



INTERNATIONAL NGO SAFETY ORGANISATION
Analysis & Advice for Humanitarians

Call for tenders for the provision of the external financial yearend audit.

30 October 2020

International NGO Safety Organisation

Humanity Hub, Fluwelen Burgwal 58, 2511 CJ Den Haag,
Netherlands.

Confidentiality Statement

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Submission Details

Submission Deadlines

All submissions for responding to this request must be submitted no later than:

Sunday, 15 November 2020
No later than 23:59

The submission must include:

- ✓ A cover letter from a senior representative of your company & required certifications
- ✓ A description of staff level in your company
- ✓ A description of professional experiences with nonprofit organizations with similar size and activities to our organization and details of references in nonprofit sector that may be used by our organization
- ✓ A description on how your company will approach our audit
- ✓ A tentative schedule to conduct your work and delivering the audit report within the due course
- ✓ An estimate of the fee for the service, specifying what is included in the charge, billing method and payment terms

For quotations over EURO €30,000 the tender must include (i) copy of photographic ID of senior executive (passport, national ID card etc.) (ii) official evidence of business address such as utility bill or bank letter (iii) public certificate of incorporation of the company.

Submission of Bids

Only electronic submissions in English will be accepted. Please submit your bids in this manner to rfq@hq.ngosafety.org and reference "Audit" in the subject line of the email

Late bids will not be considered.

About INSO

Founded in 2011, the International NGO Safety Organisation (INSO) is an international charity that supports the safety of aid workers by establishing safety coordination platforms in insecure contexts. INSO provides registered NGOs with a range of free services including real-time incident tracking, analytical reports, safety related data and mapping, crisis management support, staff orientations and training.

INSO services help NGOs with their day-to-day risk management responsibilities and improve their overall situational awareness to support evidence-based humanitarian access decisions.

The Organisation has grown from innovative start-up to become a globally recognised charity and a valuable component of the humanitarian safety coordination system.

Today the Organisation provides daily support to more than 930 beneficiary organisations (NGO) in some of the world's most insecure environments and has earned a strong reputation for performance, principles & professionalism.

INSO has been registered as a charity in the Netherlands since April 2019 and its global headquarters is now based in The Hague, the international city of peace and justice.

It has over 900 employees globally and in addition to its Netherlands HQ is active in 20 countries across Europe, the Middle East, Africa, and Central Asia.

Detailed Specifications

INSO is inviting tenders for the engagement to audit the annual financial consolidated statements of the organization for the financial period commencing the 10th April 2019 and ending on the 31st December this year.

The turnover for the audited period is expected to be around 35 million euros, entirely coming from institutional funds granted through about 60 grants of 150,000 euros to 2 million euros.

The consolidated financial statements of INSO will have been prepared by the management and the responsibility of the auditor will be to express an opinion on these consolidated financial statements.

Scope of the work:

The auditor will conduct the audit in accordance with the International Standards on Auditing that will require him/her to plan and perform an audit to obtain a reasonable assurance about whether the consolidated financial statements are free from material misstatement.

The audit will involve performing procedures to obtain evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected by the auditor will depend on his/her judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, he/she will consider internal control relevant to the organization's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.

He/she will also evaluate the appropriateness of accounting policies & practices used and the reasonableness of significant estimates made by the management, as well as evaluation the overall presentation of the consolidated financial statements.

Audit report:

Through a report, the auditor will bring management's attention on the key findings from the audit process and provide his/her clear expression of opinion on the financial statements for the year audited.

Other Terms and Conditions

- All documentation about this tender and derivable should be in English. Only those documents submitted in English will be considered in the evaluation process,
- The auditors must be certified accountants and hold the requisite professional qualifications recognized in the Netherlands,
- The auditors must demonstrate an extensive experience in advising and auditing to charity sector, particularly to International NGOs,

- The auditors must have knowledge in auditing institutional grants such as DG ECHO, DFID, USAID, SDC or MINBUZA,
- All the cost estimates to be provided by bidders are to include VAT
- The contract will be for an initial 1-year period renewable,
- The auditors must conclude the first-year audit no later than 31st May 2021

Principles

It is strictly prohibited to offer, promise or provide any form of gratuity, gifts or favour to any INSO employee in relation to this RFQ and any effort to do so will result in immediate disqualification of your company from this, and all future, RFQs.

INSO does not support the use of child labour in workplace and will not do business with companies who employ those under the age of 16.

Selection Criteria

All proposals will be reviewed by an Evaluation Committee comprising not less than three (3) INSO employees. Decision will be by majority vote.

Proposals will be evaluated (in no order) on (i) fulfilment of specified objectives and deliverables as outlined above (ii) price (iii) quality (iv) reliability of the auditors (v) other added values.

All candidates will be informed of the outcome of their proposal within 30 days of the submission date.

Shortlisted bidders may be invited to an interview and/or to deliver a presentation to Evaluation Committee,

For further information or clarification please contact us by email : rfq@hq.ngosafety.org