



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

Request for Quotation

RFQ/2022/005

For External Audit Services

Wednesday, August 12, 2022

International NGO Safety Organisation

Thong Ping Area, Off Airport Road,
Near Kilimanjaro Hotel, Plot Number 479, Block 3k-South.
Juba, South Sudan

About INSO

INSO is a non-profit humanitarian Organisation providing dedicated safety support services to the NGO community in South Sudan.

Our vision is a strong, safe and empowered humanitarian community able to deliver aid to vulnerable individuals in the world's most challenging contexts with the minimum of risk to their staff, partners and beneficiaries.

Our mission is to work on the ground alongside NGOs to provide them with comprehensive, high quality, real time and relevant information, analysis, alerts and advice on the local safety conditions, along with practical support, training and assistance that improves their situational awareness and supports informed decision making and crisis response.

Detailed Specifications

International NGO safety Organisation (INSO) is requesting quotations from CPA firms that have extensive experience in providing audit services for profit and not for profit organizations to carry out an Independent audit for the programs.

SCOPE OF WORK:

The audit will examine the financial records, statements, and reports for INSO programs in South Sudan. These records, statements and reports will be generated from financial system in Euros for the audit period **1st July 2021 to 30th June 2022**.

Specifically, the Audit, to be carried out in accordance to International Standards on Auditing will include but not limited to:

- Financial Statements/Reports covering the period 1st July 2021 to 30th June 2022.
- Obtain sufficient audit evidence to substantiate in all material respects the accuracy of the information contained in the financial statements and reports
- Obtain an understanding of internal controls and perform tests of internal controls
- Perform procedures to determine whether INSO has complied with laws, rules and regulations (including donor regulations)
- Issue an independent Auditor's Reports that states but not limited to the following:
 - i. An Opinion (or disclaimer of opinion) as to whether the financial statements and reports present fairly in all material respects in conformity with the Generally Accepted Accounting Principles

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- ii. A report on internal controls which shall describe the scope of testing of internal controls and the results of the tests.
- iii. A Management letter documenting findings on internal controls and compliance issues.

Financial audit deliverables

- i. Audit reports and Accounts for INSO South Sudan
- ii. Minutes of the Audit Closure Meeting
- iii. Management Letters for INSO South Sudan
- iv. Questionnaire on the Overall principles of the procedures to be performed (2.2, 2.3 and 2.4) (Please refer to Annex A)
- v. Management Letter (please refer to Annex A)
- vi. Independent auditors' report (Basis: ISA 805) (please refer to Annex A)

Other Terms and Conditions

A specific financial review of projects/programs financed by the Swiss Federal Department of Foreign Affairs (FDFA) will be needed geared towards deducing an audit opinion on the financial records, statements, and reports in line with the donors' requirements. **See attached Annex A.**

Principles

It is strictly prohibited to offer, promise, or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in workplace and will not do business with companies who employ those under the age of 16.

Quotation Submission Details

Submission Deadlines

All quotations in response to this request must be submitted and delivered to our office in the sealed envelope, having all the information mentioned below, no later than **4 pm on 19th August 2022.**

The submission should include:

A. Background and Summary

Describe your understanding of the work to be performed and your firm's ability to perform the work within a specified time frame. This could include;

- One-page overview of your firm, including years in business and industry specialties.

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- A description of staff levels in your firm.
- A list of your current clients who INSO may contact for references, which are similar in size, nature and complexity.
- Detail of your experience with donor funded projects.
- A copy of the most recent quality control review of your firm.

B. Professional Experience

- An explanation of the firm's philosophy, size, structure, and qualifications with serving not for profit organizations with a similar size and operations.
- Describe your firm's resources devoted to not-for-profit organizations and provide copies of newsletters or other resource materials addressing issues relevant to not for profit organizations.
- Discuss the firm's independence with respect to INSO.

C. Team Qualifications

- Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.
- Discuss commitments you make to staff continuity, including your staff turnover experience in the last three years.

D. Audit Approach

- Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of assistance that will be required from INSO staff.
- Discuss the firm's use of technology, your policy and procedures for notifying officials of suspected illegal acts and malfeasance
- Provide preliminary listings of schedules requested from clients by your firm; and audit review procedures conducted by your staff.
- Discuss the communication process used by the firm to discuss issues with management and the Board.

E. Audit Cost

Please provide a firm estimate of fees for the services to be provided. This should include.

- A firm estimate of fees for the services to be provided
- Time frame to complete the audit delivering final audit report should not be later than 23rd September 2022.

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- Method of billing to INSO and payment terms
- Your firm's policy on handling cost-overruns which might occur

F. Client References

Include a list of the relevant not for profit clients the firm has served within the past three years and furnish the names and telephone numbers of any references whom we may contact.

Submission Delivery Address

The delivery address to be used for all submissions is:

**Finance Manager
International NGO Safety Organization
Thong Ping Area, Off Airport Road
Next to Kilimanjaro Hotel, Plot Number 479, Block 3k-South
Juba
South Sudan.**

Electronic Submissions

Electronic submissions in response to this Request for Quotations will be accepted as long as they meet the submission deadline.

Send via email to: finance.manager@ssd.ngosafety.org and director@ssd.ngosafety.org

Selection Criteria

Evaluation of Quotations

While price is an important factor, INSO will evaluate quotations on price and the following criteria.

- Prior experience auditing similar organizations
- Qualifications of staff to be assigned to the engagement
- CPA firm's understanding of work to be performed
- Relevant references/testimonials – audits of other humanitarian projects (proven experience in audits of grants funded by The Swiss Agency for Development and Cooperation (SDC) would be an asset)
- Completeness and timeliness of the proposal

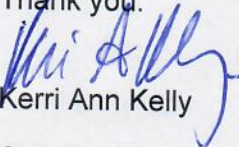
Confidentiality Statement

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Thank you.


Kerri Ann Kelly

Country Director



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