

Terms of Reference (ToR) and Request for Quotation (RFQ)

Appointment of External Audit Firm for the Audit of FD-6 Projects of Compassion International Bangladesh (CIB) for the Financial Year July 2025 to June 2026.

1. Background

Compassion International Bangladesh (CIB) intends to appoint an independent external audit firm to conduct statutory and project audits for Central-South, North Bengal and Chittagong Hill Tracts (CHT) Child Development Projects under approved FD-6 programs for the period July 2025 to June 2026.

2. Objective of the Audit

The objective of the audit is to express an independent audit opinion on the financial statements and verify compliance with the NGO Affairs Bureau requirements, applicable laws, regulations, and organizational policies.

3. Scope of Audit

The audit firm will conduct the FD-4 audit for three FD-6 projects: Central-South Child Development Project (99 LDCs), North Bengal Child Development Project (78 LDCs), and Chittagong Hill Tracts Child Development Project (16 LDCs). The audit will cover the CIB National Office, 9 Partnership Development Agents (PDAs), and a total of 193 LDCs.

4. Audit Standards

The audit must be conducted in accordance with International Standards on Auditing (ISA), International Financial Reporting Standards (IFRS), NGOAB guidelines, and applicable laws of Bangladesh.

5. Scope of Verification

The audit firm shall verify all bank transactions related to grants, all tax and VAT compliance documents, vendor payments, and payroll and employee reimbursements.

6. Audit Methodology

The audit firm shall conduct 100% field visits to all LDCs, PDAs and National Office locations and assess internal controls, financial governance, procurement practices, and compliance procedures.

7. Deliverables

The audit firm shall submit hard copies and soft copies of all project-wise audit reports, consolidated reports, management reports, and other reports as specified by CIB. The audit firm will submit the report in the following manner:

- a. 06 copies of FD4 report for each FD-6s.
- b. 03 copies of consolidated report.
- c. 03 copies of the audit report for each project/LDCs.
- d. 03 copies of the combined audit report for Dhaka-based projects (BD0102, BD0103, BD0105 & BD0106).
- e. 03 copies of the combined audit report for CHT (BD0501 & BD0504) projects.
- f. 01 copy of combined report for the projects/branches for the three FD-6s (as per LDC).
- g. 2 copies of each PDA report.

- h. 01 Copy of Management reports needs to be submitted collectively for all projects, PDAs, and the National office for the three FD-6s.
- i. Soft copy of the Audit reports and management reports for the National Office and branches.

8. Timelines

Audit work may commence from 1 July 2026. Draft reports must be submitted by 25 August 2026. Final signed reports must be submitted by 10 September 2026 and final project audit reports by 17 September 2026.

9. Responsibilities of the Audit Firm

The audit firm shall arrange all logistics, including transportation, accommodation, meals, and field expenses, from the approved contract value. No additional expenses shall be paid by CIB.

10. Payment Terms

Payment shall be made through A/C Payee cheque or bank transfer within 4 weeks of satisfactory submission and acceptance of all reports.

11. Penalty Clause

Failure to submit reports within the specified timeline may result in a penalty of 2% of the total contract value per calendar day of delay and may affect future engagement eligibility.

12. Eligibility Criteria

- Interested firms must be NGOAB-approved/enlisted,
- Registered with ICAB and FRC,
- Have a minimum of 5 years of relevant experience with INGO, and
- Maintain a minimum of 250 articles students/staff.

13. Required Legal Documents

Interested firms must submit a Certificate of Practice (COP), Partnership Deed/Incorporation Certificate, Trade License, TIN, VAT Registration, NGOAB Enlistment, FRC Certificate, and ICAB Registration Certificate.

14. Conflict of Interest

The audit firm must remain fully independent and disclose any actual or potential conflict of interest. CIB reserves the right to reject proposals or terminate contracts where conflicts exist.

15. Confidentiality Clause

All information obtained during the audit shall remain confidential. No information may be disclosed to third parties without written approval from CIB.

16. Right to Accept or Reject

CIB reserves the right to accept or reject any proposal without assigning any reason and may amend or cancel the process at any stage.

17. Request for Quotation (RFQ) / Tender Schedule

Interested audit firms are requested to complete the following information and submit with supporting documents.

Particulars	Vendor Information
Name of Audit Firm	
Address	

Contact Person	
Designation	
Mobile No.	
Email Address	
Year of Establishment	
NGOAB Enlistment Number (SL Number)	
ICAB Registration Number	
FRC Registration Number	
TIN Number	
VAT/BIN Number	
Number of Partners	
Number of Professional Staff	
Number of Articled Students	
Years of Audit Experience with INGOs	

18. Technical Proposal Submission Checklist

- Understanding of the assignment
- Proposed audit methodology
- Work plan and timeline
- Team composition and organogram
- Relevant NGO audit experience
- List of similar assignments completed
- Copy of work orders/completion certificates

19. Financial Proposal Format

Description	Amount (BDT)
Professional Fee	
Field Visit Cost	
Report Printing & Binding	
VAT	
Tax	
Grand Total	
Note: this is summery format. For breakdown you can attach as per your format as attachment	

20. Mandatory Documents to be Attached

- Certificate of Practice (COP)
- Partnership Deed/Incorporation Certificate
- Trade License
- TIN Certificate
- VAT/BIN Registration Certificate
- NGOAB Enlistment Certificate

- ICAB Registration Certificate
- FRC Enlistment Certificate
- Firm Profile
- List of Partners and Key Professional Staff
- Evidence of minimum 5 years of experience
- Copy of the latest income tax return acknowledgement

21. Declaration by the Audit Firm

We hereby confirm that all information provided in this proposal is true and correct. We agree to comply with all conditions, timelines, confidentiality requirements, and conflict of interest conditions stated in this ToR and RFQ document.

Authorized Signature	
Name	
Designation	
Seal of Firm	
Date	