

Date: 20.05.2024

Dear Messer's,  
Greetings from REFORM Association

**Subject: Request for Quotation- Auditing Services PEER Project (NPA)**

**About REFORM:**

REFORM adopts a strategy of sustainably empowering marginalised groups, in particular youth and women from hard-to-reach communities, through establishing safe acting platforms, encouraging community-led developmental processes and shaping a more inclusive governing systems that is responsive to people's needs. In this way, REFORM address's various social fault lines and enhances the individual and collective abilities of women and youth, contributing to the formation of a fairer society where women and youth take leading roles in public life and governing bodies.

**About PEER Project (NPA):**

**"The Palestine Emergency Early Response" (PEER) project** is driven by the urgent need to provide immediate and comprehensive support to Palestinians affected by the current crisis in Gaza. The project specifically focuses on delivering three areas that require extensive attention to ensure the life-saving protection of and assistance to people and communities. By (1) providing conflict preparedness and prevention (CPP) and Explosive Ordnance Risk Education (EORE) trainings and awareness raising for at-risk communities, (2) delivering targeted cash assistance to support direct humanitarian needs of vulnerable groups for food security and livelihood (FSL) and (3) strengthening assistance for mental health and psychosocial support (MHPSS) and prevention of sexual and gender-based violence (SGBV) with support for survivors.

The Palestinian Association for Empowerment and local Development –**REFORM** would like to ask for your price offer regarding the item mentioned below:

**External Auditing Services for the PEER Projects both FSL AND CPP 2024.**  
**Please submit your offer latest by: Monday, 27.05.2024, before 02:00pm.**

**Audit Specifications:**

1. The audit is to be conducted and reported in accordance with International Standard on Auditing (ISAs) by a legally registered auditing firm with international membership.
2. The provider shall prepare and submit a comprehensive management letter for the audit period including management's response with each audit. The letter should offer suggestions for improvement in financial management and internal controls.
3. The provider must submit the **FINAL reports to REFORM no later than 20-15<sup>th</sup> of January 2024.**

**Projects Duration:**

4. **CPP Project Duration is from 15.11.2023- 15.06.2024. Final reports should be submitted no later than 20-25<sup>th</sup> of January 2025.**
5. **FSL Project Duration is from 15.11.2023- 15.06.2024. Final reports should be submitted no later than 20-25<sup>th</sup> of January 2025.**

6. **Audit Service will be on payments and procedures.**
7. **Journal listings are not complete we will issue an updated version once all the transactions are complete to the chosen candidate.**
8. **Instructions for external audits of projects supported by NPA:**
  - Formal documentation proving that the external auditor is publicly authorized.
  - The audit report is be written and presented in English language.
  - The audit is to be carried out on the basis of the generally accepted accounting principles of this type of audit, and in accordance with the following requirements:
  - Implementing Organization must satisfy the conditions laid down in the Cooperation Agreement and Appendixes
  - The grant must have been used in accordance with the approved budget and work plans.
  - Implementing Organization must have kept internal records of all petty cash and bank transactions.
  - Implementing Organization must be able to document all expenditures by means of the original invoices / receipts (signed and amped), confirming that the sum has been paid.
  - Inspect all revenues received from NPA Should be revised to ensure that it was received and recorded in terms of the cooperation agreement and proposal and ensure that it has been actually incurred in turns of the project specification. Ensure that entries to the project are valid project expenses and that invoices and receipts are only used once.
  - The Auditor must confirm the amount transferred from NPA to Implementing Organization and the exchange rate used in each transfer.
  - The audit shall ascertain that Implementing Organization's guidelines for internal inspections are acceptable in relation to the following aspects: use of Implementing Organization's means of transport travelling expenses - domestic and international telephone calls and faxes salary scales use of Implementing Organization's materials and equipment • Agreements and sub-Agreements in connection with purchase of services.
  - A comparison of the budget with the sub-items and the actual expenditures is to be submitted as an annex to the Auditor's report.
  - The auditor must state that the audit done is according to international and national auditing standards.
  - A Letter of Management must be issued highlighting the issues mentioned above.

#### **Submission criteria:**

For those who meet the criteria must submit both a technical and financial offer in English and must be stamped and delivered by hand in sealed envelope to REFORM office.

- + The Technical offer must include the following (40%):
  - General information and experience of the firm, including responsible staff assigned to the audit.
  - Work plan and time table.
- + The Financial Offer should be in ILS and Including VAT which should be separated for each project. (60%)

#### **Notes:**

- 1- **REFORM is not obliged to contract with the lowest price.**
- 2- The applicant is not allowed to share any of REFORM's reports with anyone without consulting REFORM.
- 3- The applicants should register on REFORM procurement system [REFORM \(econnect.ps\)](http://REFORM(econnect.ps))

The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah.

For more information, please do not hesitate to contact us on the following contact details: Telfax: 02-2966645, Email: [mmorror@reform.ps](mailto:mmorror@reform.ps)

Thank you for your kind cooperation,

Sincerely yours,

Procurement Unit  
Mona Morrar

