan to ensure the integrity of our Organization.	
4. Please provide a brief on the entire process of how you intend to conduct the audit.	
5. Please provide any additional information to assist	



Christoffel Blinden Mission e.V in South Sudan review your experience, expertise and capability.	
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2.4 Approach to the Audit

Instruction to Proposer: Please complete the table below.

Christoffel Blinden Mission e.V in South Sudan wishes to assess the methodology to undertake the audit and your approach to ensure the integrity of the process.

Particulars	Response
1. Please outline the Methodology that you would propose for this audit including indicative timetable.	
2. Please outline the major risks that you would consider requiring detailed focus when undertaking the audit	
3. Please discuss your strategy for communication with Senior Management including but not limited to the use of video conference, attendance at meetings at CBM Coordination Office and CBM Nairobi Regional Office, other mechanisms / tools.	

2.5 Engagement Process and Commercial Arrangements

Instruction to Proposer: Please complete the table below.

Christian Blind Mission e.V wishes to ensure that the audit services has the appropriate "Engagement and Commercial Arrangement" to reflect value for money.

Particulars	Response
1. Please provide a copy of your proposed engagement letter and proposed terms and conditions of the audit service	
2. Please outline your fee (excluding VAT)	




2.6 Referees

Instruction to Proposer: Please complete the table below.

Christian Blind Mission e.V wishes to retain the right to independently verify the expertise and relationships of our service providers as proposed in your response.

Particulars	Response
1. Please provide at least 3 referees, which should include the contact details of the relevant senior executives of your clients in the Non-for profit sector	

2.7 Other Matters

Instruction to Proposer: Please complete the table below.

Christian Blind Mission e.V wishes to identify any other matters to be considered and your compliance with the Conditions of this RFP.

Particulars	Response
Are there any other matters which have not been covered in previous sections that you believe need to be discussed and have taken into consideration when your proposal is evaluated.	

3. RFP Terms and Conditions

3.1 Timetable

The timetable for this Request for Proposal is stated on the Cover Sheet.

3.2 Evaluation Criteria

The following outlines the high level evaluation criteria to be used to assess the proposals. These criteria are not fully detailed and not in any priority or order of importance:

- Technical capability of the firm to undertake the audit with pre-existing knowledge and experience of the Non-for-profit sector;
- Technical capability and experience of the team members assigned to the Audit, with pre-existing knowledge and experience of the Non-for-profit sector.
- Proven capability for effective communication at all levels within Christian Blind Mission e.V in South Sudan



- Proven ability to undertake the Audit within the agreed timetable;
- Fee and service delivery model to Christian Blind Mission e.V in South Sudan

3.3 Evaluation Committee

The committee will be constituted in line with Christian Blind Mission e.V in South Sudan procurement practice and conditions of evaluation.

