TERMS OF REFERENCE

TITLE OF THE ASSIGNMENT

Financial audit of donor project audit, FD6, FD7, Yearly Consolidated Audit and Tax Return for Danish Refugee Council (DRC) - Bangladesh.

BACKGROUND OF THE ORGANIZATION

The Danish Refugee Council (DRC), one of the world's leading NGOs, with a focus on responding to displacement, have been registered in Bangladesh since 2013. In 2017, in response to the Rohingya influx, DRC launched an integrated program of support to the government in site management, shelter/NFI and protection. In 2018, DRC started implementing aid projects in support of the host communities most affected by the influx of refugees in full force. As a key part of this, DRC opened a main office in Cox's Bazar, and a support/liaison office in Dhaka. The DRC Bangladesh has a country office is based in Cox's Bazar and a liaison office based in Dhaka.

OBJECTIVE OF THE ASSIGNMENT

Danish Refugee Council Bangladesh is looking for an audit firm which is enlisted in NGOAB and wanted to work for next three years i.e. From Fiscal Year 2021-22 to 2023-24 under a purchase agreement. The selected firm will conduct audits for the next three financial years for all sorts of audit as stated in the title line including tax return to NBR and obtain certificate as well.

REQUIREMENTS/DELIVERABLES

The main deliverables from these assignments are as follows:

- The firm shall conduct statutory "consolidated yearly financial audit for each fiscal year and submit tax return and obtained tax clearance certificate for DRC".
- The firm shall conduct any other statutory audit for each FD6 and FD7 as per NGOAB requirements and provide sign copy to DRC Management as well.
- The firm shall conduct any donor required audit of the specific project as per DRC instructions

- The firm must share six copies sign audit reports for each assignment within 6 to 8 weeks of the assignment.

SCOPE OF THE WORK

- Develop and communicate action plan (schedule) of the detailed time bound activities to implement the assignment.
- Prepare the financial audit report/s
- DRC will share relevant documents, policies & statement to the audit firm and will explain as and when required to the audit firm during the audit conduction period.

SPECIAL TERMS AND CONDITIONS

Confidentiality Statement and Intellectual Property of Data

- All data and information received from the DRC and the stakeholders for the purpose of the assignments are to be treated confidentially and are only to be used in connection with the execution of each assignment and shall not be disclosed to any party without written consent of DRC-Bangladesh
- All intellectual property rights arising from the execution of the assignments belongs to DRC according to the service agreement.

ELIGIBILITY CRITERIA

Interested firms should provide information and documents as follows in order to be eligible for further evaluation:

I. Registration certificate and any other license/s that shows the firm is qualified to provide such services mentioned above like but not limited to registration under ICAB Bangladesh, Trade License, TIN and BIN certificates
II. The firm must be enlisted by NGOAB.
III. Proven solid experience with INGOs in the field of providing successful similar services – similar experience of at least three years

RECOMMENDED PRESENTATIION OF PROPOSAL

Interested firms/organizations to submit the following detailed proposal made up of documentation to demonstrate the qualifications of the prospective firms/organizations, to enable appraisal of competing bids. This should include technical and financial proposals, details of which are listed below.

Please Note:

1- Technical Bid should be in a SEPARATE envelop from the Financial Bid
2- In technical bid, please avoid providing generic company profile or details of irrelevant experience. Please provide only information that will help us evaluate your proposal mainly based on blow criteria.

A) Technical Proposal:

Technical proposal will be evaluated based on below criteria with weighting score mentioned below.

I. **Firm Information**- Name of the firm/organization and details of registration, address, business certificate and corporate documents (Articles of Association or other founding authority); description of present activities and most recent annual report (Including audited financial statements) (10%)
II. **Relevant experience**- Description of experience in projects of a comparable nature; with specific description of past assignment of the firm/organization in related work. (30%)
III. **Process**- Detail description of the process the firm/organization intends to follow to complete the individual task (i.e. project audit, FD-6, FD-7, Yearly Consolidated Audit report, Tax Return etc) including detailed work plan and time schedule for completion/delivery of the reports for each assignment. Your workplan should be detailed timebound and realistic. (30%)
IV. **Human Resources**-List a detailed information of the pool and proposed Human Resources will be utilized for the tasks including their respective qualifications, relevant experience/exposure, and relevant expertise/skills to complete the tasks. Please indicate whole list of your experts so that we can evaluate your bid and name who will work for DRC in the appointment (from your current list). (30%)

B) Financial Proposal

The bidders' financial proposals should be in separate envelop and will be evaluated only after the technical proposal get accepted by DRC and the evaluation criteria would be the best value for money considering multiple factors like score in technical evaluation, price, and time for completion of the task. It is required to state fees for each task separately i.e project donor audit, FD-6, FD-7, Yearly Consolidated Audit, Tax Return etc.

Value Of the Expenditure (BDT)		***Quotation in BDT***		
From	*To*	*FD6/FD7/Project Donor Audit*	*Annual Audit*	*Tax Clearance Process*
0	*10,000,000*			
10,000,001	*25,000,000*			
25,000,001	*50,000,000*			
50,000,001	*100,000,000*			
100,000,001	*250,000,000*			
250,000,001	*500,000,000*			
500,000,001	*1,000,000,000*			
1,000,000,001	*2,000,000,000*			
	above			

DURATION OF CONTRACT

The purchase agreement will be valid for three years unless terminated earlier by either party within agreed notice time.