



IPA

Request For Proposals (RFP)

No. IPA/RFP/G-FIN/002/2022

Provision of Internal Control (IC) / Systems Audit for Six (6) Countries
in Africa

Issue Date: Tuesday 25th October 2022

WARNING: Prospective Offerors who have received this document from a source other than from [IPA's website](#), should immediately contact global-procurement@poverty-action.org and provide their name and email address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted on [IPA's website](#).

Table of Contents

1. Introduction and Purpose	4
1.1 Background	4
1.2 Purpose	4
1.3 Issuing Office	4
1.4 Type of Award Anticipated	4
2. General Instructions to Offerors	4
2.1 General Instructions	4
2.2 Proposal Cover Letter	5
2.3 Questions regarding the RFP	5
2.4 RFP Timeline	5
3. Instructions for the Preparation of Technical Proposals	5
3.1 Services Specified	6
4. Instructions for the Preparation of Cost/Price Proposals	6
4.1 Cost/Price Proposals	6
5. Basis of Award	6
5.1 Mandatory Requirements / Eligibility Requirements	6
5.2 Evaluation Criteria	7
5.3 Best Value Determination	8
5.4 Responsibility Determination	8
5.5 Proposal Submission Format	9
6. Inspection & Acceptance	9
7. Compliance with Terms and Conditions	9
7.1 General Terms and Conditions	9
8. Procurement Ethics	9
9. Attachments	11
9.1 Scope of Work for Services or Technical Specifications	11
9.2 Proposal Cover Letter	12
9.3 Price Schedule	13
9.4 Past Performance Form	14
9.5 Terms and Conditions	15

Synopsis of the RFP

RFP No.	IPA/RFP/G-FIN/002/2022
Issue Date	Tuesday 25th October 2022
Title	Provision of Internal Control (IC) / Systems Audit for Six (6) Countries in Africa
Issuing Office	Innovation for Poverty Action 655 15th St. NW, Suite 800 Washington, DC 20005
Deadline for Receipt of Questions	Friday 11th November 2022 at 11:00 pm (EST)
Point of Contact for Questions	global-procurement@poverty-action.org (please include the RFP number in the subject line)
Deadline for Receipt of Proposals	Wednesday 23rd November 2022 at 11:00 pm (EST)
Proposal Submission Address	https://app.smartsheet.com/b/form/8c5809c70a8f4fd38c813f2a2f14cd16
Anticipated Award Type	A Firm Fixed Price Purchase Order
Basis for Award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA using a combination of technical and cost/price factors.

1. Introduction and Purpose

1.1 Background

Innovations for Poverty Action (IPA) is a research and policy nonprofit that creates and shares evidence, while equipping decision-makers to use evidence to reduce poverty. With a presence in 22 countries in Africa, Asia, and Latin America, IPA leads the field of development in cutting-edge research quality, innovation, and impact.

1.2 Purpose

IPA invites interested and qualified offerors to submit proposals for The Provision of Internal Control (IC) / Systems Audit for Six (6) Countries in Africa in the following support functions: Finance, HR, Procurement & Logistics, IT, Administration and Governance. IPA's objective is to partner with a competent offeror(s) in order ensure that IPA's assets are safeguarded, errors are minimized, fraud cases are minimal, and ensure that the operations of all support functions are efficient and effective in accordance with IPA Policies.

1.3 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at IPA for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.4 Type of Award Anticipated

IPA anticipates awarding a Firm Fixed Price Purchase Order.

This award type is subject to change during the course of negotiations.

2. General Instructions to Offerors

2.1 General Instructions

"Offeror", "Subcontractor", and/or "Bidder" means a firm/Consultant proposing the work under this RFP. "Offer" and/or "Proposal" means the package of documents the firm/Consultant submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror's risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates IPA to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. IPA shall in no case be responsible for liable for these costs.

Proposals are due no later than **Wednesday 23rd November 2022 at 11:00 pm (EST)**, to be submitted through [this link](#). Late offers will be rejected.

The submission of a proposal to IPA in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. IPA reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using the [Proposal Cover Letter template](#) (see Attachments) for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of ninety (90) days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from an IPA employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

2.4 RFP Timeline

Activity	Estimated Date
Issuance of RFP	Tuesday 25th October 2022
Deadline for Receipt of Questions	Friday 11th Nov 2022 at 11:00 pm (EST)
Deadline for Receipt of Proposals	Wednesday 23rd Nov 2022 at 11:00 pm (EST)
Evaluation of Proposals	TBD, late November 2022
Clarifications and Negotiations (if any)	TBD, Early December 2022
Selection & Contracting	TBD, Early December 2022

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following contents:

1. **Technical Approach** - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how

the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.

2. **Management Approach** – Description of the Offeror’s staff assigned to the activity. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. **Past Performance** – Provide a list of at least five (5) recent awards of similar scope and duration. The information shall be supplied as a table ([template provided in Attachments](#)), and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachments.

3.1 Services Specified

For this RFP, IPA is in need of the services described in [Attachment: Scope of Work](#).

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Provided in the Attachments section of this RFP is a template for the [Price Schedule for firm-fixed price awards](#). For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible. Any required payment terms must be included in the cost proposal.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. The Offeror is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Mandatory Requirements / Eligibility Requirements

No	Requirements	Pass	Fail
1.	Valid Certificate of Incorporation / Business Registration Certificate		
2.	Valid Tax Identification Number (TIN)		
3.	Specialty License from the umbrella body in charge of audit oversight in the host country. Ex. ZICA Certification in Zambian context		

Only those that meet the mandatory requirements above will move to next stage of the evaluation.

5.2 Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Scores (100)
Technical Approach	<p>Adequacy and quality of the proposed methodology, and work plan in responding to the Scope of Work (SoW)</p> <p>The tenderer shall give a description of the methodology and work plan for performing the assignment, give details on the approach, strategies, design and methodology to ensure effectiveness of the assignment and a comprehensive time schedule for undertaking the assignment presented in a Gantt chart.</p> <p>Compliance with RFP requirement</p> <ul style="list-style-type: none"> • Provision of a sound technical proposal with required information & documents; responsiveness to SoW: (25 marks) <p>Adequacy of Work Plan</p> <ul style="list-style-type: none"> • Submission of a detailed and realistic work plan with a clear description of tasks (5 marks) 	30
Management Approach or Personnel Qualifications	<p>Academic and professional qualifications and technical qualities of the proposed team, Ex., qualifications and number of years worked on a similar assignments. (CV's should be 3 pages maximum)</p> <p>Professional Experience in the area of specialization and the region:</p> <ul style="list-style-type: none"> • Team Leader – 10 years and above (5 marks) • Managers – 8 years (5 marks) • Senior Auditors – 5 years (5 marks) • Audit Assistants – 3 years and above (5 marks) 	20

Corporate Capabilities or Past Performance	<p>Proof of Experience to the assignment (Preferably for NGO's and non for profit entities)</p> <p>The firm shall give a brief description of the firm's organization, an outline of recent experience (preferably within the last 3 years) on assignments of a similar nature with NGO's</p> <p>Demonstrate working knowledge, competencies and experience in carrying out similar/related services. The Audit firm / Consultant is expected to have at least 5 years audit experience.</p> <ul style="list-style-type: none"> •Proof of at least 5 similar assignments (Upload copies of LSO's/Contract agreement or completion certificate or recommendation letters from at least 5 previous clients • Demonstrate capability to work with online and soft copy documentation in view of the Covid environment. 	20
Cost	<p>Formula: (Lowest Bidder / Bidders' Price * 30)</p> <p>Lowest bidder will be awarded full score with other competing bids' scores pro-rated based on the applicable full score.</p>	30
Total		100

5.3 Best Value Determination

IPA will review all proposals and make an award based on the technical and cost evaluation criteria stated above and select the offeror whose proposal provides the best value to IPA. IPA may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

IPA may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

5.4 Responsibility Determination

IPA will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.

2. The source, origin and nationality of the products or services are not from a Prohibited Country.
3. Ability to comply with required or proposed delivery or performance schedules.
4. Have a satisfactory past performance record.
5. Have a satisfactory record of integrity and business ethics.
6. Have the necessary organization, experience, accounting and operational controls and technical skills.
7. Be qualified and eligible to perform work under applicable laws and regulations.

5.5 Proposal Submission Format

In order to securely submit proposal information and to ensure that your proposal will be properly evaluated, you are asked to submit your proposal according to the format below;

1. Cover Letter
2. Introduction (Business Profile)
3. Eligibility Requirements
4. Technical Proposal
 - ✓ Technical Approach
 - ✓ Management Approach
 - ✓ Corporate Capabilities or Past Performance
5. Cost Proposal

6. Inspection & Acceptance

The designated IPA staff will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that the services are of acceptable quality and standards. The Offeror shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the IPA Finance Director/Representative as a result of such inspection.

7. Compliance with Terms and Conditions

7.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Terms and Conditions listed in this RFP document.

8. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any IPA staff, in an attempt to affect the results of the award. IPA treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and IPA employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the IPA staff may report violations to the Toll-Free Ethics and

Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements.

By submitting an offeror, Offerors certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

9. Attachments

9.1 Scope of Work for Services or Technical Specifications

We are interested in conducting an **Internal control(IC)/Systems** audit for IPA East African and West African Countries. We anticipate the IC audit will cover the following countries;

Lot 1: East African Countries

- Uganda
- Tanzania

Lot 2: West African Countries

- Ghana
- Cote D'Ivoire
- Mali
- Sierra Leone

The Audit shall cover **all** support functions;

- Finance, HR, Procurement & Logistics, IT, Administration, Governance and any other as might be identified during the course of this discussions.

Deliverables

Submit a detailed report for all identified support functions;

- **Where internal controls exist** and if applicable, recommendations to strengthen the same
 - to include compliance/Non compliance to IPA Global Manuals/Policies where applicable.
- **Where internal controls do not exist** with recommendations to design, implement and enforce the same
- **An IPA designed/customized cross functional Internal control Audit checklist** to facilitate future Internal audits and manage risk moving forward.

Please submit a proposal inclusive of a Cost Estimate. We expect travel to the six countries.

NB: The SoW has been split into two lots. Bidders are allowed to tender for one or both Lots. Each lot will be evaluated in accordance with the Evaluation Criteria.

9.2 Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Innovations for Poverty Action

[Address]

We, the undersigned, provide the attached proposal in accordance with **RFP-(insert number)**, issued on **(insert date)**. Our attached proposal is for the total price of **(Sum in Words)**.

I certify a validity period of (90) days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

We understand that IPA is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

9.3 Price Schedule

Item Number	Description/Specifications	Total Price
1	Provision of Internal control (IC)/Systems Audit for Lot 1	
2	Provision of Internal control (IC)/Systems Audit for Lot 2	
3	VAT and other applicable taxes & levies	
4	Disbursement Fees	
GRAND TOTAL IN (USD).		

Delivery Period and Payment terms:

NB: The SoW has been split into two lots. Bidders are allowed to tender for one or both Lots. Each lot will be evaluated in accordance with the Evaluation Criteria.

9.4 Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Description of Activities	Client Name	Contact Person Email Address	Cost	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)
1							
2							
3							
4							
5							

9.5 Terms and Conditions

- a) The Request for Proposal is not and shall not be considered an offer by IPA.
- b) All responses must be received on or before the date and time indicated on the RFP.
- c) All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
- d) All awards will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
- e) IPA reserves the right to accept or reject any proposal or cancel the solicitation process at any time and shall have no liability to the proposing organizations submitting proposals for such rejection or cancellation of the request for proposals.
- f) IPA reserves the right to accept all or part of the proposal when award is provided.
- g) All information provided by IPA in this RFP is offered in good faith. Individual items are subject to change at any time, and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- h) IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
- i) The bidders are solely obligated to pay for any costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.