



REQUEST FOR PROPOSALS FOR OUTSOURCED INTERNAL AUDIT SERVICES

I. Introduction

Windle International Uganda (WIU) is seeking qualified certified organizations or individuals to provide Risk based Internal Audit Services half yearly starting January 2023.

Background

Windle International Uganda (WIU) is a registered International Non-Governmental organization that has been operating in Uganda since 1996. The primary mission of WIU is to train and equip refugees and war affected communities through education as its core business. WIU is part of a larger family of Trusts brought together under the umbrella of Windle International Federation, headquartered in Oxford, UK.

II. Task Description

WIU is seeking the services of a firm or Certified Internal Auditor (CIA) or qualified accountant CPA/ACCA to carry out half-yearly internal audits of the organisation from January 2023.

The purpose of carrying out the half-yearly Internal Audits is to:

1. Evaluate the effectiveness and contribute to the improvement of internal controls, risk management and corporate governance processes at WIU.
2. Plan and execute internal audits in accordance with the International Standards for the Professional Practice of Internal Auditing (Standards)
3. Participate in the identification and evaluation of the organization's risk areas and provide input to the development of the Annual Risk based Internal Audit Plan.
4. Determine whether WIU is performing its activities in compliance with organizational policies and procedures and applicable laws and regulations.
5. Prepare half-yearly internal audit reports to the Finance Audit & Risk Committee.

III. Proposal guidelines

Proposal submission

Proposals should be hand delivered to WIU Kampala Office, P.O Box 24230, Plot 726, Mawanda Road, Mulago Hill by 19th July' 2023 at 12:00 MIDDAY

Proposal format

Proposals must be submitted by an individual authorized to submit proposals on behalf of the organization and should contain the following:

1. Summary of firm's /individual's background and experience in similar work. The firm/individual must have at least five (5) years' experience in internal audit work.

2. A brief description of the proposed plan to achieve the scope of work.
3. Provide curriculum vitae of the key staff of the firm or individual auditor who will conduct the audits
4. The estimated operational cost of the outsourced internal audits, considering that the professional service is pro-bono.
5. Any other pertinent information needed to evaluate proposal.

Contract Requirement

The firm/individual selected is required to agree to the terms contained below. If a proposer should have any objections, these objections must be addressed to WIU or the objections will be deemed to have been waived.

Sub-contracting

Contractor agrees not to enter into subcontracting agreements for work contemplated under the contract without first obtaining written approval from WIU. Any subcontractor shall be subject to the same provisions as contractor. Contractor shall be fully responsible for the performance of any subcontractor.

Inaccuracies or misrepresentations

If in the course of this procurement or in the administration of a resulting contract, WIU determines that the Audit firm/individual has made a material misstatement or misinterpretation or that materially inaccurate information has been provided to WIU, the proposer may be terminated from the procurement process or in the event a contract has been awarded, the contract may be immediately terminated.

Evaluation process

All proposals will be subject to a standard review process, which includes technical review and evaluation, as well as cost evaluation. The primary consideration shall be the demonstrated capabilities of the firm or individual in meeting the objectives of the outsourced internal audit as well as the operational costs indicated in the proposal. The evaluation criteria attached in Appendix 1

Incurred costs

This request does not commit WIU to pay any costs incurred in the preparation of a proposal in response to the request and proposer agrees that all costs incurred in developing the proposal are the proposer's responsibility.

Contract negotiations

WIU may require the potential firm/individual selected to participate in negotiations, and to submit revisions to costs, technical information, and/or other items of their proposals as may result from negotiations.

Final Authority

The final authority to award contract rests solely with WIU Finance Audit & Risk Committee.

Acceptance of Terms and conditions

Submission of a proposal shall constitute acknowledgement and acceptance of all the terms and conditions contained in this Request For Proposal, unless otherwise specified in the proposal.

Appendix 1: Evaluation Criteria

Criteria	Requirement/Definition	Maximum Points	Scores Awarded
1. Consultants' professional qualifications and experience	CIA/ CPA/ACCA and internal audit experience of the firm or individual auditor	30	
2. Firm or consultant understanding of WIU	Firm understands WIU current operational and future needs in the context of internal controls and risks	15	
3. Adequacy of the proposed work plan and methodology	Proposal addresses each of the key tasks/activities in the scope of work	15	
4. Proposed operational costs by WIU	Reasonableness/ affordability of proposed costs	40	