**Request for Proposal (RFP)**

Muslim Hands International, Bangladesh is registered with the Bureau of NGO Affairs working in different sectors i.e. education, WASH, health, livelihood, child protection, poverty alleviation and disaster relief program since 1995. Our donor Muslim Hands UK is an international relief and development NGO, established in 1993 working both directly and with partners in over forty countries, carrying out short and long-term projects in emergency relief, educational and vocational training, orphan sponsorship, medical care and safe water.

**If you are qualified audit firm and enlisted with NGOAB, we are pleased to invite you to participate in the tender for - Request for Proposal (RFP) of MHI FD7 projects and FD6 annual audit for 2023 - 2024**

Please send your complete proposal along with below listed documents on or before **15 October 2024** with Hard Copy at Muslim Hands International Bangladesh (Country Office), Navana Le Caprice, Apartment A2,House No. 80, Road No. 07, Block – H, Banani, Dhaka – 1213 Bangladesh in a sealed envelope.

1. Cover letter (maximum one page);
2. Understanding of the assignment and a detailed work plan
3. Relevant experience of the auditor
4. Financial Proposal
5. Company profile
6. VAT Registration Certificate
7. TIN Certificate
8. Proof of Submission of Income Tax Return (PSR)
9. Joint Stock Company Registration Certificate
10. Trade License Certificate
11. NGOAB enlistment certificate

**Scope of Audit for Muslim Hands Bangladesh for the Year 2023/2024**

1. **Introduction and Objectives**

The scope of the audit for Muslim Hands Bangladesh for the year 2023 encompasses a comprehensive examination of the organization’s financial statements, internal controls, and compliance with relevant laws and regulations of NGOAB, NBR, etc.

MHI is implementing projects different projects in Cox’s Bazar, Shylet, Gazipur and Dhaka and External Auditor is require to carryout audit of financial statement of following projects;

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl** | **Project Name** | **Project Period** | **Audit Period** | **Expenditure** | **Audit work start and End date** |
| 1 | Rohingya Health Support Program (FD-7)  Location: Cox’s Bazar | 01/10/2022-30/03/2023 | 01/10/2022-30/03/2023 | 11,467,765 | 05 Nov-30 Nov 2024 |
| 2 | Integrated development Project 2023 (FD-6)  Location: Dhaka, Shylet, Gazipur | 01/01/2021-31/12/2023 | 01/01/2023-31/12/2023 | 74,717,663 |
| 3 | Fire Response (Relief Distribution) (FD-7)  Location: Cox’s Bazar | 01/04/2023-31/06/2023 | 01/04/2023-31/06/2023 | 1,147,094 |
| 4 | Rohingya qurbani Program-2023 (FD-7)  Location: Cox’s Bazar | 14/06/2023-14/08/2023 | 14/06/2023-14/08/2023 | 2,499,798 |
| 5 | Rohingya Support Program (Phase-VII) (FD-7)  Location: Cox’s Bazar | 01/04/2023-30/09/2023 | 01/04/2023-30/09/2023 | 11,024,261 |
| 6 | Rohingya Support Program (Phase-VIII) (FD-7)  Location: Cox’s Bazar | 01/10/2023-30/09/2024 | 01/10/2023-30/09/2024 | 3,335,702 |
| 7 | Organizational Annual tax | 01/01/2023-31/12/2023 | 01/01/2023-31/12/2023 | 98,745,256 |

1. **Audit Services Required for NGOAB & NBR**

The audit to be conducted in accordance to Bangladesh Standards of Auditing (BSA) with emphasis to Bangladesh Regulatory Requirements (e.g NGOAB, NBR e.tc). Which includes but not limited to:

* Opinion on the true & fairness view of the overall financial statements.
* Verification of books of accounts & expenditures of audited projects and its financial operations.
* Verification of fund received and expenditures incurred in accordance with Bangladesh Standards of Auditing (BSA) and international standards on Agreed upon procedures.
* Accuracy and legitimacy of Financial Report submitted to MHI at every month
* Verification of VAT & Tax deductions & deposits as per Applicable BGD Act and Maintain a Schedule of VAT & TAX deduction as per requirements of NGOAB.
* Verification of accuracy of Assets and Liabilities, stocks of the partners
* Check implementation of procurement procedures and recommend necessary improvements as per organization policy.
* Check the cash and Bank transactions and balances are reconciled/ aligned with financial statements.
* Checking and verifying whether the appropriate supporting documents, records as per MHIBD policy.
* Any other review/ verification that deemed necessary during the course of Audit

The scope of audit services shall cover the overall management of the project’s implementation, monitoring and supervision. The audit work should include the review of work plans, progress reports, project resources, project budgets, project expenditures, project delivery, recruitment, operational and financial closing of project (if applicable) and disposal or transfer of assets. To this effect, the scope of the audit shall cover the following areas as they are performed at the level of these projects.

1. **The audit report and management letter:**

### **The Audit Report**

The audit report should clearly include the following:

* Audit opinion of the Auditor
* Objectives and extent of the audit and General description of the audited organization and project, objectives of the project, period covered by the audit.
* **Financial statement**: Audited **Financial statement includes**
* Balance sheet
* Income and expenditure statement
* Receipts & payment statements
* Notes to the Financial statements
* FD-4 Certificates
* Notes to the FD-4 Certificate
* Annexure A-1 (Budget Variances)
* Schedule of VAT & Tax deducted from the project
* Certification of NGOAB requirements (NGOAB ToR)

**The Management Letter / Report**

A Separate report on Audit observations, includes

* Management findings mentioning facts, consequences, recommendations
* Physical verification Report (if any)
* Agreed Action Plan with Timeline to resolve the Audit Findings
* Following the above conditions of this ToR, the auditor is requiring to develop complete set of Audit Report in accordance with NGOAB regulations
* The Financial statement and associated management report is required to be validated by Country Director of MHI Bangladesh Program.
* Auditor shall submit 5 (five) copies of audit report and management letter

## **Audit Fees**

1. **Fees of the service:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of the Project** | **Audit Period** | **All figures are in BDT** | | | |
| **Fees** | **VAT** | **TAX** | **Total Fees** |
| XXXXX |  | XXX | XX | XX | XXXX |
| XXXXX |  | XXX | XX | XX | XXXX |
|  |  |  |  |  |  |
| **Total Fee** |  | **YYYY** | **YY** | **YY** | **YYYYY** |

1. An amount of BDT xxx,xxx has been fixed as fees (including all costs). Tax and VAT will be deducted (as per GoB rules) from the fees for the audit services.
2. If audit is requiring to visit program location and physical verification of suppliers outside Dhaka, the auditor will submit a visit plan to Country Director & Manager-Admin. Upon agreed by auditor and MHI, visit plan can be executed across audited program. Cost associate with filed trip will be included in audit fees.
3. Subject to the mutual agreement of auditor and MHI, a penalty clause can be added in the agreement/ work order to compensate the delays to complete audit and submit report on time.
4. **Conclusion**

The scope of the audit is designed to finalize FD7-FD6 audit report submission, annual taxation report submission and to provide a thorough assessment of Muslim Hands Bangladesh’s financial health, internal controls, and compliance framework, ensuring that the organization is well-positioned to achieve its mission and objectives effectively and transparently.