

REQUEST FOR PROPOSALS

Terms of Reference (ToR) for the Annual Audit of The Scout Association of Maldives

Introduction

The Scout Association of Maldives (SAM) is a non-governmental organization established with the mission of promoting the development of young people in achieving their full physical, intellectual, social, and spiritual potential. The Association is committed to upholding the highest standards of transparency, accountability, and ethical conduct.

To fulfill our commitment to stakeholders and donors, the Association is seeking the services of an independent external auditor to conduct an annual financial audit for the fiscal year ended December 2022 and ending December 2023.

Scope of Work

The scope of the annual audit shall include, but not be limited to, the following:

1. Provide an independent auditors' report to the stakeholders on the financial statements of the Association for 12 months ended 31st December 2022 and ending 31st December 2023.
2. Provide a management letter for the Association on the related internal control matters highlighting risks and recommending improvements including the controls supporting the financials statements and systems of the Association. Management letter should include responses from the management of the Association.
3. **Compliance Audit:** The auditor shall assess compliance with relevant laws, regulations, and donor restrictions applicable to the Association's activities.
4. **Audit of Donor Funds:** If applicable, the auditor shall specifically audit donor-restricted funds to ensure compliance with donor agreements.

Timeline

The audit is expected to be completed within one and half month. This timeline is subject to adjustment in consultation with the Association.

Qualifications

The selected auditor should possess the following qualifications:

1. A certified public accountant (CPA) or a certified audit firm.
2. Experience in auditing non-governmental organizations or similar entities.
3. Familiarity with the financial and regulatory environment in the Maldives.

Fees

Fee Proposal (for each financial year): The fee for the services offered that are described in sufficient detail to allow an understanding of all cost elements. Any hourly rates shall be fully loaded to include all costs, administrative, travel or otherwise, that the Auditor expects to charge.

Proposal Submission

Interested audit firms or individuals should submit their proposals, including details of their qualifications, experience, a proposed audit plan, and a fee schedule, to the Association **on or before 14:00hrs of 5th December 2023.**

Interested firms will also be required to advise if they have any potential conflict of interest, including the provision of non-audit services to the Association. In case any firm believes they have a potential conflict of interest, the firm is requested to advise measures they will implement to address any such conflict, if they wish to participate in the RFP process.

The interested parties are requested to submit their proposal to the Scout Association of Maldives Headquarters, Ground Floor, Old Arabiyya School Building, Chaandhanee Magu, Male’ in hardcopy or e-mail to **finance@scout.mv**.

Selection Process

The Association will review all submitted proposals and select the auditor based on qualifications, experience, and cost.

Evaluation Criteria

SAM will assess the proposal as per the below evaluation criteria

EXTERNAL AUDITOR EVALUATION CRITERIA	
Technical Proposal	50%
Commercial Proposal	50%
Total	100%

- Technical proposal evaluation
 - – Experience in the general audit field (up to 10 years) – 20
 - – Qualifications of the team – 20
 - – Experience of auditing NGOs – 10
- Commercial Evaluation
 - Audit fees – 40
 - Payment terms – 10

Contact Information

For inquiries and proposal submissions, please contact:

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