

REQUEST FOR PROPOSAL (RFP) FOR INTERNAL AUDIT SERVICES

Date: 11/12/2021

A. OVERVIEW

Eye Media is requesting proposals from certified, reputable, and registered accounting firms with experience providing internal audit services to nonprofit organizations.

Eye Media is a South Sudanese non-profit organization registered in 2012 to manage Eye Radio 98.6 FM in Juba, South Sudan. Eye Media's strategic vision is to develop into a self-sustaining independent media development organization serving South Sudan and beyond. Eye Media raises funds mainly from donors to operate Eye Radio FM station in Juba and its repeater network across major population centers in South Sudan.

Eye Radio is the first South Sudan's independent broadcast provider of news and information. Eye Radio has and continues to provide the people of South Sudan with credible news and information since its inception over 15 years ago. Eye Radio was originally known as Sudan Radio Service (SRS) founded in 2003 to inform the public on matters relating to the implementation of the Comprehensive Peace Agreement (CPA), to provide balanced news and information on issues of civic education, health, agriculture, education, culture, and gender, and to build the capacity of South Sudanese journalists. Eye Radio produces detailed, objective news and information, programs with content related to education, health, agriculture, and other important issues, as well as music, sports, and entertainment. It is on air 24 hours a day, 7 days a week, broadcasting from its studios and FM transmitter in Juba.

Since late 2013, Eye Media has been implementing the Internews Subgrant SG-R-5S1301-3, under prime USAID Cooperative Agreement AID-668-A-13-00005, Strengthening Free and Independent Media in South Sudan (i-STREAM).

B. OBJECTIVE OF INTERNAL AUDIT

The primary objective of the internal audit is to provide Eye Media leadership (board of trustees and the management team) with the highest level of independent assurance and recommendations related to the effectiveness of internal controls, governance, and risk management processes.

Unlike the external financial audit which focuses primarily on financial reporting, this internal should take a broader risk assessment process which places less weight on the financial materiality of the audit area and focuses more on the holistic impact a risk event could have on Eye Media's operation.

More specifically, the internal audit will test the adequacy and effectiveness of Eye Media in mitigating risks that could potentially face the organization.

C. AUDIT SCOPE AND TIMING

- Check compliance with the organization's processes and procedures covering the following areas
 - ✓ Accounting records
 - ✓ Internal control processes and checklist
 - ✓ Financial reporting
 - ✓ Monitoring
- Review and evaluate organization-wide risk with the potential to impact the organization
- Develop an audit plan to review the processes and controls already in place around the high-risk areas identified
- Identify any deficiencies in processes and systems
- Preparation of internal audit report that provides findings and recommendations to help improve controls, processes, procedures
- Review the draft internal audit report with management to ensure the accuracy of the findings
- Provide reasonable assurance that:
 - ✓ Eye Media's accounts show a complete and accurate record of transactions
 - ✓ Eye Media conducts its business in an orderly and efficient manner
 - ✓ Eye Media's assets are properly safeguarded
 - ✓ Financial information can be prepared in a timely manner
 - ✓ Eye Media's management policies are adhered to
 - ✓ Fraud can be prevented
- Advice and support management in improving the systems and controls for instances where the internal auditor identified deficiencies
- Provide the board of trustees and management with a value-added service where flaws in processes and systems may be detected and corrected prior to external audits
- Perform remediation procedures to ensure internal audit recommendations have been implemented effectively in addressing any risks or control deficiencies
- Issue the final internal audit report
- Availability to answer questions throughout the entire year.
- We have planned the fieldwork for the internal audit to begin on 11/29/2021 and we would expect the delivery of the internal audit report by 12/15/2021.

D. PROPOSAL SPECIFICATIONS

Please provide the following information in your proposal. Since we will be comparing the qualifications of several firms, please provide the information in the order requested.

1. Provide a description of your firm. (Size of staff, number of professionals, industries served, etc.)
2. Describe engagements your firm currently conducts in the nonprofit sector. Include a list of nonprofit clients that you believe are comparable to our organization in size, mission focus, and complexity.
3. Describe the level of experience of the individuals who would be assigned to this assignment
4. Describe your firm's basic approach to performing an internal audit and the resulting advantages that will accrue to our agency. Include a description of the activities undertaken by your firm to promote/ensure internal audit quality.
5. Describe the extent to which our organization's personnel will be expected to contribute to the work effort.
6. Describe any existing or potential relationships between your firm and our agency and any employee or officer of the agency that could affect your independence and objectivity because of an actual or perceived conflict of interest.
7. Please include your peer review report with your proposal.

E. SCHEDULING AND STAFFING OF ENGAGEMENT

1. Identify the engagement team which would be performing our internal audit and include their qualifications and experience
2. Indicate the expected timing and completion of the audit and the expected delivery of the internal audit report

F. FEES

Provide information regarding your internal audit fees for this engagement.

G. OTHER INFORMATION

1. Please give any additional information, not specifically requested, considered essential to your proposal.
2. Proposers are expected to examine the specifications and all instructions contained in this invitation for bids. The proposals must be signed by a duly authorized representative.
3. Consideration may be given to such matters as contractor integrity, the record of past performance, and competitive financial and technical proposal. Upon request, bidders must be willing to provide information concerning these matters.

H. PROPOSAL DEADLINE

The deadline for receipt of your proposal submission is **11/29/2021**. A Complete proposal (technical and financial) and related documents should be emailed to em-procurement@eyeradio.org and copying ariic.reng@eyeradio.org. No proposals received after this date will be considered. Due to the high volume of respondents, we may not be able to respond to all proposal submissions.

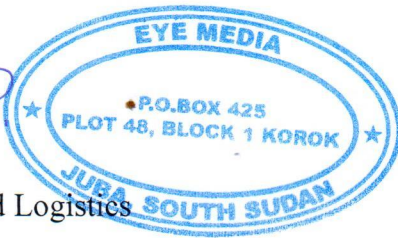

I. OTHER PROPOSAL INSTRUCTIONS

Proposers are expected to examine the specifications and all instructions contained in this invitation for bids. The proposals must be signed by a duly authorized representative.

Consideration may be given to such matters as contractor integrity, the record of past performance, and competitive financial and technical proposals. Upon request, bidders must be willing to provide information concerning these matters.

For any additional questions or clarifications, please contact Mr. Khamis James Sapana at khamis.sapana@eyeradio.org or +211923206254.

Sincerely,



Office of Operations and Logistics
Eye Media/Eye Radio
PO Box 425, Plot 48, Block 1 Korok
Juba, Republic of South Sudan