

**Date: 14.11.2024**

**Dear Messer's,  
Greetings from REFORM Association**

**Subject: Request for Quotation- Auditing Services**

**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 UID:**

"United in Diversity III" project, implemented by the Palestinian Association for Empowerment and Local Development – REFORM, in partnership with Norwegian People's Aid. This project aims to promote young men and women's participation in decision-making processes through monitoring plans and policies of organisations and holding local organisations accountable at the level of public policies that increase youth's participation in public life. The project aims to enhance the values of good governance and transparency in the work of local organisations and to inform policy makers of citizens' rights and needs. This project will build the capacities of its target groups in participatory processes and facilitation skills using the Facilitating Reform Methodology, developing their accountability skills and monitoring the extent to which public policies respond to the needs of local communities.

**About PEER 2:**






This project comes as part of the "Palestine Emergency Early Response (PEER) II" project, which addresses critical needs in Gaza and the West Bank through emergency Conflict Preparedness and Protection (CPP) and Explosive Ordnance Risk Education (EORE). It aims to mitigate the risk of explosive weapons and reduce harm to civilians in Gaza, while also preparing at-risk communities in the West Bank to become more resilient against armed violence.

**About Symposia:**

This project comes as part of the "Symposia II" project aims to counter the shrinking of civic spaces during increased violence. It focuses on engaging youth and women, bridging gaps between national leaders and local youth leaders. It further aims to empower women and youth in decision-making through platforms, knowledge sharing, tools, and networking opportunities, enabling them to lead transformative change.

The Palestinian Association for Empowerment and local Development –**REFORM** would like to ask for your price offer per project in ILS Including VAT regarding the items mentioned below:

**External Auditing Services for the Three projects (UID & PEER 2), Symposia.****Please submit your offer latest by: Sunday, 24.11.2024, before 02:00pm.****Audit Specifications:**



-  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.
-  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.
-  **Audit Service will be on payments and procedures.**
-  The Journal listings aren't final and payments will be added.
-  Journal Listing will be sent to interested candidates. Please contact [mmorarr@reform.ps](mailto:mmorarr@reform.ps) for more details.

**Three projects:**

- 1. (PEER 2)**
  - The provider must submit the FINAL drafts to REFORM no later than 2<sup>nd</sup> of February 2025.
  - Project Duration is July 1<sup>st</sup> 2024 to December 31<sup>st</sup> 2024.
- 2. (United in Diversity (UID))**
  - The provider must submit the final drafts to REFORM no later than 20<sup>th</sup> of January 2025.
  - Project Duration is from January 1<sup>st</sup> 2024 to December 31<sup>st</sup> 2024.
- 3. (Symposia)**
  - The provider must submit the final drafts to REFORM no later than 16<sup>th</sup> of February 2025.
  - Project Duration is from January 1<sup>st</sup> 2024 to December 31<sup>st</sup> 2024.

**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 offer must include the following:
  - General information and experience of the firm, including responsible staff assigned to the audit. 20%
  - Work plan and time table. 20%
-  The Financial Offer should be in ILS and Including VAT PER 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 \(econnect.ps\)](https://reform.econnect.ps)
- 4- REFORM has the right to cancel this RFQ whenever it prefers.
- 5- REFORM can contract with one supplier or more than one supplier.

The offers should be sent in sealed and stamped envelopes to The Palestinian Association for Empowerment and Local Development- REFORM, Tirawi Building, 2<sup>nd</sup> floor in Al Masyoun, Ramallah no later than **Please submit your offer latest by: Sunday, 24.11.2024, before 02:00pm.**

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

