



REQUEST FOR PROPOSAL FOR EXTERNAL AUDIT SERVICES

The subject of Procurement:	CONSULTANCY FOR PROVIDING EXTERNAL AUDIT SERVICES TO AKINA MAMA WA AFRIKA FOR THE PERIOD 1ST JANUARY 2022 TO 31ST DECEMBER 2024
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A. BACK GROUND

Akina Mama wa Afrika (AMwA) is a pan-African feminist leadership development organization with headquarters in Kampala, Uganda founded in 1985 by African women in the United Kingdom to create space for African women to organize autonomously, network with each other, share skills and expertise, identify issues of concern and speak for themselves. AMwA grew into a Pan-African, non-governmental organization with consultative status with the United Nations Economic and Social Council (ECOSOC). We envision a world in which African women are politically, economically and socially autonomous and are champions of change in their lives and society. Our work is spread across the continent with active programs in Uganda, Kenya, Rwanda, Zambia, Tunisia, Ethiopia

B. ASSIGNMENT OVERVIEW

AMwA is continuing to strengthen its internal controls in order to create a strong and sustainable organization. To this end, the Board wishes to hire the services of an external Audit Firm from an experienced Certified Public Accounting/Auditing firm that will provide the said services for 3 years starting 2022 to 31st Dec 2024. The external Auditors will report directly to the Board.

C. SCOPE OF WORK

The selected External Audit Firm will amongst others, in line with the industry standards of external Auditing, be expected to undertake the following:

- 1) Examine and express an independent opinion on organizational annual financial statements for the periods under audit.
- 2) Evaluate and obtain sufficient understanding of AMwA's internal control structure related to



AMwA and other donor-funded programs, assess control risk, and identify reportable conditions, including material internal control weaknesses.

- 3) Perform tests to determine whether AMwA complied, with agreement terms and applicable laws and regulations related to donor-related programs, government and regulatory authorities.
- 4) Prepare an external Audit report on an annual basis detailing the objectives of the assignment, approach, findings, and recommendations. Examine on attest basis, evidence supporting the amounts and disclosures in the financial statements.
- 5) Sample payments made by AMwA and advise as to whether they are made according to the policies and procedures of the organization.
- 6) Identify where management requires greater emphasis on value for money and instill a proactive approach on efficient resource utilization.
- 7) Undertake reviews of the reporting systems to ensure the integrity and reliability of information, accounts, and data, including internal and external reporting and accountability processes.
- 8) Assessing the accounting principles used and significant estimates made by management and evaluating the overall financial statement presentation.
- 9) Produce project-specific audit reports in line with the donor audit protocol.

D. DELIVERABLES

The expected end product of this assignment will be the preparation of an end-of-year audit financial report and management letter.

- (i) The external Auditor shall prepare and present the annual report to the Finance and Human Resource Committee.
- (ii) Present audit findings and recommendations to Management and Board.



- (iii) The following are specific deliverables expected from the assignment; A detailed External Audit report, stating clearly AMwA's risks and areas of weakness for improvement.

E. TIME FRAME

The assignment shall run for three (3) years but renewable upon performance review every year, i.e. from 1st January 2022 to 31st December 2024.

F. REPORTING

The consultancy firm shall be responsible to and will report to the AMwA Board of Directors.

G. FIRM/PERSON SPECIFICATIONS

The preferred Audit firm will be an experienced Accounting/Auditing firm entity, with a strong background in the both internal and external audit of organizations. Specifically, AMwA is looking for an audit firm with the following qualifications and experience:

1. Solid professional training and experience in audit, risk, and compliance. This should be complemented by a high level of analysis, presentation, communication, good report writing, problem solving, and relationship skills. Good understanding of IT, risks, and controls, and good knowledge of fraud is essential.
2. A minimum of 10 years of experience in providing audit solutions for corporate organizations with a bias in not-for-profit organizations with multiple funders. Knowledge and understanding of the key areas of donor compliance shall be an added advantage.
3. Demonstrable experience in conducting similar assignments within, and, or outside Uganda.
4. Strong interpersonal skills and the ability to navigate through a complex web of management and governance issues and use of participatory approaches of audit management
5. The audit firm should have personnel in possession of at least a Master's Degree in Business-



University. Professional qualifications in Accounting and Audit such as ACCA, CPA, and CIA is a must.

6. Renewed license for the current period.
7. Tax registration certificate
8. Tax Clearance Certificate

H. PAYMENT

1. Payment shall be based on the financial proposal developed by the audit firm and agreed upon with the AMwA Management and Board.
2. Payment shall be made as agreed in the engagement letter.

I. PROPOSAL PREPARATION AND SUBMISSION PROCEDURES

(i) Preparation for proposals;

The firm shall be required to quote for the consultancy by submitting separate technical and financial proposals.

(ii) Preparation of Technical Proposals;

The technical proposals shall be submitted and shall contain the following documents and information:

1. The technical proposal submission
2. A brief methodology for performing the consultancy
3. A work plan and outputs
4. Curriculum Vitae (Resume)/Profile for firm's key personnel
5. A summary of the firm's consultancy experience in handling similar assignments
6. Documents providing evidence of firm's eligibility as listed



(iii) Preparation of Financial Proposals;

The financial proposals shall be submitted and shall contain the following documents and information:

1. The Financial Proposal submission
2. A copy of the breakdown of lump sum price form in this part for each currency of the proposal, showing all costs for the assignment broken down into fees reimbursable, and miscellaneous costs

Validity of proposals;

The proposal validity required is 15 working days from the date of submission.

(i) Sealing and marking of proposals (Only applicable for those submitting physically)

1. The technical and financial proposals shall be sealed in separate envelopes, each clearly marked with the bidder's name, the Name of the Procuring and Disposing Entity (AMwA) and either "Technical proposal" or "Financial proposal" as appropriate.
2. All the envelopes shall be enclosed in a single outer envelope clearly marked with the bidder's name, and the name of the Procuring and Disposing Entity (AMwA).
3. All the envelopes shall be sealed in such a manner that opening and resealing cannot be achieved undetected.

(ii) Submission of proposals;

When submitting in hard copy, the Bidder must prepare both sets of the bids, clearly marked "PROPOSAL TO PROVIDE EXTERNAL AUDIT SERVICES TO AMwA FOR THE PERIOD 1ST JANUARY 2022 TO 31ST DECEMBER 2024" in a one separate, sealed envelope to;

Executive Director

Akina Mama wa Afrika (AMwA),

Plot 1572, Valley Rise, Chief close, Kira Bulindo

P.O. Box 24130, Kampala.

amwa@akinamamawaafrika.org
www.akinamamawaafrika.org

Plot 1572 Valley Rise, Chief Close, Off
Kira-Bulindo Road, Wakiso, Uganda



Soft copies should be sent by email to **consultancy@akinamamawaafrika.org**.

(iv) Proposal submission deadline.

All proposals must be submitted not later than **16th October 2022**. Late proposals will be automatically rejected.

J. EVALUATION OF PROPOSALS

The evaluation process of the proposals received will use the quality and cost-based selection methodology as detailed below:

1. Pre-liminary examination to determine eligibility (as defined below) and administrative compliance to this request for proposals on a pass/fail basis.
2. Detailed evaluation to assess:
 - a) The responsiveness to terms and conditions of this RFP document.
 - b) The technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below.
3. Financial comparison to determine the financial score of each proposal to weigh the technical and financial scores and to determine the total score of each proposal.

(i) Eligibility Criteria

The firm shall be required to meet the following criteria in order to be eligible to participate in this procurement exercise:

1. Have the legal capacity to enter into a Contract;
2. Not be insolvent or in receivership, bankrupt, or being wound up, or subject to legal proceedings for any of these circumstances;

3. Not have had its business activities suspended;
4. Have fulfilled its obligations to pay taxes to the respective authorities;
5. Have the nationality of an eligible country as defined in the special conditions of contract;
6. Not have a conflict of interest in relation to this procurement requirement; and
7. Not be subject to suspension by the PPDA or AMWA at any point in time.

(ii) Nationality of Personnel

All personnel employed under any resulting contract shall have the nationality of an eligible country as defined in the special conditions of contract. Any related services, supplies, or works purchased under any resulting contract shall have as their country of origin an eligible country as defined in the special conditions of contract.

(iii) Technical Criteria

Proposals shall be awarded scores out of the maximum number of points indicated below for each of the following criteria:

<u>Area of Assessment</u>	<u>Maximum Points</u>
Specific experience conducting external audit services	[25] points
Adequacy of the proposed work plan and methodology in responding to the Terms of Reference (TOR)	[50] points
Qualifications and competence of the key staff to undertake the assignment	[25] points
<i>Total</i>	<i>100 points</i>

The minimum technical score required to pass the technical evaluation shall be 70 points.

(iv) Financial Criteria

1. Financial scores shall be determined by awarding 100 points to the lowest-priced proposal and giving all other proposals a score, which is proportionate.



2. Total scores shall be determined using a weighting of 70% for technical proposals and a weighing of 30% for Financial Proposals.

(v) Currency

Proposals may be priced in Uganda Shillings or US Dollars.

(vi) Best-Evaluated Bid

The Best Evaluated Bid (BEB) shall be the proposal with the highest total score and shall be recommended for Award of Contract. A Notice of the Best Evaluated Bidder will be communicated to all the bidders prior to Contract Award.

K. AWARD OF CONTRACT

The award of the contract to the preferred firm shall be done by placement of a contract.

L. RIGHT TO REJECT

AMWA reserves the right to accept or reject any proposal, or to cancel the Bidding process and reject all proposals at any time prior to the contract