



Tender Number: BeST/2025/02/001
EXTERNAL AUDIT

TENDER DESCRIPTION:

Hundreds of Original Projects for Employment (HOPE'87) invites sealed bids from the audit firms for audit of the project "BeST: Beyond Survival – Transforming the power of Communities" Project # 24-0000477, financed by the Ministry of Foreign Affairs, Government of Netherlands (MFA), implemented by HOPE'87 as Support Partner and 8 local NPOs as In-Country Partners (ICPs).

PROJECT BACKGROUND:

HOPE'87 has received funding support from MFA under the Migration and Displacement Grant Policy Framework 2023-2028. The awarded project has been selected under the 'prospects for refugees and host communities' objectives for funding vide decision letter of Dutch MFA dated March 28, 2024.

HOPE'87 has signed MOUs with the NPO category ICPs under the BeST Project for two-pronged project intervention of Capacity Strengthening and Direct Funding. MFA disburses the grants directly to HOPE'87 who will then transfer funds to the NPO category ICPs. The direct funding to NPO category ICPs will start from the Year 02 of the Project life i.e. From April 2025.

Project details as are follows;

Area of implementation:	District Peshawar, Charsadda and Haripur, Province Khyber Pakhtunkhwa.
Project duration:	April 01, 2024 to March 31, 2029 (5 years)
Project amount:	EUR 5,700,000
Funding to NPO ICPs (out of the total budget):	EUR 2,140,000

The tender documents comprise of the following and each is its integral part:

- General Conditions and Technical specifications/Reporting
- Annex A – Dutch Ministry of Foreign Affairs model audit protocol for project reports
- Annex B – Checklist
- Annex C - Financial Quote format

GENERAL CONDITIONS AND TECHNICAL SPECIFICATIONS/REPORTING

1. Bidder Eligibility:

- 1.1. One Bidder one bid rule applies.
- 1.2. Bidder shall be Audit firm of Category (A) of the State Bank of Pakistan's Panel of Auditors maintained under Section 35(1) of Banking Companies Ordinance, 1962.
- 1.3. Bidder must be registered with the income tax and sales tax department, whichever is applicable and with active tax-payer status.
- 1.4. Bidder should have a satisfactory Quality Control Rating from the Institute of Chartered Accountant of Pakistan (ICAP).



- 1.5. Bidder must comply with International Federation of Accountants' (IFAC) Guidelines on Code of Ethics, as applicable in Pakistan.
- 1.6. Bidder must not be involved in the non-audit services as prohibited in the code of ethics as applicable in Pakistan for the Support Partner and its partner NPOs.
- 1.7. Bidder must not personally be connected in any way with the organizations being audited.
- 1.8. The firm must have a physical presence in Islamabad and should have the capacity to cover multiple regions in Province Khyber Pakhtunkhwa as mentioned in the table in the Article 5.4 below.
- 1.9. Bid must be accompanied by the bidder's profile (listing similar past experience) together with the team lead and main team members' CVs and documentary evidence of past experience/reference letters. The Audit partner must have a minimum of 25 years of experience and the audit manager must possess a minimum of 05 years of experience.
- 1.10. The firm must possess sufficient financial, technical and human expertise/resources to provide the required services.
- 1.11. The Bidder must be clear from the US sanction list and NACTA Pakistan.

2. Guidance/conditions for Bid:

- 2.1. The currency of the bid shall be Pakistani Rupee.
- 2.2. Rates shall be inclusive of all applicable taxes.
- 2.3. The audit fee quoted should be inclusive of out-of-pocket expenses including boarding, lodging and any other expenses (if any) of the audit team.
- 2.4. Overwriting/cross outs/correction fluid will render the bid invalid, unless duly counter signed.
- 2.5. The bids submitted in hardcopy, must be submitted in sealed envelopes. Bid in an unsealed envelop may be treated as invalid bid.
- 2.6. Costs involved in the preparation of the bid shall be the sole liability of the bidder and under no circumstances a claim for reimbursement of the same will be entertained by HOPE'87 or its partners.
- 2.7. No bid can be withdrawn after the submission deadline mentioned here-in-below.
- 2.8. Prices quoted should be valid for a period of minimum 60 days from the date of submission of bid.
- 2.9. The Bidder can also mention any specific condition, which shall be taken into consideration before the award of supply orders

3. Bid Opening & Evaluation:

- 3.1. The bids will be evaluated within 14 working days of the closing date of the bids.
- 3.2. During evaluation after the opening of bids till the award of the contract, HOPE'87 shall be at liberty to correct any arithmetic error/discrepancy detected and re-calculate the price. In the event of a calculation error, the unit price will prevail. The corrected total shall be the bid price. HOPE'87, however, does not take any responsibility if such an error/discrepancy remains undetected during the evaluation of the bid.



- 3.3. The award will be made on overall past & related experience and competitive quote as per the following grid on a relative basis.

S. No	Description	Score
Technical:		
1	Audit firm’s profile having the most no. of INGOs in their client list	10
2	Past experience of audits of similar scope	15
3	Capacity of Team	15
Financial:		
1	Cost proposed	60
Total (Technical (40) + Financial (60))		100

- 3.4. A formal contract shall be signed with the successful bidder. All unsuccessful bidders will be informed about their fate. No explanation shall be provided as to the reason for being unsuccessful.

4. Payment & Other Terms with the selected party:

- 4.1. The rates quoted by successful bidder will remain valid till September 30, 2029.
- 4.2. All payments will be made within 45 days of submission of an invoice after issuance of audit reports on deduction of applicable withholding taxes.
- 4.3. All and any kind of liabilities and insurances (travel and life etc.) of all team members of selected Consultant/firm is their own responsibility.

5. Technical specifications / reporting.

- 5.1. The auditor in line with the Annex A is required to;
 - a) issue an audit opinion in accordance with the requirements of International Standard on Auditing (ISA) 805 (revised), Special Considerations—Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement.
 - b) report their findings in accordance with the requirements International Standard on Related Services (ISRS) 4400 (Revised), Agreed-Upon Procedures Engagements.

For detailed guidance, refer to Annex A – Dutch Ministry of Foreign Affairs model audit protocol for project reports



- 5.2. Regarding audit opinion as mentioned under 5.1 of this section, audit report shall clearly state:
- 5.2.1. Project number and name of the project.
 - 5.2.2. Organizations’ names i.e. name of Support Partner and the NPO ICPs.
 - 5.2.3. Reporting period
 - 5.2.4. An opinion on the Income and Expenditure Account in two currencies i.e. PKR and Euro together with;
 - a) Annex/ note of the financial report in the donor’s format for Support Partner and NPO ICPs.
 - b) Annex/ note for calculation of exchange rates used for conversion of PKR into EUR for Support Partner and NPO ICPs.
 - c) Annex/note of funds received (date wise) with evidence of receipt of foreign remittance into bank account (i.e. certificates of proceeds realization issued by banks) of Support Partners and NPO ICPs.
 - d) Annex/note, for Support Partner and NPO ICPs, mentioning which portion of the costs was paid within the period covered by the financial statements and which amount has been recognized for items that are payable.
 - 5.2.5. Auditor's name, position, address
- 5.3. The list of audit reports and their submission deadline is mentioned in Table 01 and Table 02 below;

Table 01: Audit Opinion as per ISA 805

S. No.	Partners to be audited for BeST project	Period covered	Audit Report Deadline
1	Support partner only	April 2024 to December 2024	May 15, 2025
2	Support Partner and 8 NPO ICPs	January 2025 to December 2025	May 15, 2026
3	Support Partner and 8 NPO ICPs	January 2026 to December 2026	May 15, 2027
4	Support Partner and 8 NPO ICPs	January 2027 to December 2027	May 15, 2028
5	Support Partner and 8 NPO ICPs	January 2028 to March 2029	August 15, 2029

Table 02: Report on factual findings as per ISRS 4400

S. No.	Partners to be audited for BeST project	Period covered	Audit Report Deadline
1	Support partner only	April 2024 to December 2024	May 15, 2025
2	Support Partner and 8 NPO ICPs	January 2025 to December 2025	May 15, 2026
3	Support Partner and 8 NPO ICPs	January 2026 to December 2026	May 15, 2027
4	Support Partner and 8 NPO ICPs	January 2027 to December 2027	May 15, 2028
5	Support Partner and 8 NPO ICPs	January 2028 to March 2029	August 15, 2029



- 5.4. The audit shall be carried out at the HOPE'87 office in Islamabad. All record of HOPE'87 will be available in Islamabad whereas record of NPO ICPs will be available on either on online cloud platform or hard drive at the HOPE'87 office in Islamabad. Each NPO ICP will have a designated standardized folder to ensure easy access to organizational records including receipt vouchers, expenses/payment vouchers, bank statements, procurement and personnel etc. For additional audit procedures and field verification pertaining to NPO ICPs, auditors may visit their offices. Such visits, for the year 2026 audit and onwards, if required, shall be for maximum of one working day visit to the offices of each of the NPO ICP. No field visit is required for the audits of period April 2024 to December 2024.
- 5.5. For audit planning, draft financial statement and list of transactions will be shared timely with the selected auditor. Based on this list of transactions, the auditor is expected to share the sample size with the list of vouchers, at least two weeks before start of field visits to offices of Support Partner and NPO ICPs. Any queries on the list of transactions shall be communicated in writing within 05 working days replies to which, if required, will be made available in the next 05 working days. Support Partner and NPO ICPs will ensure that all record related to selected items is available during field visit for testing/verification by the auditor.
- 5.6. For location details of NPO ICPs refer to below table;

Sr No.	NPO name	NPO abbreviation	Project District	HQ of NPO
1	Association of Business, Professional & Agricultural Women KP	ABPAW	Peshawar	Peshawar
2	Alliance for Integrated Development	AID	Peshawar	Peshawar
3	Anjuman Nawjawan Charsadda	ANC	Charsadda	Charsadda
4	Blessing Welfare & Development Organization	BWDO	Peshawar	Peshawar
5	Integrated Social Services Program	ISSP	Peshawar	Peshawar
6	Ran'aa Child Welfare Foundation	RCWF	Peshawar	Peshawar
7	Rural Development Organization	RDO	Charsadda	Buner ¹
8	Welfare Association Jarred	WAJ	Haripur	Abbottabad ²

Specific addresses of the NPO ICPs will be made available, if field visits are warranted.

- 5.7. The above NPO ICPs will undergo an annual assessment by HOPE'87. NPO ICPs with unsatisfactory performance may be subject to termination. In the event of termination or the addition of new NPO ICPs, the list will be updated accordingly and communicated to the selected auditors.

¹ The location of the HQ is mentioned for information only. The project district is Charsadda. The field visit location to either one of the districts will be mutually agreed before the field visit.

² The location of the HQ is mentioned for information only. The project district is Haripur. The field visit location to either one of the districts will be mutually agreed before the field visit.



Kingdom of the Netherlands



6. Other Terms

- 6.1. If any bidder has any questions or need any clarifications, they can send their queries via email to kiran@hope87.org no later than March 06, 2025.
- 6.2. All queries will be aggregated and answers to all queries received will be uploaded on HOPE'87 website www.hope87.org under "Tender/Advertisement/EOI" by, March 07,2025. Individual response to queries will not be sent to any party.
- 6.3. After the award of the contract the selected party shall give HOPE'87 and donor or any other organization authorized by HOPE'87 access, as per the CONTRACT and to all documents and information, including information in electronic format, necessary to assess, or audit the implementation of the CONTRACT.
- 6.4. These general conditions should be read together with Annexes A, B and C.
- 6.5. In case of dispute between the parties, the same shall be referred for arbitration as per the Arbitration Act in vogue in Pakistan.

7. Submission deadline:

Application Deadline: The ***deadline for submission is 12:00 noon Pakistan Time on March 14, 2025*** in hard form at the HOPE'87 Islamabad office situated at the following address:

Submission address;

HOPE'87,
House Number 321 (Ground Floor), Street 16 - Sector G – 10/2 - Islamabad - Pakistan.
Tel; (92-51) 8777745 Website: www.hope87.org

NOTE: The financial bid should be submitted along with the checklist form in a sealed envelope. Based on the checklist form, only bidder's submitting complete documents will be evaluated.

The sealed envelope should be clearly marked "***External Auditor (Tender Number: BeST/2025/02/001)***"

Any offer received after the time and the date mentioned herein above will not be a valid bid and shall stand rejected.