



**COMMUNITY EMPOWERMENT AND REHABILITATION  
INITIATIVE FOR DEVELOPMENT(CERID)**

*Transforming the Communities*

P. O BOX 241, KOBOKO(UG)

*"Transforming The Communities"*

**Tel:+256(0)773 247 988 / +256(0)783 837 755 Email:ceridngo.2017@gmail.com**

---

**REQUEST FOR PROPOSAL (RFP)**

**FOR THE PROVISION OF EXTERNAL AUDIT SERVICES**

**TO COMMUNITY EMPOWERMENT AND REHABILITATION INITIATIVE FOR  
DEVELOPMENT (CERID)**

**DATED: 05.06.2020.**

## 1. REQUEST FOR PROPOSAL COVER LETTER

Dear Sir/Madam,

**SUBJECT: RFP FOR PROVISION OF EXTERNAL AUDIT SERVICES TO CERID.**

CERID wishes to engage the services of an External Auditor for the financial years 2019 in accordance with the statutory requirements, International Reporting Standards Guidelines and International Standards on Auditing (ISA).

CERID therefore, invites eligible firms to submit their proposals for the provision of external audit services to CERID. Interested firms should provide proposals demonstrating that they have the required qualifications and relevant experience to perform this Service.

Firms are welcome to send any query they may have with regard to this RFP through an email provided in the Information to proposers at least 5 days prior to the last date for submission of proposal. We would endeavor to provide information expeditiously, but any delay in providing such information will not be considered as a reason for extending the submission date of your proposal.

Yours truly,



---

Wayi Isaac  
Executive Director  
CERID Secretariat

## **2. INFORMATION TO PROPOSERS**

### **i. Background:**

Community Empowerment and Rehabilitation Initiative for Development (CERID) is a company limited by Grantee and a national NGO formed in Koboko District West Nile Sub-region of Northern Uganda in 2017 and legally registered with the Uganda National NGO Bureau File No. MIA/NB/2017/05/2598, Reg No. 2913 and permit No. 3552 under the ministry of internal affairs to operate country wide.

As a local initiative CERID was formed to focus on the most vulnerable groups in the society especially the Women and Youth. CERID is a community centered organization that is committed to working with disadvantaged communities for holistic transformation in areas of Community Health; Livelihoods; Water, Sanitation and Hygiene (WASH); and Environment for increased access to socio-economic services for effective and sustainable poverty eradication.

### **ii. Fraud and corruption:**

CERID requires compliance from all proposers in line with its business code of conduct, ethics, Guidelines and its prevailing policies and procedures. This shall apply to (whether declared or not), the sub consultants, service providers and their personnel who will be engaged in providing these services.

### **iii. Eligible proposers:**

A Proposer must be an accredited firm by the Institute of certified public accountants of Uganda (ICPAU) that is a private entity, a state-owned enterprise or institution or any combination of such entities in the form of a Joint Venture (JV) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent.

A Proposer shall not have a conflict of interest. Any Proposer found to have a conflict of interest shall be disqualified. CERID guidelines on conflict of interest shall apply in this case.

### **iv. Qualification and requirements of the proposer:**

By submission of documentary evidence in its Proposal, the Proposer must establish to the CERID's satisfaction that it meets the qualification criteria. The Proposer shall, as part of its Proposal, submit all relevant updated information required as in the data sheet.

The Lead Consultant should be an accredited qualified auditor (CPA, ACCA or its equivalent) with experience in donor accounting and financial management and should have a minimum of three years' experience in the field with experience in statutory and project auditing.

The Firm should have strong knowledge and experience (minimum of 3 years) in donor account auditing.

### **3. PROPOSAL DATA SHEET**

#### **i. Duration of Assignment:**

The contract will be for three years in accordance with the Uganda statutory regulations, and the audit exercise shall be agreed in the engagement letter.

#### **ii. Proposal opening and Location of Assignment:**

The proposal shall be privately opened at the address below in the presence of the designated evaluation officers at CERID. The assignment will be carried out at the CERID Secretariat, Gbukutu Road, Gbukutu Cell, Apa Ward, South Division, Koboko Municipality, Koboko District, Uganda.

#### **iii. Submission of proposal address:**

Please send your Proposals (both technical and financial), to:

The Executive Director, CERID, Gbukutu Road, Gbukutu Cell, Apa Ward, South Division, Koboko Municipality, Koboko District, Uganda; and a soft copy via Email to: [info@ceriduganda.org](mailto:info@ceriduganda.org) cc [wayiisaac20@gmail.com](mailto:wayiisaac20@gmail.com) and [tabanidavid87@gmail.com](mailto:tabanidavid87@gmail.com) Tel: Tel: +256-773247988 /+256 783837755.

#### **iv. Procurement Information regards to the RFP:**

All communication regards to this RFP shall be on Emails. CERID has designated the Finance Manager to manage this procurement process and all communication regards to this procurement – RFP

#### **v. Preparation of Proposals:**

In addition to the original of the hard copy of the Proposal, the number of copies shall be two (2)

The language of the Proposal shall be English.

All correspondence exchange and communication shall be in English.

The Proposer is required to quote in the Ugandan Shillings (UGX). The currency of the Proposal and currency of payment shall be the same.

#### **vi. Documents and attachments:**

The Proposer shall submit with its Proposal the following additional documents to support during stages of proposals Evaluation

Proposer's Eligibility: This including but not limited to documentary evidence that the Proposer is legally registered firm in the country of operation.

Proposer's Qualifications: Documentary evidence establishing that the Proposer meets the qualification requirements; - example; Comprehensive curriculum vitae of the audit team members.

**vii. Submission of Proposals**

Both the technical and financial proposal shall be submitted at once. The proposers shall clearly label Technical Proposal and Financial proposal on the same envelope.

**viii. The deadline for Proposal submission:**

The dateline for proposal submission shall be 30<sup>th</sup> June, 2020, Time: 5:00PM (17:00) EAT

CERID may, at its discretion, extend the deadline for submission of Proposals by amending the RFP documents in which case all its rights and obligations and Proposers will thereafter be subject to the deadline as extended.

CERID shall not consider any Proposal that arrives after the deadline for submission of Proposals. Any Proposal received by CERID after the deadline for submission of Proposals shall be declared late, rejected, and returned unopened to the Proposer.

**ix. Combined Proposal evaluations and criteria**

CERID will evaluate and compare the Proposals that have been determined to be substantially responsive taking into account both the technical factors and cost factors.

On basis of pass and fail criteria, a detailed technical and financial evaluation shall be carried out at one stage evaluation to determine responsiveness in accordance with, to requirements set forth in the RFP documents taking into account the overall completeness and compliance with the Business and/or Functional Requirements stated in the requirements and terms of reference and cost factor. The more advantageous proposer shall meet both the requirements set forth here.

**x. Proposal validity:**

Validity period of proposals shall be 30 days from the following day of submission of the proposals

In exceptional circumstances, prior to expiry of the Proposal validity period, CERID may request that the Proposers extend the period of validity for a specified additional period. The request and the responses to the request shall be made in writing.

**xi. Clarification meetings**

Clarification meetings upon request from the proposers and CERID shall be conducted at agreed time before (any proposer) and after evaluations stage (successful bidder)

Information submitted to CERID will be used as basis for evaluating Proposers' responsiveness to its requirements need.

**xii. Award of Contract:**

CERID shall send Notification of Intention to Award the Contract to the successful Proposer. Thereafter, upon receiving letter of acceptance from the proposer, CERID shall award the Contract to the Proposer.

After contract award, the successful proposer will have a debriefing meeting with the CERID Executive Director and Finance Manager on the way forward to carrying out this assignment.

**4. TERMS OF REFERENCE /SCOPE OF THE ASSIGNMENT**

The audit will be conducted in accordance with ISA as published by the International Auditing and Assurance Standards Board of the International Federation of Accountants (IFAC), with special reference to ISA 800 (Auditor's Report on Special Purpose Audit Engagements). In conducting the project audit, special attention should be paid to the following:

- a) Funds have been used in accordance with the relevant general conditions, relevant financing agreements and disbursement letters, with due attention to economy and efficiency, and only for the purposes for which the financing was provided;
- b) Goods and services financed have been procured in accordance with the relevant general conditions, relevant financing agreements and disbursement letters;
- c) Necessary supporting documents, records, and accounts have been kept in respect of all Project ventures including expenditures reported via Summary Report (or Interim Un-audited Financial Reports (Interim Reports)) if used as the basis of disbursement, or Designated Accounts (DAs). Clear linkages should exist between the accounting records and the financial reports presented to the Bank.
- d) Where Designated Accounts have been used, they have been maintained in accordance with the provisions of the relevant general conditions, relevant financing agreements and disbursement letter.
- e) The accounting records have been prepared in accordance with generally accepted accounting principles and practices and relevant CERID guidelines, and give a true and

fair view of the financial position of the Project(s) as at financial year-end and of the resources and expenditures for the fiscal year then ending.

- f) Review the compliance on each of the financial covenants as per the donor Agreements especially to ensure compliance for the conditions under which the funds were released.

## **5. AUDIT REPORTS**

The auditor will issue an audit opinion on CERID Secretariat's Financial Statements. In addition to the audit opinion, the auditor will prepare a "management letter," in which the auditor will:

- a) Give comments and observations on the accounting records, systems, and controls that were examined during the course of the audit;
- b) Identify specific deficiencies and areas of weakness in systems and controls and make recommendation for their improvement;
- c) Report on the lack of compliance of each financial covenant in the relevant financing agreement;
- d) Communicate matters that have come to their attention during the audit which might have a significant impact on the operations of the organization; and
- e) Include management's comments in the final management letter.

## **6. DELIVERABLES AND TIME SCHEDULE:**

The external audit is expected to be conducted during July 2020 and the final report presented to CERID in August 2020. The firm shall submit a Draft Report in hard copy and an electronic version within seven (7) days upon completion of assignment to the Executive Director.

The Final Report, in two (2) hard copies and an electronic version shall be submitted to the Executive Director within seven (7) days on receipt of the Draft Report.