



## **INVITATION FOR BIDS (IFB) Provision of Annual Audit Services for All Projects of 2020**

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| <b>Issue Date:</b>           | 20 Jan 2021   |
| <b>Closing Date:</b>         | 20 Feb 2021   |
| <b>Closing Time:</b>         | 1600 Hours - Kabul Time                                     |
| <b>Discussion End Date:</b>  | 20 Feb 2021   |
| <b>Project Title:</b>        | Provision of Annual Audit Services for All Projects of 2021 |
| <b>Bid Reference Number:</b> | WJO/21/001  |

### **I. INTRODUCTION:**

This is an invitation for bids for all licensed audit firms in Afghanistan to conduct external audit services for Women for Justice Organization (WJO) headquartered in Kabul-Afghanistan for the fiscal year 2020. The purpose of this IFB is to determine highly professional and capable audit firms to execute the task order. We anticipate evaluating audit firm's technical capacity, quality of work, experience in executing relevant task order, and the ability to deliver on-time. The potential audit firms may reflect information on the following areas within their proposal:

- Be technically sound and capable to execute the task order
- Demonstrate prior experience in similar task order
- Adhere to the highest standard of professionalism, quality of work and ethical integrity
- Adhere to more realistic and cost-effective pricing
- Commit to strict deadline and deliverables
- Demonstrate project management skills and approach

### **II. Women for Justice's BACKGROUND:**

Women for Justice Organisation (WJO) is a non-profit legal aid organisation in Kabul, Afghanistan. We were recently founded in October 2018. We are independent, non-profit, non-government, non-political and non-sectarian. We are female-founded and female-led.

Our vision is a peaceful Afghanistan where women, children and their communities can live with freedom and dignity. We believe that the goal to achieve gender equality and women's empowerment (UN Sustainable Development Goal 5) is tied to the creation of a peaceful, just and inclusive society (UN Sustainable Development Goal 16). We aim to do this through public interest investigation, advocacy and litigation, whilst ensuring that survivors and their communities are adequately protected for speaking out.

Our Mission is to achieve gender-equality, justice and accountability through legal action and advocacy. We support communities to be changemakers in Afghanistan's political and social life. We work to enable safe, supportive and positive justice processes.

### **III. OBJECTIVES:**

The objective is, first to assess WJO's capability to comply with grants' guidelines, second to review its own policies, procedures and internal control system against the actual practices, and third to assess how its financial management system reflects standards as stipulated in the International Financial Reporting Standards (IFRS).

### **IV. SCOPE OF WORK:**

The selected audit firm shall deliver the following tasks:

- Conduct financial audit for all the funds received from various donors for the fiscal year 2020
- Review compliance with all the terms and conditions of grants' agreements
- Assess overall internal systems and present key findings and recommendations
- Review WJO's existing policies and procedures and compare those with the actual practices
- Review and assess financial management system
- Share the initial findings with WJO and incorporate WJO's justifications against each finding
- Submit two complete and comprehensive audit reports inclusive of management letters and financial statements

The total annual expense is 194000 USD. Number of project is 6.

### **V. PROJECT TIMEFRAME:**

WJO anticipates that the selected audit firm strictly adheres to the deadline. Thus, the overall timeline of the stipulated task order MUST NOT exceed 6 weeks inclusive of audit process and submission of the final audit report and management letter.

### **VI. ELIGIBILITY REQUIREMENTS:**

All qualified and certified audit firms operating in Afghanistan are eligible to apply. A valid copy of firm's license must be attached with the proposal.

## **VII. CLARIFICATIONS ON IFB:**

In case of any vagueness or ambiguity in this IFB, offer or can address specific questions to Ms. Humaira Rasuli, Director WJO, at [humaira@wjoafg.org](mailto:humaira@wjoafg.org) before Jan 25, 2021 at 1600 hours. Clarification requests submitted after the due date will not be responded.

## **VIII. PROPOSAL SUBMISSION GUIDELINES:**

Offerors shall submit their single file proposals, electronically only and in PDF format, to [humaira@wjoafg.org](mailto:humaira@wjoafg.org) and copy Natasha Latif, [natasha@wjoafg.org](mailto:natasha@wjoafg.org) no later than Feb 10, 2021 at 1600 hours – Kabul Time. Proposals received after the due date will not be evaluated.

## **IX. IMPORTANT INSTRUCTIONS TO OFFERORS:**

Offerors will be scored from a total of 100 points. Each section of the proposal is assigned a score point and page limit. Offerors have to comply with these instructions for their proposals to be evaluated and/or be included in the evaluation process. Lack of comply with the following instructions results in lower scores and in some cases disqualification.

### **a. Cover Page: Maximum 1 page**

This is the first page of your proposal and it must include the following pieces of information:

- Project title
- Bid reference number
- Company Name
- Company Address
- Name of company's authorized representative
- Email address and phone number of company's authorized representative
- Date of Submission
- Stamp and Signature

### **b. Corporate Brief: Maximum 2 pages**

Include the most relevant information about your firm including, but not limited to, date of establishment, services, branches and management team.

### **c. Technical and Management Approach: Maximum 4 pages; 30 points**

Offerors are expected to explain *project implementation methodology, work plan, and project management approach*. This section may reflect information as:

- Where do you start and end?
- What steps are taken to implement this project?
- What is your project management approach?
- How much time is required per activity?
- How do you manage problems?
- What is your quality control mechanism? and etc

**d. Personnel Experience and Staffing Plan: Maximum 2 pages; 20 points**

Include project staffing plan and explain everyone’s responsibilities and roles within the project along with their level of experience and particular expertise.

**e. Past Performance: Maximum 2 pages; 20 points**

Use the following chart to list your past performance and client reference:

| No | Project title and brief description | Location | Client’s contact details (name, position, phone, email) | Service value in USD \$ | Start date | End date |
|----|-------------------------------------|----------|---|-------------------------|------------|----------|
| 1  |                                     |          |   |                         |            |          |
| 2  |                                     |          |   |                         |            |          |
| 3  |                                     |          |   |                         |            |          |
| 4  |                                     |          |   |                         |            |          |

**f. Budget: Maximum 2 pages; 30 points**

Offerors shall provide all-inclusive price for implementing this project. All costs must be realistic and reflect current market price. Offerors must include the following pieces of information in this section:

- The quoted price must be valid for 90 days from the date of the proposal
- Don’t include lump sum costs
- Provide a breakdown of all costs
- A certification of authorization to WJO to withhold 2% BRT; (7% BRT for unlicensed firms)

## **g. Attachments**

You may include the CV's of key project personnel (each CV must not exceed 2 pages), sample of previous work, a valid copy of your firm's license, client testimonials, project completion certification and etc.