

Request for Proposal (RFP)

Annual Audit cocoa program

Date: 30th December 2013

Dar es Salaam

SUBJECT: REQUEST FOR PROPOSAL FOR END OF YEAR AUDIT

TechnoServe Inc. (TNS) - Tanzania, invites your firm to participate in this competitive solicitation for pricing, delivery and terms of potential service provision for TNS office in *Tanzania*. TNS Tanzania is seeking a firm to assist in conducting an annual Audit for our Irish Aid funded Southern Highlands Cocoa Quality Program for the year ending December 2013.

INTRODUCTION

We are a nonprofit organization that develops business solutions to poverty by linking people to information, capital and markets. Our work is rooted in the idea that hardworking people can generate income, jobs and wealth for their families and communities. With more than four decades of proven results, we believe in the power of private enterprise to transform lives

PROGRAM BACKGROUND

The program focuses to realize market opportunity for Tanzanian farmers by improving quality and productivity and develop their reputation as a reliable supplier of fine flavor cocoa. The Program began in Tanzania in 2008 and expected to be ending in the year 2015.

The goals of the program focus at increasing smallholders farmers income and ensuring at least 50% of total cocoa production in Tanzania being processed through financially sustainable Centralized Cocoa Fermentaries (CCF) and establish sustainable links between chocolate manufacturers and Farmers Business Groups (FBGs). Programs operations have been divided into six activities which all are grouped in terms of trainings, establishment of sustainable Centralized Cocoa Fermentaries (CCFs), access to finance and market linkage.

GENERAL REQUIREMENTS & SCOPE OF WORK

Audit and report on the financial statements of Southern Highlands Cocoa Quality Initiative project for the period ended 31 Dec 2013.

The Auditors' mainly responsibilities will be:

- 1) To provide opinion on whether the financial statements present fairly, in all material aspects, the financial position, results of operations and cash flows of the project in accordance with International Financial Standards (IFRS)
- 2) Provide the audit in accordance with International Standards on Auditing (ISAs) and Program's Memorandum of Understanding
- 3) Report all significant findings to the parties under the program's Memorandum of Understanding
- 4) Comply with any other agreed deliverables with respect to the audit work

PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this solicitation is anticipated to begin at the beginning of February 2014 for a period of two to three weeks. Proposals shall detail the estimated length of time required to accomplish all requirements, with detail on individual activity implementation dates, as referenced in the Scope of Work.

CRITERIA FOR SELECTION

The Audit firm should be an international firm or have an affiliation with the International Audit firm. The evaluation of each response to this RFP will be based on the requirements set out in the solicitation and any addenda thereto. At the sole discretion of TNS, the top proposals may be selected for follow-up questions or to provide an oral presentation.

The following weighting and points will be assigned to the proposal for evaluation purposes: Score should be on a scale of 1-5. 5 being the highest score.

Audit Approach/Methodology	5__ points (maximum)		
Quality of Work Plan	5__ points (maximum)	20__	total
Audit Schedule	5__ points (maximum)	points	
Experience	5__ points (maximum)		
Cost Audit –		5__	total
		points	
TOTAL		25__	
		POINTS	

TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of TNS and the Donor.

The Organization with the winning proposal will be notified in writing. Those who were not selected may or may not be notified, at the sole discretion of TNS.

TERMS AND CONDITIONS

1. The Request for Proposal is not and shall not be considered an offer by TechnoServe.
2. All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
3. All unresponsive responses will be rejected.
4. All proposals will be considered binding offers. Prices proposed must be valid for entire period provided by respondent.
5. All awards will be subject to TNS contractual terms and conditions and contingent on the availability of donor funding.
6. TNS 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.
7. TNS reserves the right to accept all or part of the proposal when award is provided.
8. All information provided by TNS 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. TNS is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
9. TNS reserves the right to require any bidder to enter into a non-disclosure agreement.
10. 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 TNS, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.

FORM/CONTENT OF RESPONSE

All proposals shall:

1. Be in the *English* language.
2. Contain detailed cost in *US Dollar*, with applicable Tax/Charges clearly identified.
3. Provide requested payment terms and conditions.
4. Describe the qualifications, experience and capabilities of the firm in providing the type of services being request by this RFP. Resumes or CVs of “key personnel” shall be submitted as an attachment.
5. Include a contact name, email address, and telephone number to facilitate communication between TNS and the submitting organization.
6. A brief outline of the organization and services offered, including:
 - Full legal name, jurisdiction of 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

SCHEDULE OF EVENTS

1. Questions regarding this request may be addressed to tz-info@tns.org, and must be received no later than *17th Jan 2014*. Responses to questions will be distributed to all interested parties no later than *20th Jan 2014*
2. Responses to the RFQ should be addressed to the attention of Operations Coordinator at Coco Plaza, 3rd Floor, Plot 254 Toure Drive | P.O Box 78375 | Dar es salaam Tanzania no later *than 30th Jan 2014*.

End of RFP