



Mercy Corps Netherlands

Request for Proposal – Audit Services and ECHO FPA Ex-ante Assessment

Date – June 3rd 2020

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I. MERCY CORPS OVERVIEW

Since 1979, we have helped people grappling with the toughest hardships survive — and then thrive. That’s the heart of our approach: We help communities turn crisis into opportunity. Throughout our history, Mercy Corps has demonstrated innovation, timeliness and the ability to adapt quickly to changing realities.

Today, Mercy Corps is working in more than 40 countries to help people recover from disasters, build stronger communities and find their own solutions to poverty. The agency consistently ranks as one of America’s most effective and efficient charitable organizations. Over the last five years, more than 87 percent of resources have been allocated directly to programs that help families turn crisis into opportunity in some of the world’s toughest places.

Mercy Corps consists of: Mercy Corps Global (MCG), a US entity registered in Washington State and its field operations, including branches and local organisations (located in approximately 40 countries); Mercy Corps Europe (MCE), a UK entity with offices in Edinburgh and London, and Mercy Corps Netherlands (MCNL) with offices in The Hague and Geneva.

Mercy Corps Netherlands

Mercy Corps Netherlands (MCNL) was established in December 2017 as an independent legal entity with its own constitution operating as a part of the global organisation, Mercy Corps. Mercy Corps Netherlands shares the global organisation’s mission, vision, core values, and charitable objectives, as well as operational resources for the implementation of program activities. MCNL maintains an independent governance structure and decision making in relation to those programs for which it is directly responsible. Mercy Corps Netherlands contributes to the strategic objectives of the global Mercy Corps organisation through effective stewardship and management of resources, raising income, building influence and demonstrating impact.

II. PROJECT BACKGROUND AND CONTEXT

Mercy Corps Netherlands home office is in The Hague. Since January 2020, we have a small representative office in Geneva and a total of nine full time employees. MCNL’s legal form is an association (Vereniging), governed by a Management Board currently composed of six members.

MCNL’s fiscal year runs from 1 July to 30 June. The draft Financial Statements for FY 19 (including FY18 comparatives) are available from our [website](#).

MCNL currently has programmes in 10 countries with a total (life of programme) budget of 6.7M Euro. The expected income for FY20 (1 July 2019 to 30 June 2020) is 2.25M Euro, generated through programme activity and unrestricted donations.

The financial support services for MCNL operations are currently provided by our UK office, as per the global MoU that governs the interagency relationships. We are in the process of setting up independent financial management and support services in the Netherlands.

There are currently two finance systems used within Mercy Corps – Serenic Navigator (US and field), Infor FMS SunSystems 5 (MCNL). Mercy Corps and consolidated affiliate financial information is entered into Navigator which is the source system for the consolidated financials. SunSystems is used by MCNL to handle the multiple currencies and donor reporting and uses Navigator as its source. MCNL accounts are consolidated into MCE and MCE then consolidates into MCG.

Field offices are subject to varying audits themselves depending upon the requirements of the countries they operate in. In addition to country external audits there are frequently donor audits on the projects being carried out. MC also has a rigorous system of internal audit upon which the external auditor will be able to place some reliance.

The services subject to this RFP will be performed in The Hague with in-person or remote support from the UK finance team and under the overall management of the MCNL Director.

III. DESIRED SERVICES & SCOPE OF WORK

Mercy Corps is requesting proposal from several firms that have extensive knowledge and experience in providing audit services for international not-for-profit organizations. The participating firms can bid on any one or on all components of this RFP.

The requested services are:

1. **The statutory audit for FY19** in accordance with the relevant regulations in the Netherlands: MCNL had contracted an audit firm in the Netherlands to perform the FY19 statutory audit but the engagement was ended as the audit could not be completed in an appropriate and timely manner. The draft accounts available from our website were prepared during this audit engagement and will serve as the basis for this audit. This engagement can start immediately or be combined with the FY20 audit.
Deliverable: *Annual Audit Report and Financial Statements.*
2. **The statutory audit for FY20** in accordance with the relevant regulations in the Netherlands: Draft accounts and the annual report for this audit will be ready by the end of August.
Deliverable: *Annual Audit Report and Financial Statements.*
3. **ECHO Ex-Ante Assessment** for the application for an ECHO Framework Partnership Agreement (FPA): The ToR for this assignment is attached to this RFP as Annex A. Please take note of the specific requirements in terms of auditors' qualifications, professions certifications and memberships, and the composition of the audit team. The assessment engagement is dependent on the completion of the audits and can commence after the finalisation of the FY20 audit.
Deliverable: *Assessment Report as per the ECHO ToR.*

Timeframe / Schedule:

Mercy Corps Netherlands' fiscal year end is June 30th. The audit period/deliverables are shown below:

Body of Work	Start Date	Draft Report	Final Report
FY19 Audit	15 August	15 October	31 October
FY20 Audit	15 August	15 October	31 October
FPA Assessment	TBD (expected duration of the assignment is 2 months)		

IV. EVALUATION OF PROPOSALS

Proposals will be scored using the following technical criteria. Points for each question will range from 0-35 the maximum total score is 100 points. Proposals should address each evaluation criteria.

- Management Criteria: Includes the bidder's experience on similar projects, bidder's performance on similar projects, bidder's available facilities and resources for the project and the bidder's plan for management and control of the project. (0-35)
- Technical Criteria: Includes the bidder's understanding of the service or procurement required, bidders' management plan, supplier's qualifications and bidders' overall resources. Does the supplier have the right qualifications (registration, insurance, experience)? (0-35)
- Adherence to the RFP Requirements: Did the bidder conform to all requirements and product or service specifications in the RFQ or RFP? (0-10)
- Cost Criteria: Is the cost within any pre-determined price range, such as cost estimates from a market analysis? In most cases cost is evaluated using value for money unless otherwise directed by donor requirements. (0-20)

V. PROPOSAL FORMAT & REQUIREMENTS

In order to secure information in a form, which will ensure that your proposal will be properly evaluated, you are asked to submit your proposal in the format listed below. Standard proposal formats are acceptable provided the following information is included:

1. Name, address, telephone number and email address for principal contact.
2. A brief outline of your organization and services offered, including:
 - Full legal name, jurisdiction of organization or incorporation and address of the company.
 - Full legal name and country of citizenry of company's President and/or Chief Executive.
 - Officer, and all other officers and senior managers of the company.
 - Year business was established.
 - An organization chart for your firm. This should show all office locations, stating how many external auditors work within each office. Please state the total number of staff working on external audit assignments and the Full Time Equivalent (FTE) Number.
 - Please state which office will be responsible for managing the contract. Please also state which office shall be responsible for the administration of the contract, if different from above.

- An organization chart for the office responsible for managing the contract. This should include the number of staff within each department and the FTE Number for external auditors.
 - Details of previous experience of providing external audit services to the non-profit sector and International Non-Governmental Organizations in particular.
3. Name and professional qualifications of senior personnel who would provide the services.
 4. Names, addresses, phone numbers and email addresses of at least two clients of similar industry and scope of operations as Mercy Corps that can be contacted as references.
 5. Please state whether your firm is considered a small businesses, minority-owned, or women's business enterprise.
 6. Copy of the audit organization's peer review report (required under GAGAS).
 7. Please review the attached questionnaire and provide additional detailed responses within.
 8. Please provide an estimated annual fee schedule for each deliverable including hours by position to complete the audit.

For Item 3 (FPA Assessment), please make sure to respond to the requirements of the ToR and provide any additional information required for this assignment separately.

CONTACT FOR BID INQUIRIES

All inquiries concerning this solicitation shall be addressed to the following Designated Contact:

- Mark Spencer | Global Procurement | m Spencer@mercy Corps.org

Please email an electronic version of your response (via e-mail), including all supporting documentation, and direct questions about the RFP to the designated contact.

All questions should be submitted in writing (via email) citing the particular bid section and paragraph number. Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid.

Only questions received during the Question and Answer period (as outlined in the RFP Calendar) will be addressed. No telephone questions will be answered. Official answers to the questions will be posted on Mercy Corps website at www.mercy Corps.org/tenders

RFP CALENDAR/TIMELINE

- RFP published Wednesday June 3rd
- Questions and Answers period Wednesday June 3rd to Tuesday June 16th
- RFP responses due Monday June 22nd
- Vendor selected and notified July 2020

VI. OTHER TERMS & CONDITIONS

WITHDRAWAL OF RFP

Proposals may be withdrawn before the RFP submittal deadline by submitting a written request to the Contact Person. Re-submittal before the RFP submittal deadline can be made; however, they may not be re-submitted after the deadline.

RFP COSTS

All costs incurred in the preparation and presentation of proposals to the RFP shall be completely absorbed by the responding party to the RFP. All documents submitted as part of the RFP will become property of the Mercy Corps. Requests for specific material to be returned will be considered. Any material submitted that is confidential must be clearly marked as such.

AWARD BASIS

At the option of the Mercy Corps, finalists for the Agent designation may be selected for a final round of negotiations; however, applicants are encouraged to present their best offers with their initial submission. Mercy Corps reserves the right to accept or reject any and all proposals, to waive any irregularities in any proposal process, and to make an award of contract in any manner in which Mercy Corps, acting in the sole and exclusive exercise of its discretion, deems to be in Mercy Corps best interest.

CONTRACTUAL DEVELOPMENT

Once an applicant is approved as the exclusive Agent, the successful respondent will enter into a contract with the Mercy Corps. Contract discussion and negotiation will follow the award selection. Bidders must be amenable to inclusion, in a contract, of any information provided whether herein or in response to this RFP, or developed subsequently during the selection process.

CONTRACT TERMS

Firms that are selected as the exclusive Agent are eligible to enter into an annual service contract. Mercy Corps may terminate the contract upon written notice to the Agent of not less than thirty (30) days.

EQUAL OPPORTUNITY

Mercy Corps emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, sex, disability, age or sexual orientation. Minority and women-owned firms are especially encouraged to respond to this RFP.

LIMITATIONS

Mercy Corps, reserves the right to reject any and all Proposals and to waive any informality in the solicitation process. Total proposal length excluding cover letter, details of professionals who will provide services, and contact information of client references, should not exceed 12 pages.