

REQUEST FOR PROPOSALS

AUDIT SERVICES

A. General Information

The Justice and Reconciliation Project (JRP) has played a key role in transitional justice in Uganda since 2005 through seeking to understand and explain the interests, needs, concerns and views of the communities affected by the LRA war. Through the active involvement of communities in our research and advocacy, we have sought to give a voice to the population which has suffered from this conflict for over twenty years. Our interventions aim at empowering affected communities and victims of the conflict to influence local, national and international policy.

JRP is requesting proposals from licensed certified public accounting and audit firms based in Uganda to audit its financial statements for the fiscal year ending 31 December 2015.

JRP reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the JRP, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Submission of the proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the Terms of Reference or Contract between JRP and the firm selected.

Interested firms should submit **technical and financial proposals** by close of business on **Tuesday, 9th June 2015**:

It is anticipated the selection of a firm will be completed by 19th June 2015. Following the notification of the selected firm it is expected a contract will be executed between both parties by 26th June.

B. Term of Engagement

A one year contract with annual renewals is contemplated, subject to satisfactory negotiation of terms.

C. Scope of Work to be Performed

The auditor will express an opinion on the fair presentation of JRP's financial statements in conformity with generally accepted accounting principles. The financial and compliance audit will involve all JRP's funds and accounts. The full scope of work to be performed shall be contained in a detailed TORs and Contract to be signed between JRP and the successful firm.

E. Timing, Location, and Conduct of Audit Work

Audit work shall be conducted in the fiscal year 2015 and shall consist of an interim/mid-year and annual/end year audit. Audits shall be conducted at a mutually agreeable time.

F. Submission of Proposals

Interested firms shall submit a **technical and financial proposal**:

Technical Proposal: The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements. As such, the substance of proposals will carry more weight than their form or manner of presentation. While additional data may be presented, the proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. They represent the criteria against which the proposal will be evaluated. The following information shall be required in the technical proposal;

- **Independence;** The firm should provide an affirmative statement that it is independent of JRP as defined by generally accepted auditing standards. The firm should also list and describe the firm's professional relationships (if any) with JRP for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.
- **License to Practice in the Republic of Uganda;** An affirmative statement should be included indicating that the firm and all assigned key professional staff are properly licensed to practice in the Republic of Uganda.
- **Firm Qualifications and Experience;** The proposal should state the size of the firm, the size of the firm's audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number of the staff to be employed on a part-time basis.
- **Partner, Supervisory and Staff Qualifications and Experience;** The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement and indicate whether each such person is licensed to practice as a certified public accountant in the Republic of Uganda. The firm also should provide information on the auditing experience of each person, including information on relevant continuing professional education for the past five (5) years and membership in professional organizations relevant to the performance of the audit.
- **Specific Audit Approach;** The proposal provide an explanation of the audit methodology to be followed, to perform the services required.
- **Identification of Anticipated Potential Audit Problems;** the proposal should identify and describe any anticipated potential Audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from a third party.

Financial Proposal; The financial proposal should contain all pricing information relative to performing the audit engagement as described in this request for proposals. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses. Specifically, the financial proposal should include the following;

- Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each;
- Out-of-Pocket, transport and accommodation Expenses Included in the Total All-Inclusive Maximum Price
- Desired manner of payment; progress payments will be made on the basis of work completed during the course of the agreement and out-of-pocket expenses incurred in accordance with the firm's bid proposal.

G. Evaluation Procedures;

All proposals shall be equally evaluated according to procedures developed by JRP's procurement committee. JRP's procurement committee will compare the relative merits of alternative audit approaches and will determine if the experience of assigned staff is adequate for the type of audit desired. JRP will select a firm based upon the recommendation of its procurement committee.

H. Right to Reject Proposals

JRP reserves the right without prejudice to reject any and all proposals.

I. Proposal Submission

Interested firms or individuals should submit technical and financial proposals by email at procurement@justiceandreconciliation.com by 17:00 on Tuesday 09 June 2015.

Proposals should be accompanied by a signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement of why the firm believes itself to be the best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for sixty days.

JRP reserves the right to reject any or all proposals submitted.