



NEF Belgium

Hive 5, Cours Saint-Michel 30b –
Sint Michielswarande 30b,
1040 Etterbeek/Brussels, BE

Request for Proposal (RFP)

Project Title: Developing Economic Empowerment and Protection (DEEP) for Vulnerable Refugees and Host Communities

RFP Number: NEF2024-014

Date: 8th of November, 2024

From: NEF Belgium

Project Location: Lebanon

Purpose of the RFP

NEF Belgium is requesting proposals from qualified audit firms to provide independent financial, compliance, and performance audit services for the DEEP project. The selected firm will be responsible for conducting a comprehensive audit of the project's financial statements for the period from January 1, 2024, to December 31, 2024, ensuring compliance with relevant International Standards on Auditing (ISAs) and International Standards of Supreme Audit Institutions (ISSAIs).

Background

The DEEP project is aimed at supporting socio-economic development and enhancing protection and mental health for vulnerable refugees and host communities in Lebanon. NEF has been active in the Middle East for over a century, with permanent operations in Lebanon since 2015. The project focuses on improving self-reliance, economic empowerment, and resilience, especially prioritizing women's participation.

Scope of Work

The audit firm will be responsible for:

- Conducting a financial audit to provide reasonable assurance that the financial statements are free from material misstatement.
- Performing compliance and performance audits to ensure transactions comply with regulatory, statutory, and donor requirements.
- Providing a thorough review and evaluation of the management systems and business processes in relation to compliance, economy, and efficiency.

Key Tasks

1. Planning and Risk Assessment
 - Submission of an audit plan and schedule for the audit process.
 - Identification and assessment of risks and materiality levels.
2. Execution
 - Conduct interviews, document inspections, and process walk-throughs.
 - Perform substantive and compliance testing based on professional judgment.
 - Verify allocations, supporting documents, and third-party confirmations.
3. Reporting and Closing



- Draft and submit an independent auditor's opinion, detailed audit report, and management letter.
- Participate in closing meetings with NEF and donors.

Deliverables

- Independent Auditor's Opinion (as per ISA 800)
- Comprehensive Audit Report (including scope, procedures, and findings)
- Management Letter (detailing non-material findings and recommendations)
- Minutes from Closing Meetings with NEF and donors

Proposal Requirements

Interested firms must submit:

1. Technical Proposal
 - Firm's background and relevant experience in auditing similar projects.
 - Proposed audit methodology and approach.
 - Work plan with timelines aligned to NEF's schedule.
2. Financial Proposal
 - Detailed fee structure, including estimated total cost and payment terms.
3. Supporting Documentation
 - Audit firm's registration and relevant certifications.
 - Resumes of key team members and their qualifications.
 - References from at least three similar audits conducted in the last five years.

Selection Criteria

Proposals will be evaluated based on the following criteria:

1. Technical Expertise and Experience (40%)
 - Demonstrated experience in similar audits, particularly in NGO or donor-funded projects.
2. Proposed Methodology (30%)
 - Comprehensiveness of the audit plan and approach.
3. Cost Competitiveness (20%)
 - Reasonableness and clarity of the financial proposal.
4. References and Past Performance (10%)
 - Positive feedback from references.

Timeline

- RFP Issue Date: 8/11/2024
- Proposal Submission Deadline: 29/11/2024
- Selection and Notification: 15/11/2024
- Expected Audit Start Date: January 15, 2025
- Final Report Submission: March 15, 2025

Submission Details



Proposals must be submitted electronically to procurementlebanon@neareast.org with the subject line "Proposal for Independent Audit Services – DEEP Project" no later than 29/11/2024 at 5:00pm. Late submissions will not be considered.

Contact for Questions

For any inquiries regarding this RFP, please contact: procurementlebanon@neareast.org

