

Request for Proposal

Selection of Internal Auditor for the FY 2022 -2023

i. Background

India HIV/AIDS Alliance (Alliance India) is a non-governmental organisation operating in partnership with civil society, government, and communities to support sustained responses to HIV in India that protect rights and improve health. Complementing the Indian national programme, we build capacity, provide technical support and advocate to strengthen the delivery of effective, innovative, community-based HIV programmes to vulnerable populations affected by the epidemic. Presently Alliance India is implementing projects with support from organisations like The Global Fund, Elton John AIDS Foundation, Amplify Change, and UNFPA

Alliance India works through NGO and CBO partners to support efforts that sustainably impact HIV. We place communities at the centre and work to ensure that vulnerable and marginalised people are meaningfully involved in all aspects of our response, including sex workers, men who have sex with men (MSM), transgender, injecting drug users (IDUs) and people living with HIV. Our programming and policy efforts are driven by evidence of what works; quality and accountability are core priorities in our interventions, technical support, and grant management.

ii. Overall scope and objectives of the internal audit

The internal audit will focus on the procurement of goods and services. Keeping in mind the focus the internal auditor will:

- a. Evaluate the efficiency of the internal controls related to the procurement of goods and services.
- b. Is the procurement timely and cost-effective?
- c. Review asset management system including the retirement of assets as per Alliance India and/or donor policy
- d. Undertake physical verification of assets at AI offices and its sub-recipients as mentioned in Annexure 1.
- e. Identify existing and foreseen risks.
- f. Recommend measures to improve the procurement process and mitigate risks identified.

iii. The review period will be 1 April 2022 to 31 March 2023.

iv. For administrative purpose the internal auditor will liaison with the Associate Director (Finance and Accounting) and Administrative Officer to access documents and policies.

v. The report will be submitted only to the Chief Executive who will then table it to the board of directors. The internal auditor may be called upon to make a presentation of the board if required. Any further dissemination of the report will be at the sole discretion of the board.

vi. During the course of audit, if the internal auditor identifies a fraud or corrupt practices, the auditor must report it to the Chief Executive immediately.

vii. Sample size will be as follows:

- For procurement value INR 500,000 and above – 100% of procurement
- For procurement value of INR 200,000 to INR 499,000 – 50%
- For procurement value below INR 200,000 – 25%

viii. Internal audit timings and schedule

Internal auditor will cover the procurement done in the financial year 2022-23.

The tentative internal; audit schedule for the financial year 2022-23 is as follows:

Financial year	Audit Period	Report timelines
FY-2022-2023	April 22 to March 2023	31 August 2023

ix. Deliverables

- Detailed report on the efficiency and effectiveness of internal controls pertaining to the Procurement process which includes detailed observations, risks and recommendations.
- Report on physical conduct and asset verification located at India HIV/AIDS Alliance and other sub-recipient partners and branch offices mentioned in Annexure 1.

x. Payment Terms & Timelines:

Tranche	Milestone	% of Agreed Amount (Yearly)
1	On signing of the Contract	25%
2.	On Submission of complete program final financial statements to Alliance India	75%

These Terms of Reference may vary to reflect the changing needs of the India HIV/ AIDS Alliance. This will be done in full consultation with the Auditor. The Auditor will be expected to work flexibly and adaptively, responding to changing needs, priorities and context.

xi. Budget:

Please submit the budget in the below format using an excel sheet as the basis. A soft copy of the excel sheet must be submitted through email. The budget should be all-inclusive, including consultancy and other expected costs.

Particulars	Amount (INR)
Audit Fee	
Travel expenses and any other pocket expenses	
Total agency Fee	

Note- Total Agency fee includes GST and any other taxes as applicable by the tax laws. The total agency fee is also inclusive of travel and any other out-of-pocket expenses.

xii. Eligibility criteria

The service provider will be considered for technical and financial evaluation upon completing the eligibility criteria. List of documents mentioned below will be considered for the assessment of eligibility criteria:

Sl. No.	Eligibility Criteria	Document (to be submitted with the technical proposal)
1.	Company/Firm profile	Document on detail about company
2.	CA firm must be registered with the Chartered Accountants Regulations Act (ICAI) and should have been in operation for the last five years.	Certificate of Incorporation & relevant supporting documents
3.	Cumulative Turnover in last three financial years – FY 2019-20 2020-21 & 2021-22: Rs 5 CR	Audit Report & CA Certificate - FY 2019-20 2020-21 & 2021-22
4.	Should have min 05 years of relevant working experience with the NGOs	Relevance Work Order/ Experience / Appreciation Certificate for similar nature assignment
5.	The bidder must have a team of professionals having valid professional certifications relevant certifications related to the assignment.	Undertaking and copying of certificates of the professionals.

Evaluation criteria:

a) Technical Evaluation: Scoring Mechanism

Sr. No.	Evaluation Criteria	Maximum Scoring
TECHNICAL – with reference to Scope of Work		
1	Organisation profile, Relevant experience of similar assignments a). General capability & Background of the organization (15) b). Relevant experience of working as per following breakup (15) At least Five Years – (5) At least Seven Years – (10) At least Ten Years – (15)	30
2	Relevant experience of working as per following breakup (10) No. Of clients with validation (at least 10) – (5) No. Of clients with validation (more than 10) – (10)	10
3	Details as per scope of work a). Understanding of Scope of work via a demo of their past work of similar nature/engagement with other NGOs (20) b). Detailed approach and methodology (20) c). Professional Capacity and Experience of team assigned (20)	60
4	Financial Fee for the assignment	50
	GRAND TOTAL	150

- b) Shortlisted bidders need to give a **presentation** (15min) based on the Scope of Work and technical evaluation scoring mechanism.
- c) The Technical Evaluation Committee, appointed by IHAA, shall review and evaluate the Technical Proposals based on the evaluation criteria mentioned above. A Proposal shall be rendered non-responsive/disqualified at the technical evaluation stage, in case it fails to achieve the minimum technical score stated herein above.
- d) The Financial Proposals of only those Bidders who achieve the minimum technical score will be opened by the procurement committee appointed by IHAA. The Financial Proposal evaluation shall be carried out as **Least Cost Selection (LSC)**. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive/disqualified shall remain unopened.

e) The Agency securing with the least cost will be invited for negotiations

NOTE: IHAA reserves the right to reject applications that do not meet eligibility or application submission requirements (as detailed above) without further notice to the applicant. Issuance of this RFP does not constitute an award commitment or a guarantee of business on the part of IHAA, nor does it commit IHAA to pay for the costs incurred in submitting the application. Further, IHAA reserves the right to reject any or all applications received and to negotiate separately with an applicant if such action is considered to be in the best interest of the project.

Detailed Technical Proposal

Proposals should include the following information:

- i. A brief profile of the Organization with the details of the head of the organization and team/facilitators who would be involved in the assignment
- ii. A description of similar assignments undertaken preferably in the development sector (along with names of the organization)
- iii. List of organizations service provided
- iv. Description of organizational structure
- v. Provide a minimum of three (3) trade references that the Service Provider have partnered with on similar interventions as mentioned in the RFP including names of persons, who may be contacted, position of person, address and phone number.
- vi. Letter of interest (LOI)/ Cover letter on letter head signed by authorized signatory
- vii. Additional information (if any)

Detailed financial proposal of service provider

The financial proposals should include the following and necessary supporting documents will be required:

- (i) Name and address of the Organization/Institution:
- (ii) PAN
- (iii) GST registration certificate (if applicable)
- (iv) The amount for all the said activities to be indicated. (as per the format suggested)
- (v) The rates should be mentioned excluding tax, however GST applicable must be clearly mentioned.

The application should have:

1. Covering letter concerning all enclosure/attachments
2. Executive summary
3. Details as per Technical evaluation criteria
4. Financial documents specified in the financial requirements section, along with the proposed budget

Queries & Responses

Queries regarding this proposal are to be sent only to **procurement@allianceindia.org** latest by 15th March 2023. Alliance India shall collaborate and respond to all meaningful queries from prospective applicants by 17th March 2023. Responses to queries shall be compiled and sent to all the applicants who raised the queries through e-mail only.

Proposal Submission Requirements

The agencies that are interested in this assignment must submit proposals through the Alliance India e-Procurement Portal. For this, the interested agency must register with our e-procurement portal using the below-given information.

The link to our e-procurement portal is <https://evendor.terotam.com/user/signup>

Customer ID: - ZWAg9gZ6

Helpline Number -8490903565 (for any challenge in uploading the documents on the portal)

The agency is required to fill up all sections pertaining to the proposal in the procurement portal. Proposals sent via email will not be considered.

The last date for submission of Proposal is 24 March 2023.

Annexure 1

List of Partners - Audit period Apr'22-Mar'23

<u>Sr. No</u>	<u>Name & Address of the Entity</u>	<u>Legal Status</u>	<u>Location of Audit</u>
1	India HIV/AIDS Alliance 6 Community Centre, Zamrudpur Kailash Colony Extension, New Delhi 110048	Section 8 Company	Delhi
2	Gujarat State Network of People Living with HIV/AIDS (GSNP+) Devi Arcade, 4th Floor, Ashwini Kumar Rd, Near Tapi Medical Store, Gaushala, Surat, Gujarat- 395008	Society	Gujarat
3	National Coalition Of People Living With HIV in India (NCPI+) H No. 62/4 First Floor, Near Sukhmani Hospital, Arjun Nagar, New Delhi-110029	Society	Delhi
4	Network of Maharashtra by People Living with HIV/AIDS (NMP+) 401, Ganga Prestige Arcade, 4th Floor, Laxmi Road,612-A, Nana Peth, Pune- 411002	Society	Pune Maharashtra
5	Tamilnad Network of Positive People (TNP+) 70/269 Labour Colony Guindy, Chennai - 600032,	Society	Tamilnadu
6	Uttar Pradesh Welfare for People Living with HIV/AIDS Society (UPNP+) 266- Sewa Dham, Gr-Durjanpur, Po- Jhunsu, Andawa Bai Pass, Allahabad- 211 019 (Uttar Pradesh)	Society	Uttar Pradesh
7	North East Regional office (NERO) House No 09 ground floor left part Bhaskar Jyoti path Mathura Nagar Guwahati-781006	Section 8 Company	Assam Guwahati
8	The Humsafar Trust Floor no. 6, Gujral & Sons, Plot No. 167, CST Road Kalina, Santacruz, Mumbai - 400098	Trust	Mumbai
9	Alliance India Direct Implementation- Jalandhar Unit 103, Tagore Nagar ,Opp.shehnai Palace, Jalandhar 144002	Branch office	Jalandhar Punjab
10	Alliance India Direct Implementation- Hooghly Unit 51/ I G.T Road (West),Ground Floor,	Branch office	Hooghly Kolkata

	Mallick Para, Serampore, Hooghly, West Bengal -712203		
11	Alliance India Direct Implementation-Vadodara Unit 203, Shilalekh complex Opp. Mahendra card showroom Mujmahuda, Vadodara, Gujarat	Branch office	Vadodara Gujrat
12	Alliance India Direct Implementation-Hyderabad Unit 6-3-634, Green Chanel Building, 4th Floor, Eastern Side, Khairtabad, Hyderabad-500004	Branch office	Hyderabad