**Request for Proposal**

Audit services

**Date: February 2024**

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1. HIAS AND HIAS EUROPE OVERVIEW

HIAS is the global Jewish nonprofit that protects refugees whose lives are in danger for being who they are. Guided by Jewish values and history, HIAS works in the United States and over 20 countries around the world to help refugees rebuild their lives in safety and advocates to ensure that all displaced people are treated with dignity.

HIAS Europe was established in 2019, registered as an NGO in Belgium. The office supports HIAS’ humanitarian work around the world, liaises with EU institutions and brings together the European Jewish community in support of refugees, asylum seekers and HIAS’ humanitarian mission more generally.

HIAS Europe requests, receives and distributes grants funding from HIAS in United States, donors and the European Commission. The operating budget of the European office is around 2 Million euros per year. These are around 50 to 60 transactions per month including payroll for the 15 employees. HIAS Europe has a branch office in Moldova, as of 2023 and will have affiliated offices under it’s responsibility in Poland, Romania and Greece as of 2024.

1. DESIRED SERVICES & SCOPE OF WORK

HIAS Europe is requesting proposals from several auding firms that have extensive experience and knowledge in providing auditing services to Belgian not-for-profits auditing organisations with branch offices in other EU countries, including non-EU member states.

1. Audit on financial statements 2023 in accordance with the International Standards on Auditing (ISAS). The objective of the audit of HIAS’s Europe financial statements is to enable the auditors to express an independent professional opinion on the financial position of HIAS Europe and to ensure that the funds utilised for HIAS’s activities have been used for their intended purposes.

*Deliverable*: Annual Audit Report on the Financial Statements produced under the Belgium GAAP.

1. Verify the opening balance for 2023, in accordance with the relevant accounting standards in Belgium.

*Timeframe/ Schedule:*

HIAS Europe fiscal year ends on December 31st. The audit period for deliverables are shown below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Body of Work** | **Start Date** | **Draft Report** | **Final Report** |
| FY23 Audit | April 2024 | May 15 2024 | May 31 2024 |
| FY24 Audit | April 2025 | May 15 2025 | May 31 2025 |
| FY25 Audit | April 2026 | May 15 2026 | May 31 2026 |

1. EVALUATION OF PROPOSALS

Proposals will be scored using the following technical criteria. Points for each question will range 0-50 the maximum total score is 100 points. Proposals should address each evaluation criteria.

* Management Criteria: Includes the bidder’s experience on similar projects, bidder’s performance on similar projects and the bidder's plan for management and control of the project. (0-30)
* Technical Criteria: Includes the bidder’s understanding of the service or procurement required, supplier’s qualifications and bidder’s overall resources. Does the supplier have the right qualifications (registration, insurance, experience)? (0-20)
* Cost criteria: Is the cost within any pre-determined price range, such as cost estimates from market analysis? In most cases, cost is evaluated using value for money unless otherwise directed by donor requirements. (0-50)

1. PROPOSALS FORMAT & REQUIREMENTS

In order to secure information in a form which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

1. Name, address, telephone number and email address for principal contract.
2. A brief outline of your organization and services offered, including:

* Full legal name, jurisdiction of organization or incorporation and address of the company.
* Full legal name and country of citizenship of company’s President and/ Chief Executive.
* Please state which officer in your office will be responsible for managing / administration of the contract.
* An organization chart for the office responsible for managing the contract. This should include the number of staff within each department and the FTE Number for external auditors.
* Details of previous experience of providing external audit services to the non-profit sector in Belgium, emphasize experience in the international development or humanitarian sector.

1. Name and professional qualifications of personnel who would provide the services.
2. Name, address, phone number and email address of at least two clients of similar industry and scope of operations as HIAS Europe that can be contacted as references.
3. Please provide an estimated annual fee schedule for each deliverable including hours by position to complete the audit.

For item 3 (FPA Assessment), please make sure to respond to the requirements of the ToR and provide any additional information required for this assignment separately.

1. CONTACT FOR BID ENQUIRIES

All inquiries concerning this solicitation shall be addressed to the following designated contact:

* Elinor Minett (elinor.minett@hias.org)

Please email an electronic version of your response (via e-mail), including all supporting documentation, and direct questions about RFP to the designated contact.

All questions should be submitted in writing (via e-mail) citing the particular bid section and paragraph number. Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid.

RFP Calendar/ Timeline

* RFP published February 2024
* RFP response due March 2024
* Vendor selected and notified end of March 2024