

Request for Proposals for Audit Services

RFP No: SHO/Audit/CIL/21

Issue Date: MAY 19, 2021

Date for Proposal Submissions: **no later than JUNE 4, 2021 (before or on 4:30pm Lebanon time)**

Organizational Background

CARE is a leading relief and development non-governmental organization fighting global poverty. Established in 1946, it is now a confederation composed of 14 members. In 2016, CARE worked in 84 countries around the world, supporting development and humanitarian aid projects to reach more than 83 million people. While CARE is a large international organization with more than 11,000 employees worldwide, we have a strong local presence: 95% of our staff are nationals of the countries where our programs are run.

CARE International in Lebanon (CIL) is implementing a regional response to the Syrian Crisis to meet the immediate and most urgent needs of the women, men, boys and girls who have fled Syria. CARE International in Lebanon (CIL) is supporting local communities with their immediate and longer-term needs and basic rights through WASH, Shelter, basic assistance, protection, and economic development solutions and activities in collaboration with local partner organizations in the North, South, Beirut, and Mount Lebanon Governorates.

About the project to be audited:

Project is being implemented in Lebanon through two national partners (NUSANED and ANERA). Total amount of this project is EUR 694476.34. Project started on August 7, 2020 and will end on July 31, 2021. The project is being funded by Samenwerkende HulpOrganisties

Scope of Work

CIL intends to award a contract to the most responsive, qualified bidder to provide the auditing services described in Annexure 1 Audit protocols (in Annexure 1, Please leave out the chapters which are for lead only).

Target Schedule for Services.

Entrance meeting: To be agreed on

Submission of Draft report: within 10 working days after the start of the audit

Required Qualifications:

1. At least 10 years of experience auditing international organizations working with restricted and unrestricted funding.
2. Assignment of key professional personnel with at least 8 years of relevant experience.
3. In-depth knowledge of ISAs and donors (SHO) compliance requirements
4. Capacity to conduct paperless audits with a high level of data security and data protection standards and ensure confidentiality of client information.

Proposals:

1. Proposals must include all the required services listed in the Scope of Work (Annexure 1) and address the following:
2. Firm’s methodology for conducting the required services including a detailed timeline.
3. Firm’s past performance conducting the required services including a list of at least 5 clients similar to the assignment.
4. Profiles of the key personnel to be assigned to.
5. Cost proposal with labor category rates

Proposals should be no more than 12 pages long and must be submitted electronically to MABELLE@CARELIBAN.ORG by 4:30 pm Lebanon time no later than JUNE 4, 2021. Proposals submitted after this date and time will not be considered. CIL Selection Committee will contact shortlisted firms for interviews.

Questions:

Questions may be submitted to Ali@careliban.org until **MAY 26, 2021** **D. Evaluation Criteria (total 100 points)**

Criteria	Points
Methodology	20
Past Performance and Experience	15
Audit Team Qualifications	15
Cost Proposal	50