Global Rights Compliance

Request for Proposal (RFP)
Financial Audit of FCDO Phase V 2026/2027
GRC/RFP/P26-049

https://globalrightscompliance.org/

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

Procuring Entity	Global Rights Compliance Foundation (https://globalrightscompliance.org/)
Type of the Contract	RFP: Financial Audit of FCDO Phase V 2026/2027
Language (s) required	English
RFP/RFQ Issue Date	31 July 2026
RFP/RFQ Closing Date & Time	31 Aug 2026, 18:00 CET

Performance Period: The audit is expected to commence no later than 30 April 2027. Bidders must structure their proposals, resource allocations and work plans accordingly to ensure timely mobilisation, appointment and completion of the audit. Bidders should note that, in accordance with the donor's BEK ISF Financial Audit Terms of Reference, the appointed auditor will be required to submit a draft audit report within 15 working days of the commencement of the audit. Please read the attached BEK TOR very carefully before submitting your proposal.

The successful bidder will be formally notified by GRC via e-mail.

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 Phase V**. 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 in GBP**.

The audit will be conducted primarily remotely. GRC operates as a virtual organisation and does not maintain physical offices in the Netherlands. Financial records, supporting documentation and accounting records will be made available electronically. GRC's external accounting firm, located in The Hague, may provide additional documentation where required. 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.

Scope of Work

The scope of the audit engagement shall comprise the following:

- An audit of expenditures under international audit standards of Project Name: Mobile Justice Teams (MJT) Phase V Project Numbers: PEA ISFD UKV 0515004 (ODA); PEA ISFD UKV

- 0526001 (non-ODA) Accountable Grant Arrangement The Government of the United Kingdom of Great Britain and Northern Ireland acting through the Foreign, Commonwealth & Development Office ("FCDO"). Period of performance **April 1, 2026, through March 31 2027.** Award value 2,630,000 GBP. Approximately **3500** repetitive transactions in QuickBooks, 20% of which will be bank charges under 16 euros. There are no equipment or capital purchases in this award. Audit should be completed **May 31** at the latest to allow time for review and finalization. GRC needs to report to the FCDO by June 30, 2027, 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**), **Please read the attached BEK TOR very carefully before submitting your proposal.** 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.
- Bidders should note that, in accordance with the donor's BEK ISF Financial Audit Terms of Reference, the appointed auditor will be required to submit a draft audit report within 15 working days of the commencement of the audit. The final audit report, incorporating management comments on the auditors' findings and recommendations, must be submitted within 5 working days following the issuance of the draft report. Proposals should therefore demonstrate the bidder's ability to meet these mandatory timelines.

Proposal Submission

To be considered, Offerors must submit a complete proposal, as per the attachments below, by the closing date and time indicated in this solicitation. Proposals must be prepared in English (unless otherwise required), clearly written, easy to review, and strictly follow the instructions provided, containing only the requested information.

All requests for clarification must be submitted in writing and addressed via e-mail to the designated Procurement Contact**:** procurement@grcompliance.org, with a copy (cc) to zinebreffass@globalrightscompliance.co.uk no later than **7 days** from the issue date of this RFP. The solicitation number should be stated in the subject line.

Proposals (Technical Proposal and Financial Proposal) must be submitted in two separate parts. All submissions must be sent electronically, with the e-mail subject line clearly stating "**GRC/RFP/P26-049 for***:* **Financial Audit of FCDO Phase V 2026/2027.** Proposals should be addressed to the designated Procurement Contact at procurement@grcompliance.org, with a copy (cc) to zinebreffass@globalrightscompliance.co.uk**.**

Offerors are reminded to treat all information contained in this solicitation with strict professional confidentiality. The successful firm will be required to sign a Non-Disclosure Agreement (NDA) or Confidentiality Agreement prior to commencing the assignment.

Sincerely,
GRC Procurement Department

Attachments:

Attachment I : Instructions to Offerors
Attachment II: Evaluation Criteria
Attachment III: Cover Letter
Attachment IV: TOR FOR EXTERNAL FINANCIAL AUDIT OF A PROJECT, ISF UKRAINE.

Attachment I
INSTRUCTIONS TO OFFERORS

A. General Instructions

These Instructions to Offerors do not form part of the offer or the contract; they are intended solely to guide Offerors in preparing their proposals. Please read and follow these instructions carefully.

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1. **Language and Format**: Proposals and all related documents must be written in English unless otherwise explicitly requested by GRC. Proposals should be single-spaced, with clear section headings, and presented in the order specified in Attachment III – Evaluation Criteria.
2. **Original Work Requirement**: Proposals must reflect the Offeror's own work. Any external sources must be properly cited. Plagiarized content will result in automatic disqualification.
3. **Currency and Pricing**: All cost and price figures must be presented in **GBP** (gross of tax, net of customs duties). The resulting agreement will be issued as a firm fixed-price purchase order in **GBP.**
4. **Validity Period**: The Offeror must state in their proposal the validity period of their offer. The minimum acceptance period is **90 days** after the closing date of the RFP. If an Offeror provides a shorter validity period, they will be asked to revise it. Failure to extend validity will result in rejection
5. **Separation of Technical and Financial Proposals:** The **Technical and Financial Proposal**s must be submitted separately. Technical Proposals must not contain any cost or pricing information, ensuring that technical evaluation is based strictly on merit
6. **Legal Registration**: Offerors must be licensed entities, evidenced by submission of a valid **Business License** or official registration. The license must clearly show a license number, authentication stamp, and dates of issue and expiry.
7. **Costs of Proposal Preparation:** No costs incurred in preparing and submitting proposals are reimbursable by GRC. All such costs remain the responsibility of the Offeror.
8. **Responsibility Determination** Awards shall only be made to "responsive" companies. To enable GRC to make this determination, Offerors must provide a **cover letter** as outlined in *Attachment IV*.
9. **Late Offers:** Offerors are wholly responsible for ensuring their proposals are received by the deadline. Late offers will be recommended for rejection, even if delays were beyond the Offeror's control. Acceptance of late offers is at the sole discretion of the Procurement Department.
10. **Modification or Withdrawal of Offers:** Offerors may withdraw, modify, or correct their proposals after submission, provided 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. If proprietary information is included, Offerors must clearly mark it as **"Confidential and Proprietary"** so it can be treated appropriately.
12. **Clarifications and Amendments**: Any questions regarding this solicitation must be submitted in **writing via e-mail** to, **procurement@grcompliance.org** , with a copy (cc) to zinebreffass@globalrightscompliance.co.uk . 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 shared with all participating Offerors to ensure fairness and transparency.
13. **Discussions and Award:** GRC anticipates that discussions with Offerors may be conducted; however, it reserves the right to make an award without discussions. Offerors are strongly advised to submit their best and final offer at the outset.

Failure to comply with these instructions will render the Offeror "unresponsive," and the proposal may be rejected.

B. Submission of Proposal:

The Technical and Financial proposal must be submitted in **separately.**

Proposals must be delivered electronically no later than the specified closing date and time to the designated e-mail address (s).

Offerors who fail to submit their Technical and Financial Proposals as separate documents will be automatically disqualified.

C. Content of Proposal:

The complete proposal shall consist of the following four sections:

i. The Cover Letter (Attachment III)
ii. Copy of the Offeror's Valid Business license
iii. The Technical Proposal
iv. The Financial Proposal

1) Cover Letter: should be on the Offeror's letterhead and MUST contain the information requested in Attachment III.
2) Business License :A valid copy of the Offeror's Business License or official registration must be submitted. The license must clearly show the license number, dates of issue and expiry.
3) Technical Proposal:
   a. Must clearly and precisely address both theoretical and practical aspects that the Offeror will employ to carry out the Work.
   b. Should demonstrate that the Offeror is technically capable of implementing the activity, showing a clear understanding of the requirements and the ability to address the specific criteria and elements described in the Evaluation Criteria (Attachment III)
   c. Must be divided into clearly separate sections, following the same order as the Evaluation Criteria in Attachment III. Proposals that are not organized in accordance with the Evaluation Criteria, and that make information difficult to locate, will be considered less responsive and will receive lower evaluation scores.
   d. **Proposals that fail to respond to the majority of the information requested in this RFP and Evaluation Criteria, will be automatically disqualified.**

4) Financial 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**. The Financial proposal should include the following information:

   a. A detailed budget providing a breakdown of all costs.
   b. Detailed and comprehensive cost notes explaining each line item in the budget and justifying why these items are necessary for implementation of the activity.

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

If an Offeror provides insufficient information in either the Technical or Financial Proposal, GRC reserves the right to request additional information or to request a revised proposal from the Offeror.

Attachment II
EVALUATION CRITERIA

The award will be made to the Offeror (s) whose proposal represents the **Best Value for Money** to GRC: the optimal combination of technical merit and cost reasonableness. Proposals will be evaluated first on technical criteria, followed by a review of financial proposals.

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, **<u>in the order specified below</u>**:

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	Experience auditing Dutch foundations or comparable non-profit organisations operating internationally.	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	Please describe in detail the following: 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. 1. General Audit 2. Financial statement audit 3. Internal control over the donor award spending 4. Management letter 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.	30 points
5) Years of experience and Staff	Please describe the years 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

If an Offeror submits a proposal that fails to respond to the majority of the information requested in this RFP and the evaluation criteria, the Offeror's proposal will be automatically disqualified.

B. Past Performance and Experience – Please include 3 Examples 30 points.

1. Activity title
2. Location of work
3. Short description and why it is relevant to this RFP.
4. Performance Information (date, duration and if completed on schedule)

C. Attachments Not Scored

You may include recommendation/appreciation letters and certificates as attachments, or any other documentation you wish to further support your proposal, **stapled/bound separately from the rest of the technical proposal.** Content presented here will not be scored.

2. **Cost Reasonableness and Financial Capability** – presented in the Cost/Business Proposal.

   Not Scored

   a) Please submit a detailed budget to carry out this work. GRC's review of the Cost Proposal shall determine if the overall costs proposed are realistic for the work to be performed, reflect a correct understanding of the project requirements, and are consistent with the Offeror's Technical Proposal. GRC will also review individual line items and determine if they are allowable, allocable, and reasonable.

   b. Submit reasonably comprehensive budget narrative/ budget notes that provide information on each of the line items in the budget and explain why these items are needed for implementation of the activity.

Offerors that do not provide the above-required items as part of their Cost/Business proposal, that provides a proposal that represents a poor understanding of the work to be performed, or that presents unrealistic, unallowable, unallowable, or unreasonable items and costs, in the reviewer's evaluation, will be considered unresponsive and may be disqualified from further consideration.

Best value determination for award

GRC will evaluate proposals on a **best value for money basis**, consistent with its procurement principles. Both technical capacity and cost will be considered. The Technical Proposal will represent **70% of the final score**, and the Financial Proposal will represent **30% of the final score**.

In exceptional cases, GRC may award to an Offeror other than the highest technically rated or lowest-priced, if this represents the best overall value. GRC reserves the right to request additional supporting documentation or a revised proposal if insufficient information has been provided. Failure to provide requested information will result in disqualification.

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) is independent in accordance with applicable professional standards and has no conflict of interest that would impair its ability to perform the engagement.

(b) has adequate financial resources including appropriate insurance coverage to perform the work stated herein, or the ability to obtain them without delay.

(c) is able to comply with the described delivery or performance schedule, taking into consideration all existing commitments and constraints.

(d) has a satisfactory performance record.

(e) has a satisfactory record of integrity and business ethics.

(f) has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and

(g) is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Sincerely,

Authorized Signature:
Name and Title of Signatory:
Date:

Attachment IV
TOR for EXTERNAL FINANCIAL AUDIT OF A PROJECT, ISF UKRAINE

Foreign, Commonwealth & Development Office

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 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 ISRS 4400 (Revised), Agreed-Upon Procedures Engagements. 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 respective ISF Ukraine Programme Manager and Finance Manager.

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].