



REQUEST FOR PROPOSALS (RFP)
Financial Audit of Global Rights Compliance Foundation
www.globalrightscompliance.com

Stichting "Global Rights Compliance Foundation", Prinses Margrietplantsoen 33, 2595 AM
Gravenhage Nederland Kvk number 70 048436, RSIN number 85811884.

AUDIT OF SPENDING UNDER FCDO GRANT Mobile Justice Teams (MJT) Phase IV

To : Offerors
From : Global Rights Compliance Foundation
Subject : Request for Proposal (RFP) No. RFP P25.067

Program Audit- FCDO Project Number: PEA ISFD UKV 0515004

Performance Period : Audit should be completed by May 31, 2026

RFP Issue Date : 15.09.2025
RFP Closing Date : 19.10.2025
RFP Closing Time : 17:00 PM – CET

The successful firm will be notified by 25.10.2025

Enclosed is a Request for Proposal (RFP) for one audit. **Global Rights Compliance Foundation** invites qualified firms and organizations to submit a best-price proposal for a **FINANCIAL AUDIT of the Global Rights Compliance Foundation's FCDO government assistance grant**. The issuance of a subcontract is subject to availability of funds, successful negotiation of the subcontract budget and terms, and receiving client consent, if required. The Contract resulting from this award will be a single **firm fixed price purchase order**.

The audit will be a **virtual audit** as **Global Rights Compliance Foundation** does not currently maintain physical offices in the Netherlands. It does, however, have an accounting firm located in the Hague that prepares its financial statements. Its business model is based on remote work sites around the globe in implementing foreign assistance programs for a portfolio of countries' government assistance programs, mainly grants and contracts. It has no private donations. The Foundation works through consultants; it has no employees, and it is a Foundation thus no profit and is VAT exempt.

The auditors will consist:

1. An audit of expenditures under international audit standards of Accountable Grant Arrangement PEA ISFD UKV 0515004 The Government of the United Kingdom of Great Britain and Northern Ireland acting through the Foreign, Commonwealth & Development Office ("FCDO"). Period of performance April 7, 2025, through March 31, 2026. Award value 1,000,000 GBP. Approximately 2200 repetitive transactions in QuickBooks, 20% of which will be bank charges under 10 euros. There are no equipment or capital purchases in this award. Audit should be completed by May 31 2026 to allow time for review and finalization. GRC needs to report to the FCDO by June 30, 2026, latest. QuickBooks is kept in Euros, but we have converted the expenses to GBP on a excel spreadsheet by month. The audit standards should be carried out in accordance with International auditing standards (ISA 800 or equivalent). Sufficient audit evidence should be gathered to substantiate in all material respects the accuracy of financial statements. The audit report of the auditors should state if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed.

To be considered, Offerors should submit a complete proposal no later than the closing date and time indicated above. Offerors should ensure that the proposals are well written in English, easy to read, follow the instructions provided and contain only requested information.

Any questions should be submitted **in writing** and emailed to aydineksi@globalrightscompliance.co.uk / procurement@grcompliance.org no later than **5 days** from the issue date of this RFP. No questions will be entertained if they are received by means other than the specified email address. The solicitation number should be stated in the subject line. Answers will be compiled and distributed to all participants. Due to having to notify all the participants, please let us know if you are not interested in working with us.

Proposals must be divided into two parts: Technical Proposal and Cost/Business proposal. The email subject line should be FINANCIAL AUDIT GRC **RFP-P24-065** and sent to aydineksi@globalrightscompliance.co.uk / procurement@grcompliance.org Please treat the information contained within this RFP with professional confidentiality. The successful company will be asked to sign a Non-Disclosure Agreement or Confidentiality Agreement prior to commencing with the work.

Sincerely,
GRC Procurement Department

Attachments:

- Attachment I : Instructions to Offerors
- Attachment II: Evaluation Criteria
- Attachment III: Cover Letter

Attachment I
INSTRUCTIONS TO OFFERORS

A. General Instructions

These Instructions to Offerors will not form part of the offer or of the Contract. They are intended solely to aid Offerors in the preparation of their proposals. Please read and follow these instructions carefully.

1. The proposal and all corresponding documents related to the proposal must be written in the English language, unless otherwise explicitly allowed. Additionally, all proposals should be single-spaced with clear section headings, and be presented in the order specified in Attachment III – Evaluation Criteria.
2. Proposals must include only the Offeror's own work. No text should be copied from sources outside of your organization unless those sources are adequately cited and credited. **If GRC determines that any part of the proposal is plagiarized from outside sources, the Offeror will be automatically disqualified.**
3. Proposals and all cost and price figures must be presented in **Euros**. All prices should be gross of tax, but net of any customs duties. A firm fixed price purchase order will be issued to the successful offeror in EUR.
4. The Offeror must state in their Proposal the validity period of their offer. The minimum offer acceptance period for this RFP is **90 days** after the closing date of the RFP. If an Offeror has provided a validity period of less than 90 days, they will be asked to revise this. If the Offeror does not extend the validity period, their proposal will be rejected.
5. The Technical Proposal and Cost/Business Proposal **must** be kept separate from each other. Technical Proposals must not refer to cost or pricing information **at any point**. This will allow the technical evaluation to be made strictly based on technical merit.
6. Offerors must be licensed and authorized to conduct business in the Netherlands, as evidenced by submission of a copy of a valid Business License or other official registration. The copy of the license must clearly show a license number, authentication stamp and a date of issue and date of expiry.
7. No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by GRC. All such costs will be at the Offeror's expense.
8. **Responsibility Determination:** Award shall only be made to "responsive" companies. To enable GRC to make this determination, the Offeror must provide a cover letter, as provided in Attachment IV.
9. **Late Offers:** Offerors are wholly responsible for ensuring that their Offers are received in accordance with the instructions stated herein. A late Offer will be recommended for rejection, even if it was late because of circumstances beyond the Offeror's control. Late offers will only be considered at the procurement department's discretion.
10. **Modification/Withdrawal of Offers:** Offerors have the right to withdraw, modify or correct their offer after it has been delivered to GRC at the email address stated above, and provided that the request is made before the RFP closing date.
11. **Disposition of Proposals:** Proposals submitted in response to this RFP will not be returned. Reasonable effort will be made to ensure confidentiality of proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature, but if such information is included in the Offeror's proposal, the Offeror must alert GRC and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
12. **Clarifications and Amendments to the RFP:** Any questions regarding this solicitation must be **emailed** to aydineksi@globalrightscompliance.co.uk / procurement@grcompliance.org . No questions/clarifications will be entertained if they are received by another means. The solicitation number should be stated in the subject. Responses will be compiled and emailed to the requesting potential Offeror and will be sent to all organizations that are participating in this RFP.
13. GRC anticipates that discussions with Offerors will be conducted; however, GRC reserves the right to make an award without discussions. It is strongly recommended that Offerors present their best offer.

Failure to agree and comply with any of the above specifications will result in the Offeror being considered unresponsive and the proposal may be rejected.

B. Submission of Proposal:

Proposals must be submitted in **two separate sections**,

1. Technical Proposal
2. Cost/Business proposal.

Proposals must be delivered no later than the specified date/time to the email address below.

Offerors who do not submit their technical and cost proposals separately will be automatically disqualified.

C. Content of Proposal:

The proposal shall be comprised of four sections:

- i. The Cover Letter (Attachment III)
- ii. Copy of the Offeror's Valid Business license and Peer Review Report
- iii. The Technical Proposal
- iv. The Cost/Business Proposal

1) The Cover Letter: should be on the Offeror's letterhead and MUST contain the information requested in Attachment III.

2) Business License and Peer Review Report

3) Technical Proposal:

- a. Should **clearly & precisely** address theoretical and practical aspects that the Offeror has considered and will employ to carry out the statement of work.
- b. The Technical Proposal is the opportunity for the Offeror to demonstrate that the firm is "technically capable" of implementing the activity and should demonstrate the Offeror's understanding of and capabilities to carry out the work, and address the key issues described in the Evaluation Criteria in Attachment III.
- c. The Technical Proposal should be divided into clearly separate sections following the same order of the Evaluation Criteria in Attachment III. A mis-ordered proposal that makes information hard to find will result in lower scores.
- d. **If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP, as outlined specifically in the statement of work and the evaluation criteria, the Offeror's proposal will be automatically disqualified.**

4) The Cost/Business Proposal: must be in a separate section from the technical proposal and will primarily indicate the cost for performing the work specified in this RFP. At a minimum, the Cost/Business proposal should include the following information:

- a. A detailed budget that provides a break-down of costs.
- b. Detailed and comprehensive cost notes that provides information on each of the line items in the budget and explains why these items are needed for implementation of the activity.

Failure to comply with any of the above points will result in the Offeror being considered "unresponsive" and the proposal may be rejected.

If an Offeror provides insufficient information in their technical and/or cost proposal, GRC reserves the right to request additional information, or to request a revised proposal from the Offeror.

**Attachment II
EVALUATION CRITERIA**

Basis of Award: The award will be made to the offeror whose offer presents the Best Value: the optimal combination of technical merits and reasonable cost. Proposals will be scored on technical factors first.

EVALUATION CRITERIA

1. Technical Competence – presented in the Technical Proposal (70 points)

A. Technical Approach 70 points

Provide a clear, specific, and succinct technical proposal that covers both the conceptual and practical approaches of how to achieve the objectives of this project. Specifically, please address the following, **in the order specified below:**

Item	Requirement	Points Available
1) Willingness to work	Please state that you are willing to implement the scope of work as detailed in the announcement. A positive statement is required. Offerors that do not provide a positive statement will be automatically disqualified.	Pass/Fail
2) Past experience with Audits	Past experience auditing a foundation located in the Netherlands.	10 points
3) Past experience with donor government Audit requirements	Past experience auditing a foundation who works with grants by donor governments.	10 points
4) Methodology	<p>Considering the Statement of Work in Attachment I, please describe in detail the following:</p> <p>The steps, in chronological order, that you will take to implement the work. Make sure to describe any innovative approaches or technology you plan to use. The order of the steps should follow the order in Attachment 1.</p> <ol style="list-style-type: none"> 1. General Audit 2. Financial statement audit 3. Internal control over the donor award spending 4. Management letter <p>Methodologies that indicate a greater practical understanding of implementing the work, and more innovative yet realistic ways of carrying out the work will be scored more favorably than those that do not consider these factors.</p>	30 points
5)	Please describe the year(s) of experience level of the staff member or member(s) who will work on the audit and have worked with compliance requirements of government awards in foreign assistance.	10 points
6) Completion time	Please provide estimated completion time for all requirements including and leading up to the final audit report.	10 points
		70 points

ATTACHMENT III
FORMAT FOR PROPOSAL COVER LETTER – TO BE PRINTED ON ORGANIZATIONAL LETTERHEAD

City, Country
<Date>

To: GRC Procurement Team

Dear Sir / Madam:

We, the undersigned, offer to undertake the **[Insert RFP No], [Insert project title]**, in accordance with your Request for Proposal dated **[Insert MM/DD/YYYY]** and our Technical and Cost/Business Proposal submitted herein.

Our organization's details are as follows:

- i. Company's Name
- ii. Company's Address
- iii. Name of Company's authorized representative:
- iv. Telephone #/Cellular Phone #, Email address:
- v. Validity Period of Proposal
- vi. A valid Business License and a Peer Review

Our proposal shall be binding upon us, subject to any modifications resulting from negotiation, up to expiration of the validity period of the proposal. We understand you are not bound to accept this or any Proposal you receive.

We also certify that our organization:

- (a) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay.
- (b) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints.
- (c) has a satisfactory performance record.
- (d) has a satisfactory record of integrity and business ethics.
- (e) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
- (f) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:
Name and Title of Signatory:
Date:



TERMS OF REFERENCE FOR EXTERNAL FINANCIAL AUDIT OF A PROJECT, ISF UKRAINE

1. Purpose of the Audit

[Partner] wishes to engage suitable qualified auditors to undertake an external review of the financial records of the ISF project [name], contract number [number], for the [year] financial year.

The output will be an audit report detailing the findings from undertaking a review of commercial and financial information provided by the Foreign, Commonwealth and Development Office (“the Authority”), [name] (the Implementing Partner) and its sub-contractors (down streaming entities), reconciling spend and payment in accordance with the contract and obligations therein.

The auditors will be contracted to:

- i. Establish whether the project accounts and reports have been prepared in accordance with International Financial Reporting Standards (IFRS) and give a true and fair view of the financial situation of the project within the period of implementation.
- ii. Establish whether ISF funds have been used in accordance with the conditions of the relevant financing agreements, and only for the purposes for which the financing was provided. The relevant financing agreements (grant agreements, commercial contracts, activity-based budgets, and any other relevant documentation) will be provided upon hire.
- iii. Produce complete and accurate financial statements of project revenues and expenditure during the period under review.

The audit should be carried out in accordance with either UK or national auditing standards. Sufficient audit evidence should be gathered to substantiate in all material respects the accuracy of financial statements. The audit report of the auditors should state if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed.

2. SCOPE

Requirements

1. The audit will be conducted in accordance with International Standards on Auditing and will include, as the auditors consider necessary, tests of transactions and of the existence, ownership and valuation of assets and liabilities.
2. The auditors will obtain sufficient and appropriate evidence to enable an understanding of the accounting and internal controls system to assess their adequacy

as a basis for the preparation of the final financial report submitted to ISF Ukraine and to establish whether proper accounting records have been maintained.

Approach

The auditors' work should include sufficient tests to establish whether:

1. Expenditure of ISF funds managed by the Implementing Partner has been disbursed and used in accordance with the ISF contract and other relevant written agreements, and only for the purposes for which the funds were provided.
2. Payments made to down streaming entities were made in accordance with their financial agreements, approved budgets, and financial reports. Expenditures by down streaming entities shall not be reviewed.
3. All project expenditures are confirmed by respective bank statements.
4. All costs in the final financial report submitted by the Implementing Partner to the Authority were calculated correctly and relate to project activities performed during the period under review.
5. For any payments related to the project period but made after 31 March, respective costs were accrued in correct accounting periods.
6. The final financial report is in accordance with the last project budget approved by the Authority; variances for sub-activity budget lines where total expenditure is £500 and more do not exceed 10% of the approved budget values; variances for all activity budget lines do not exceed 5% of the approved budget values; total project management and administration costs did not increase compared with the approved budget values. In case substantial variances are identified, confirm if written approval was obtained from the Authority in advance of the expense.
7. Records of transactions include accurate information regarding any variations in currency exchange rates, where relevant. Foreign exchange gains/losses are disclosed in the financial reports, and exchange rates used in financial reporting are in accordance with the provisions of relevant financing agreements including appendices, unless otherwise approved by the Authority.
8. Project costs in the final financial report exclude any VAT, unless written approval was obtained from the Authority in advance of the expense. The auditors shall quantify total amount of VAT included in the costs but not approved by the Authority.
9. Salary costs can be verified by sufficient supporting documentation (e.g. timesheets) and do not include any overtime, bonuses, or dividends, unless agreed with the Authority in writing.
10. Cost-sharing of staff salaries and any other shared costs is in accordance with the Level of Effort agreed in the project budget, and the share of such costs charged to the Authority together with the shares charged to other Implementing Partner's projects comprise 100%.

11. All necessary supporting documents, records, and accounts have been kept in respect of and confirm all expenditure reports, including payments made to down streaming entities. Clear linkages should exist between the books of account and the final financial report presented to ISF. Regardless of materiality, the auditors shall quantify total amount of costs lacking sufficient supporting documentation.
12. An adequate budgetary control system is in place to monitor actual expenditure against budget lines on a regular basis and to take effective remedial action as necessary, with adequate segregation of duties in the maintenance and review of accounts and the performance of reconciliations
13. Expenditure of project funds has been approved at the correct level of delegated authority. This includes initial approval to incur expenditure and the payment of claims, invoices, salaries, allowances, and any other items of expenditure charged to the project budget.
14. Goods and services financed by ISF funding were procured in accordance with relevant financing agreements and with due regard to agreed procurement best practice. The auditors shall identify and review top three procurements of goods and/or services (including consultants) and confirm whether they were made on a competitive basis.
15. Inventories and assets registers are complete and accurate, and the existence and ownership of assets and stock is regularly verified by physical checks to ensure that they are being used for the intended purposes of the project.

Audit Report

1. The auditors will be required to report directly to the Implementing Partner with a copy to ISF Ukraine Programme Finance Manager (stanislav.ostapenko@fcdo.gov.uk) and the project's Finance Officer.
2. The auditors will produce a draft audit report within 15 working days of commencement of the audit. The final report will include management comments on the auditors' findings and recommendations and will be provided 5 working days after the draft report.
3. The auditors will give details of locations visited and the relative size of samples tested. The audit report should provide a clear expression of opinion on the management of the project and on compliance with the funding agreement with ISF. It should also state the basis of the auditors' opinion. If the auditors give a qualified opinion, the factors leading to the qualification should be given.
4. Besides an opinion on the project financial statement, the audit report should include a separate paragraph commenting on the accuracy and propriety of expenditure of ISF funding and the extent to which ISF can rely on the Implementing Partner's financial reporting as a basis for funding disbursements.
5. The auditors shall give an opinion on the potential for fraud and corruption in implementation of the project and provide details of any actual fraud or corruption incidents during the period under review and the value of possible losses.

6. The Project Financial Statement should include:
- i. A summary of sources and uses of funds showing the sources of ISF and counterpart funds separately and the uses of funds by disbursement category, both for the current financial year and accumulated to date.
 - ii. A statement for uses of funds by project activity showing expenditures of the project under each of the main project component and sub-component headings.
 - iii. A separate note of any ineligible expenditure identified during the review, with a valuation.
 - iv. As an annex to the Project Financial Statement, the auditors should prepare a reconciliation between the amounts shown as received by the project from ISF and those confirmed as disbursed by ISF. As part of that reconciliation, the auditors should indicate the mechanism for the disbursement, e.g. payment in arrears or in advance.

Management Letter

In addition to the audit report, the auditors will prepare a Management Letter 5 days after the draft report, in which the auditors will:

- i. Give comments and observations on the accounting records, systems, and controls that were examined during the audit.
- ii. Identify specific deficiencies and areas of weakness in systems and controls. This will be shared with the Implementing Partner to communicate areas of development should they seek to get future funding from ISF.
- iii. Report on the degree of compliance with the financing agreement and give comments, if any, on the internal and external matters affecting such compliance.
- iv. Communicate matters that have come to the auditors' attention during the audit which might have a significant impact on the implementation of the project.
- v. Bring ISF to the attention of any other matters that the auditors consider pertinent.

Contract Duration

The audit is scheduled to commence on the [date] for a period of 20 working days (this includes field work and report submissions). All final reports should be finished by [date]. Deadline for submission of ITT is [date].