**Invitation to participate in the tender: №СС001 / 2021 Provision of audit services for the Common Cause Public Foundation**

**Subject:** Selection of Audit Firm for Annual audit of the financial statements of not for profit organization for the year ended December 31, 2020.

The objective of this letter is to solicit proposals from the interested audit firms for participation in a bid process for selection of auditors for Annual audit of the Common Cause Public Foundation (further CCPF) financial statements for the year ended December 31, 2020.

**Background of Common Cause Public Foundation**

CCPF is a non-profit organization established under Kyrgyz Republic legislation on March 27, 2019 to monitor elections in the Kyrgyz Republic, implement civic education projects, and promote greater citizen participation in governance processes. CCPF has joined the Declaration of Global Principles for Nonpartisan Election Observation and Monitoring and has established a nationwide network of observers who have been trained to build and develop skills and competencies to observe elections at a professional level. The activities of CCPF are aimed at building constructive interaction between authorities and the general population through dialogue, monitoring of important political processes, participation in decision-making processes, and ensuring transparency of their implementation. For more information, please visit our website at [www.commoncause.kg](http://www.commoncause.kg).

Our main programs are “Nonpartisan Domestic Observation of the Elections in the Kyrgyz Republic” and “Improving of the Electoral System through Monitoring and Analysis of Election Disputes”. Our main sources of revenues are Fixed Amount Award from USAID and Federal Assistance Award from U.S.Embassy Bishkek.

Total number of full-time and part-time employees – up to 455 persons (Parliamentary elections in October 2020) and up to 650 persons (Presidential elections in January 2021).

**Services to Be Performed**

Your proposal is expected to cover the following:

1. Audit opinion on annual financial statements under IFRS for the year ended December 31, 2020
2. Observations with respect to the efficiency of the financial procedures, accounting system, internal financial controls, the procurement system and the general administration and management of CCPF.
3. Management letter containing comments and recommendations with respect to accounting and administrative controls and efficiency.

**In your technical proposal, please indicate the expected timeframe for the provision of services and receipt of documents from the customer**

The following is the anticipated timeframe for the services to be provided:

* Planning and interim testing [Date]
* Meet with representatives of USAID, the main donor, to discuss the audit plan [Date]
* Receive a list of client-provided documents and requests [Date]
* Begin fieldwork (approximately XX weeks) [Date]
* Presentation of draft audit report and comments to the ХХХ [Date]
* Issue final audit report (four bound copies: two in English and two in Russian languages) [Date]

**Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, CCPF requires that all responses to the RFP be organized in the manner and format described below:

**A.** Executive Summary

Describe your understanding of the work to be performed, the estimates fees, and your firm’s ability to perform the work within the time frame provided.

**B.** Professional Experience

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm’s size, structure, and qualifications with serving not for profit organizations with a similar size and operations. Describe your firm’s resources devoted to not for profit organizations and provide copies of newsletters or other resource materials addressing issues relevant to not for profit organizations.

**C.** Team Qualifications

Identify the specific partners and managers who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested.

**D.** Fees

Please provide a firm estimate of fees for the services to be provided. The financial section must provide a detailed cost breakdown and a payment schedule. Provide separate figures for each functional grouping or category including fees and cost-reimbursable expenses. The financial section shall provide details of unit/daily fee rate per proposed team member and total consultancy fees based on the time proposed for performance of the services. Any estimates for cost-reimbursable expenses, should be listed separately. The financial proposal should be inclusive of the taxes where applicable, and the applicable taxes should be clearly specified.

**E.** Additional Questions/ Information

1. Please speak to your independence as it related to CCPF

2. Please speak to your commitment of staff continuity

3. Furnish current standard billing rates for classes of professional personnel for each of the last three years, including an expense policy describing how incidental costs (for example, travel and mileage) are billed

4. Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

**Proposal Timetable**

The Expression of Interest with technical and financial bid will have to be submitted in the sealed envelope to Ms. Meerim Koichueva, the Chairman of the Supervisory Board, #141/1 Toktogul street, Bishkek, Kyrgyz Republic, by 07.16.2021 up to 12:00 noon or by email: sboard@commoncause.kg.

While price and quality of expected audit is an important factor, CCPF will evaluate proposals on price and the following criteria:

* Prior experience auditing similar organizations
* Qualifications of staff to be assigned to the engagement
* References
* Completeness and timeliness of the proposal

**Key Contacts**

Following are key contacts for information you may seek in preparing your proposal:

Ms. Aida Suyundueva, Chairperson of the Board

+996 770 001 451, a.suyundueva@commoncause.kg

Ms. Olga Paniklova, Financial Manager

+996 772 71 49 22, o.paniklova@commoncause.kg

Requests for additional information, questions, and coordinating visits to our office should be coordinated through our Financial Manager. You may reach her at the number listed above.

Please return the completed proposal to my attention at the address provided.

We would also appreciate a response if you decline to submit a proposal.