

RFP date 31st October 2019



Request for Proposal for Audit services for financial year ending December 31st 2019

The purpose of this call is to obtain the services of an independent certified public accounting firm to perform a financial and compliance audit of the ACROSS International. The audit will cover the financial year ending December 31st 2019, with the option of extending the contract for up to two additional years.

ACROSS is a faith based, Christian Humanitarian NGO serving South Sudan since 1972 in the areas of Health, Education, Relief, Integrated Refugee program and peace building. ACROSS is a registered entity in South Sudan, Kenya and Uganda and is supported by UN agencies, faith based organizations and private donors. ACROSS oversaw more than fourteen (14) projects in 2019 with majority of the projects based in South Sudan, mainly in Juba, Yei, Rumbek, Boma Pibor and Kapoeta. The year ending December 31st 2019 is expected to close with total portfolio amounting to 6.00 million USD.

ACROSS desires two separate audit reports, one translated to KES (Kenya Shillings) for submission to the Kenya NGO Board and a second audit report translated in USD currency. ACROSS expects to receive the draft audit reports and financial statements no later than 10th March 2020 and the final reports must be completed and submitted to ACROSS no later than 25th March 2020. The audit is expected to be carried out in accordance with the International Standards on Auditing (ISA) and International Financial Reporting Standards (IFRS).

Please ensure your proposal includes the following key information.

- A maximum of two pages summary stating your understanding of the work requested and how you commit to perform the work within the time period required.
- Company profile including the lists of any partnerships, managers, supervisors and other professional staff who will perform the audit work. Include the list of personnel to be used on this project and their qualifications and type of clients' served in the past.
- Describe the number of years in service and the range of services provided by your firm stating the extend of audit, tax, management consulting, IT and other services. Give the list of other organization served by your firm mentioning major NGO agencies audited in the past three (3) years.
- Qualifications and experiences describing your firm's experience that is relevant to the proposed service. State where your firm is registered attaching a valid practicing license from a recognized regulatory body. Describe the technical Approach and scope of the work to give clear understanding of the approach and methodology your firm intends to apply for implementing the audit.

In your cost proposal, show fees structure including a table identifying each level of staff hours planned for the audit at the proposed rates and an intermixed listing of all other expenses or fees proposed, including travel expenses (disbursements).

Evaluation of your proposal will equally be based on the following four criteria.

1. Responsiveness of the proposal in clearly stating an understanding of the work requested
2. Qualification and experience of your firm
3. Qualification and experience of the staff to be assigned to the work
4. Cost factor

Submission:

The detailed technical and financial proposal **MUST** only be submitted on email; procurement@across-ssd.org copy to headoffinance@across-ssd.org and acrossinfo@across-ssd.org before or on Friday 15th November, 2019. For any questions on this RFP, please inquire through the same email above.