

INVITATION TO TENDER FOR EXTERNAL AUDIT SERVICES – of the UK statutory audit for FY 2022, and for the financial audit of the Bureau of Population, Refugee, and Migration (BPRM) resources.

Deadline to submit proposals is 26 August 2022.

## 1. Introduction

The Border Consortium (TBC) is seeking to appoint external auditors for the provision of Financial Audits related services for the period of five years commencing with the current financial year which ends on 31 December 2022, with an option for an additional five-year extension, subject to an annual review of performance and costs.

## 2. Background

The Border Consortium (TBC), a non-profit, non-governmental organisation, is an alliance of partners working together with displaced and conflict-affected people from Myanmar to address humanitarian needs and to support rights-based community-driven approaches in pursuit of peace and development.

Since 1984 TBC has provided food, shelter, and capacity-building support to conflict-affected communities. TBC strives to deliver timely, quality services to the refugees in Thailand and to conflict-affected communities in southeastern Myanmar. The overriding working philosophy is to maximise participation of the community in programme design, implementation, monitoring and feedback. TBC promotes a participation and empowerment model to ensure that conflict-affected communities have the information, knowledge and skills necessary for safe, dignified living while displaced, the capacity and resources for local response to emergencies, and the practical experience in decision-making, management, land use planning, sustainable agriculture, and small business development for their future.

TBC's management and headquarters is based in Bangkok, Thailand, and its accounting records are maintained in Thai baht (THB) using Quickbook software. TBC financial statements conform to the Statement of Recommended Practice for Charities (SORP FRS 102), with both Income and Expenses reported on an accrual's basis, and separation of restricted and general funding.

Additional information can be obtained from the TBCs website.

<https://www.theborderconsortium.org/resources/additional-resources/>

TBC is predominantly 98% grant funded by foreign governments.

### 3. Scope of the Work

For the purpose of efficiency and cost-effectiveness, TBC is ideally seeking one firm to provide one proposal that integrates the work required for two audit reports noted below in A and B.

- A. TBC invites qualified auditing firms to submit proposal to perform **annual external audit** services.** The external audit services required will include.
  - 1. Planning, management, and execution of the annual audit for fiscal year 2022 ending December 2022. One report is required and covers both Thailand and Myanmar operations.
  - 2. Examination of financial records, systems, and control in accordance with International Accounting Standards (UK-SORP FRS 102)
  - 3. Give An opinion of the financial statements, together with an opinion as to whether the information on the Trustee's Annual Report is consistent with the financial statements for the same period.
  - 4. Presentation of the Audit report together with report to management and Letter of Representation to the Board. The report to management is expected to cover any weaknesses in internal control noted during the audit or other area of concern
  - 5. The Auditor will be required to attend a meeting of the Trustees to present and explain the audit reports and audit opinion, as necessary.
  - 6. Provision of advice to TBC Management and Trustees on new or changed reporting requirements and auditing standards, advice on technical accounting and tax matters.
- B. TBC invites qualified auditing firms to submit a proposal to conduct a **financial audit of the Bureau of Population, Refugee, and Migration (BPRM)** resources managed by TBC for the year ending 31 December 2022, in accordance with GAAP and the U.S. Government Auditing Standards issues by the Comptroller General of the United States.**
  - 1. Give an opinion on whether the fund accountability statements for the BPRM funded programs present fairly for the period audited.
  - 2. Perform Tests to determine whether TBC complied to applicable laws and regulations related to BPRM funded programs.

### C. Term and General Condition of Engagement.

#### 1. Term of Engagement

It is the intention of TBC to enter into a five-year agreement with the successful firm to provide external audit services beginning with the

current period, fiscal year 2022. Subject to satisfactory performance of the services by the successful firm, the term may be extended, if mutually agreeable, for an additional five years.

## 2. Acceptance of Proposal.

TBC reserves the right to reject any and all proposals for any reason. The lowest of any proposal may not necessarily be accepted. The acceptance of any proposal is subject to funds available and approval by TBC management.

There is no expressed or implied obligation in preparing proposal in response to this request.

## 3. Experience and Qualifications

The firm must meet the following minimum requirements to be considered for evaluation pursuant of this request for proposal.

- Must be registered by the United Kingdom and be compliant with statutory requirement.
- Must be RIG-approved auditor, capable of performing audits on US-Government grants (US-BPRM)
- Ability to base the field work in Thailand and travel to the Thai/Myanmar border, pending restrictions
- Must have at least two partners and full-time associate who are certified public accountants.
- Provide CV and copies of certification of key personnel that will be involved in the audit.
- Must have been in practice for at least 10 years.
- Provide a list of at least 10 companies audited in the last three years and proof of contacts.
- Proposal on how fees charged will be calculated with indication of involvement/time allocated in providing the services.
- Provide copies of relevant certificates, i.e. registration /practicing certificate of the firm PIN, VAT, and compliance among others.

## 4. Qualified Statement

The Auditor shall immediately upon discovery of information or breaches of conditions, which would otherwise lead to the inclusion of a qualified opinion with respect to the financial statements, inform and fully discuss such matters with the Finance Director. In addition, the Auditor shall as

far as possible, allow a reasonable period of time for TBC Finance to make an investigation, analyse, report and take such corrective action as to avoid the inclusion of such qualification.

- 5. Annual Audit Schedule** Before 15 October of each year, the Auditor shall correspond with TBC Finance Director to discuss and agree upon a schedule of activities which will lead to the completion of the annual audit.

The schedule of activities shall be finalized by 30 October of each year and shall set out the key dates by which necessary information and assistance is to be provided by both parties.

The basic timelines will be as follows:

- Pre- audit meeting with finance staff End of October
- Audit Activity Time Table- 15 October
- Necessary field office visits, or camp visits when possible, for transaction sampling in November or early December
- Trial balance and supporting documents provided to Auditor for Jan-Oct by end of November. Final TB will be provided by 15 February.
- Trustees annual report draft and financial statements to auditor by end of first week in March
- Report Draft and presentation for the Board by March/April, if necessary
- The TBC Sr. Finance Manager will be responsible for the year-end close and the Finance Director is responsible for the preparation of annual accounts within an agreed timeframe.
- Final signed audited financials, findings report, and management letters by end of April.
- Firm is expected to submit the final signed audited financials and TAR to the Charities Commission-UK and Companies House-UK on behalf of TBC.

#### D. Proposal Requirements

- over letter shall be provided with the proposal clearly stating the accounting firm's understanding of the services to be provided. The letter must include the name of the person who will be authorized to make representations for the firm, their title and telephone number.

- Demonstration of areas of expertise and experience that your company possess which may be particularly relevant to TBC and international NGOs
- Understanding of the organisation, particularly auditing and Charity reporting consistent with SORP requirements
- The person signing the covering letter must be authorized to bind the firm.
- Firms must respond to the items listed below in the order they are presented. The proposal should include a table of contents identifying the topics by page number. Proposals should include the following mandatory criteria:

#### **1. Company Profile and Contact**

A brief profile of the firm (1 to 2 pages) indicating the scope of its practice, the range of activities performed by the firm such as auditing, tax service, accounting or management services. Identify the firm's contact person, phone number and email address. State the office address as well as the address and phone number of any local office that will manage or assist in managing this audit.

#### **2. Experience with Audits or similar engagements.**

List current and past clients or private companies indicate the number of years your firm has been the auditor for each client.

#### **3. Audit Staffing**

Name and CV(s) of the partner(s), manager(s) and other key staff who would be assigned to this audit.

#### **4. Audit Implementation**

Proposals must clearly show the firm's understanding of the work to be performed, audit approach and commitment to perform the work within the time period specified in the annual schedule. This would include the approach to be used to gain an understanding of the TBC structure and systems as well as a proposed schedule and any specific techniques or processes to be used for the annual audit, indicating how the firm will:-

- Determine audit strategy and undertake audit planning;
- Control and co-ordinate the audit process;
- Ensure appropriate responsibility for decisions on the audit;

- Conduct the reporting arrangements

## 5. Other Services

- Description of the methodology to be used for keeping TBC abreast of any changes in accounting principles or legislation that would impact the annual financial statements.
- Description of non-auditing professional services provided to other clients and innovative products offered by your firm as well as any specific pricing structure for such services.
- Provide audit methodology and feedback to DunChurch Aid's auditor (Deloitte) Denmark on the Danish government grants.

## 6. Fee Proposal

For each of the audits, provide a breakdown of the proposed fees for year 1 and estimates for years 2 to 5 to cover the following

- Preparation of annual statutory audit of accounts
- Preparation of the BPRM audited accounts
- Fees for any exceptional additional work not covered above and directly related to the external audit

## 4. TENDER EVALUATION

- Any contract arising from this Invitation to Tender will be awarded to the firm who shows that they can provide the best value by meeting the specified criteria.
- Tenders will be evaluated against the criteria detailed within section 3.C.3 of this document.
- Following evaluation of the tenders received, a shortlist of Tenderers may be requested to attend a virtual interview.
- TBC reserves the right to appoint based on proposals alone.

### How to apply

For any queries for more information to this tender, please call the TBC office at +66 (0)2 238 5027-8

Interested auditing firms should send their proposal no later than **Friday, 26 August 2022** to [TBCTender@theborderconsortium.org](mailto:TBCTender@theborderconsortium.org) clearly indicating on the subject line as below: "TBC AUDIT TENDER 2022"



Proposal submitted by post or hand delivered can be addressed to:

**The Border Consortium**

**“TBC AUDIT TENDER 2022”**

**12/5 Convent Road, Silom**

**Bangrak, Bangkok 10500**

**Thailand**

12/5 Convent Road, Silom, Bangrak, Bangkok 10500  
12/5 กนบคอบแวงต์ แขวงสีลม เขตบางรัก กรุงเทพฯ 10500

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