

Rome, 24 June 2024

Dear Sir/ Madam,

I would like to invite your firm to submit a proposal to us for the provision of audit services for JRS annual financial statements by July 14, 2024 **(extended to July 20, 2024)**

A description of our organization, the services needed, and other pertinent information are included in the following annexes:

- **Annex 1 – Request for Proposals**
- **Annex 2 – Proposal Submission Form**
- **Annex 3 – Audited Financial Statements for Last Fiscal Year**

JRS encourages every prospective Bidder to disclose any possible conflict of interest related to this Request for Proposal (RFP).

We look forward to receiving your offer and thank you for considering our request.

Sincerely,

Michela Mariani
Director of Finance & Logistics
JRS International Office



2024_JRS_FINANCE

REQUEST FOR PROPOSALS FOR
THE PROVISION OF INSTITUTIONAL AUDIT SERVICES



1. JRS Background

1.1 Organizational Context

The Jesuit Refugee Service (JRS) is an international non-governmental organisation whose mission is to accompany, serve, and advocate for the rights of refugees and forcibly displaced people.

The organisation was founded in November 1980 and now has a presence in over 58 countries. JRS undertakes services at national and regional levels with the support and guidance of an International Office (IO) in Rome.

JRS service is human and spiritual, working in situations of greatest need, seeking the long-term well-being of refugees and displaced people while not neglecting their immediate or urgent needs.

The main services provided are in the fields of education, reconciliation, livelihood activities, and psychosocial support. Currently, 1.2 million individuals are beneficiaries of JRS project worldwide.

The JRS International Office, an Italian Foundation for which the service is requested, has about 50 employees and collaborators and has an office in Borgo Santo Spirito 8, 00193 Rome. For further information on JRS, its mandate, and operations, please visit our website: <http://www.jrs.net>.

1.2 Operational Context

The purpose of this audit is to ensure compliance with accounting principles and regulatory requirements and to provide valuable insights that will help us improve our financial management practices.

2. Terms of Reference

2.1 Objective

JRS International Office invites registered qualified audit firms to conduct external audit services for the fiscal year 2024. Contract is renewable for a maximum of 3 following years, at the discretion of JRS Management and Administrative Council.

2.2 Scope

The objective of the audit is to conduct audit reviews as follows:

- The auditors shall express an independent professional opinion as to whether the financial statements present fairly, in all material respects, the financial position of JRS International Office.
- The audit shall be carried out in accordance with the International Standards on Auditing (ISAs) as issued by the International Federation of Accountants (IFAC).
- The responsibility for the preparation of the annual financial statements lies with JRS International Office Management.

- Management is responsible for the implementation of accounting, administrative, and financial procedures documented in the JRS manuals and for preparing the annual financial statements in accordance with JRS policies.
- The Administrative Council is responsible for overseeing the financial reporting processes undertaken by management and for the approval of financial statements.
- JRS financial year runs from 1 January to 31 December.
- Rotation of auditors will be done at least after 3 years at the discretion of JRS management and Administrative Council.

2.3 Expected results and deliverables

The audit report shall:

- Contain details of the method and scope of the audit and assurance that the audit was performed in accordance with International Standards of Auditing and by a qualified auditor;
- Contain the audited annual Financial Statement;
- Be signed by the auditor responsible for the assignment;
- Be issued both in English and Italian;
- Be issued in soft copy for circulation to JRS Directors and Donors and 3 English-signed hard copies shall be produced and delivered to JRS for approval, signing, and filing.

The Auditors should submit a management letter after the completion of the Audit.

The Management Letter will:

- Identify specific deficiencies or areas of weakness in systems and controls;
- Provide actionable recommendations to address identified issues and improve financial management practices;
- Include management responses to audit findings and recommendations;
- Highlight any matters that come to the auditor's attention during the audit that might have a significant impact on the organisation;
- Report on compliance with the terms and conditions of the agreement between funding partners and JRS;
- Report on compliance with applicable laws and regulations within accounting and taxes.

2.4 Auditor independence

The auditor must be completely impartial and independent from all aspects of management or financial interests in the entity being audited. The auditor should not be employed by, serve in a position for, or have any financial or business relationships with any participant in the management of JRS during the period covered by the audit nor during the undertaking of the audit. The auditor should disclose any relationship that might compromise his/her independence.

2.5 Requirements

The audit firm should have the following minimum qualifications and competencies:

- The audit firm must have experience in auditing the accounts of NGOs and/or faith based organizations comparable in size and complexity to JRS International Office (7 to 10 Million annual budget).
- The audit firm must have at least five years of experience of carrying out external institutional audits.
- The audit firm must be registered in Italy and adhere to all legal requirements to operate in Italy.
- The audit firm must be registered by the relevant regulating accounting/auditing body in Italy.
- The audit team members should have working knowledge in English and Italian.

2.6 Timing

Tentative timeframe for required service:

Activity	Duration	Deadline
Opening meeting, planning, sampling	3 w/days (5 w/days for year 1)	15 February
In-presence work	10 w/days	30 March
Closing meeting and Reporting	5 w/days	30 April

The audit work will take place in the JRS International Office in Rome.

3. Tender Submission

3.1 Acknowledgement

Participant firms shall:

- Confirm receipt of the present request for proposal by email to io.procurement@jrs.net.
- Confirm the intention to submit a proposal.

For any inquiries before submission, kindly contact io.procurement@jrs.net.

3.2 Submission

JRS requests the submission of a proposal by email to io.procurement@jrs.net **by July 14, 2024**, based on the template in Annex 1. The proposal shall be submitted in English and electronic format quoting in the subject "Tender code 2024_JRS_FINANCE and your firm/company name." The proposal shall be composed as follows:

- **A Technical proposal** containing:
 - Company presentation with special reference to previous experience in working with NGOs, Non-Profit Entities, or Faith-based Organizations, copy of the firm's latest peer review report.
 - Organization and Methodology that will be adopted to achieve the expected results within the timeframe, including qualification and experience of key engagement team members.

- Primary focus areas of audit: identify the key areas your audit will focus on.
 - Client references: provide at least two client references for whom your firm has performed audits for similar nonprofits. The clients you list must be familiar with the partner and/or manager assigned to our audit.
 - Information on data protection policies and risk assessment methodology approaches.
- **A Financial proposal** containing:
 - A Budget in euros: highlighting the level of staff involved, daily rates, other reimbursable expenses.

Any proposal received after the deadline indicated above or sent to a different address may be rejected.

Quotations period of validity: 6 months from the date of submission.

Other Documents to be submitted:

- Business Registration Certificate including legal representative data.
- Financial Identification (Certificate of your bank details and bank account).
- Declaration of compliance with GDPR.
- Quality Certificate (e.g., ISO etc.) and/or other similar certificates, accreditations, awards, and citations if relevant.

3.3 Award criteria

All submissions received will be reviewed and evaluated according to the following criteria:

Technical proposal: 60%

The selection criteria will include the following:

- Experience of the firm in relation to the scope of audit for not-for-profit organisations, NGOs.
- Proposed detailed methodology to deliver required services:
 - o Quality assurance procedures, risk and, mitigation measures.
 - o Established and tested audit methodologies relevant to the TOR in place.
 - o Detailed audit plan/methodology including approach to risk.
 - o Information security policies and practices including data protection.
- Understanding by the firm of JRS operational context.
- Audit firm staff stability history.
- Staff qualifications and availability to complete the audit on a timely basis and participation of senior audit personnel assigned to the engagement.
- Availability of staff to respond to questions within the scope of the engagement and the hourly rate, if any, for services outside the scope of the audit.
- Estimated number of hours/days to complete the audit by classification of employees i.e. partners, senior, junior.

Financial proposal: 40%

A procurement committee will review the proposals and make a recommendation for the award to the Administrative Council on or before September 23, 2024.

Notification of the award will be emailed to selected company by September 30, 2024.

3.4 Contract Terms and Conditions

The Audit Contract will include a confidentiality agreement and will be strictly adhered to for the purposes of any future contract. The audit firm will be required to confirm acceptance of a non-disclosure agreement in writing.

Contract payment terms will provide payments in two instalments within 30 days from the receipt of invoices, including VAT, addressed to:

JRS Jesuit Refugee Service

Borgo Santo Spirito 4

00193 Rome

C.F. 97229380585

PEC: jrs@pec.it