

Request for Proposal (RFP)

FOR STATUTORY AUDIT OF WINROCK
INTERNATIONAL MALAWI FINANCIAL STATEMENTS -
FINANCIAL YEAR END DECEMBER 2024.

RFP 10007-24-06

Issued: 20/12/ 2024

Market Transitions to Enable New Growth Opportunities (MTENGO)

Plot No. 13/13 Samala House, City Center, Lilongwe,
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City, Lilongwe

Cooperative Agreement: FCC-612-2022/005-00

Country: Malawi

Geographic Code: 937



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Introduction

Winrock International (WI) is a nonprofit organization that works with people in the United States and around the world to empower the disadvantaged, increase economic opportunity, and sustain natural resources.

WI is currently implementing Market Transitions to Enable New Growth Opportunities (MTENGO) Project which is a five-year activity under the United States Department of Agriculture Food for Progress program.

Winrock International MTENGO project is hereby inviting competent and reputable Audit firms to submit bid proposal for the Statutory Audit Service for financial year ends December 2024.

Business Overview & Background

Winrock International is a global nonprofit organization that provides sustainable solutions for an interconnected world. Working with partners in the United States and more than 55 countries, Winrock integrates deep expertise in agriculture, economic development, social science and the environment to offer scalable solutions that increase prosperity while protecting our planet.

Submission Details

Submission Deadlines

Proposals must be received no later than **5:00 PM Central African Time on Monday 20th January 2025**. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

Submission Delivery Address

The delivery address to be used for all submissions is:

MTENGO Project

In care of Dr. Lilia Tverdun, Chief of Party

Winrock International, Plot No. 13/13, Samala House, P.O Box 30395, Capital City Lilongwe, Malawi

Email: mtengo@winrock.org

Submission Questions and Clarifications

Inquiries/questions must be received no later than **Friday, January 10th, 2025**, and must be submitted via e-mail to mtengo@winrock.org. Winrock will review and respond to all potential offers by **Tuesday, January 14th, 2025**.

Winrock will evaluate complete vendor proposals to determine which proposal represents

the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the bidders with or without discussion.

Electronic Submissions

Electronic submissions in response to this Request for Quote may be done electronically via email to mtengo@winrock.org with the subject line: “**RFP-10007-24-04** – Statutory Audit Service for financial year ends December 2024.

Electronic submissions must be sent by PDF or SCAN Stamped Quote with Company’s letter head paper.

Instructions to Bidders

- Validity of bid: 60 days starting from the submission date.
- Delivery time: up to the bidder to decide and will be a comparative criterion of award among bids.
- For each item quoted, a detailed description should be included if applicable.
- Cost quoted must include unit price and total price in MWK
- Include VAT if applicable.
- Authorized firms must attach documentary evidence from principal partner.
- Payment terms and complete banking information
- Estimated delivery date: **see additional on the TORs.**
- If labor for installation is required, include cost separately and estimated timeline.
- Winrock reserves right to make changes or cancel this solicitation as required by USDA

Bid Documents to Include

- Legal Business Name
- Authorized contact including address, phone number and email
- Proof of business registration and nationality
- A list of previous similar contracts completed successfully with the names and contact information of buyers.

Document Standards

- Name and address of the registered office of company.
- Name and nationality of directors and shareholders.
- Completeness of the proposals submitted in English.
- Copy of Business licence
- Copy of Certificate of incorporation
- Copy of License/certificate from registration board
- Copy of valid Income Tax Certificate
- Copy of VAT registration Certificate
- Name and details of the organization where such service have been already implemented.
- Name of three referees including their Address, Phone. Fax/Email of Office
- The bidder is required to read carefully the instructions set out below and no claim will be entertained on grounds of failure to read or comply with the instructions.

Award

Winrock anticipates notifying successful bidder and provide agreement for signature the week of **February 3, 2025**.

- Winrock will run an open and fair competitive bidding process.
- As warranted, Winrock may increase or decrease the quantities.

Details Specifications

See Attachment A: Terms of Reference (TOR) Statutory Audit

Terms and Conditions

Each Bid must conform to the following requirements.

1. Must agree to the general provisions outlined in Attachment A. Any variations must be requested in the bid submission and agreed to before a purchase order is issued.
2. No minimum order requirements may be made by a bidder.
3. Winrock International will not consider advance payment.
4. All vendors are required to be registered with the Government of Malawi. Proof of Business Registration must be provided.
5. A Bidder may withdraw or change a bid before the deadline to receive bids if written notice of the withdrawal or change is received by Winrock for submission of bids. Any changes may be made only by substitution of another bid.
6. Bids received after the time specified in the request for bid will not be considered and shall be returned to the respondent.
7. Title to the goods herein described shall not pass until said goods have actually been received by Winrock or its consignee. Risk of loss prior to such actual receipt by Winrock or its consignee shall be borne by the bidder.
8. All supplies shall be subject to inspection by Winrock to ensure compliance with specifications, quantities, and condition of goods. Winrock reserves the right to reject any goods which contain defects in material or workmanship. Rejected goods shall be removed at the expense of the bidder, including all transportation costs, promptly after notification of rejection.
9. Final Payment by Winrock will not be made until Final and acceptance of Audit report has been completed by Winrock management team.
10. Winrock reserves its rights to reject any goods and to cancel all or any part of this procurement if bidder fails to deliver all or any part of the services described in the request for proposal. Acceptance of any part of the goods covered by the request to bid shall not obligate Winrock to accept future

- shipments nor deprive it of its rights to revoke any acceptance given. If bidder ceases to conduct its operations in the ordinary course of business or are unable to meet its obligations, Winrock may cancel this order without liability except for services previously provided or for services received. The bidder must be able to demonstrate substantial experience in working on similar projects and, in particular, to demonstrate past experience in working with organizations similar to Winrock.
11. The bidder must have excellent communication skills and methods and be able to communicate very clearly at every step of development, both providing information to the Winrock team as well as requesting, understanding and closely following guidance from the Winrock team.
 12. Bidders must be willing to supply samples of items requested

Evaluation Criteria

All proposals received will be evaluated, and the successful firm will be selected in accordance with our procurement criteria. It is essential that the elements contained in your proposal be stated in a clear and concise manner. Failure to provide complete information as requested will be at your disadvantage.

Certification of Independent Price Determination

(a) The offeror certifies that—

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

(1) Is the person in the offerors organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs

(a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through

(a)(3) above.

(c) Offeror understands and agrees that –

(1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

Attachment A: Terms of Reference (TOR): Statutory Audit

TERMS OF REFERENCE (TOR)

STATUTORY AUDIT OF WINROCK INTERNATIONAL MALAWI FINANCIAL STATEMENTS -FINANCIAL YEAR END DECEMBER 2024.

WINROCK INTERNATIONAL Malawi is hereby inviting competent and reputable Audit firms to submit bid proposal for the Statutory Audit Service for financial year ends December 2024. You are therefore invited to submit your proposal to:

EMAIL at: mtengo@winrock.org

Your offer should reach the above indicated address not later than **January 20th, 2025 at 5:00PM CAT.**

If you request additional information, we will endeavor to provide information expeditiously, but any delay in providing such information will not be considered as a reason for extending the submission date of your proposal.

TASK: Statutory Audit for WINROCK INTERNATIONAL – MTENGO Project

LOCATION: Lilongwe, Malawi

Background

Winrock International is a recognized leader in US and international development, providing solutions to some of the world's most complex social, agricultural, and environmental challenges. Winrock's mission is to empower the disadvantaged, increase economic opportunity and sustain natural resources. Winrock is a non-profit organisation that implements a portfolio of more than 100 agriculture, environment, and social development projects in over 40 countries.

In Malawi, Winrock is Implementing the MTENGO project using a farmer first approach grounded in market incentives to increase resource-efficient, environmentally sustainable agricultural production in the face of climate unpredictability. MTENGO is identifying demand for climate smart agricultural practices and technologies and enabling farmers to access them. The project also works to ensure that financing and information are available for CSA practices using an inclusive approach within the target population of mid-sized farmers. These efforts will result in increased production efficiency and economic resilience amidst the uncertainties of climate change.

The Market Transitions to Enable New Growth Opportunities (MTENGO) project is a five-year, United States Department of Agriculture (USDA) funded project implemented by Winrock International Nkhata Bay, Rmphi, Mzimba, and Nchtisi Malawi. MTENGO uses a farmer-first approach grounded in market incentives to increase resource-efficient, reliable production from Malawian agriculture in the face of climate unpredictability.

Mission

Winrock International's mission is to empower the disadvantaged, increase economic opportunity and sustain natural resources. It is central not only to what we do, but how we do it.

Our Core Values are the basis upon which our business and behavior are based, and our Code of Conduct serves as a collection of guiding principles that are an extension of our mission. The Code dictates how we conduct ourselves in performing the important work we do, and provides resources to help us make good, informed decisions and act on those decisions with integrity.

WINROCK INTERNATIONAL is responsible for compliance oversight, budget monitoring and financial reporting. Therefore, as part of ensuring adequate compliance with Malawi Government and other underlying requirements, WINROCK INTERNATIONAL is seeking an independent audit firm to conduct Statutory audits of WINROCK INTERNATIONAL Malawi MTENGO Project.

Scope of Work

Statutory Audit

These terms of reference address the requirement for external audit of financial statements of WINROCK INTERNATIONAL-MTENGO, Malawi Programs for the fiscal year ended 31st December 2024.

A draft of interim audit report should be submitted by **March 14th, 2025** and a final signed audit report with certified statements and a management letter by **March 28th, 2025**.

Proposals should include breakdown of hours/days spent in the assignment.

The audits should be carried out in accordance with International Standards of Auditing (ISA). Sufficient audit evidence should be gathered to substantiate in all material respects the accuracy of financial statement. The audit report of the auditors should state if the audit was not in conformity with any of the above and indicate the alternative standards or procedures followed.

Purpose

The purpose of these TORs is to understand the statutory audit requirements of Winrock International and confirm sufficient audit evidence regarding the expenses incurred in Malawi to enable the auditor to do the following:

- Express an independent professional opinion as to whether the financial statements present fairly, in all material respects, the financial position of Winrock Malawi in accordance with the International Accounting and Auditing Standards, financial reporting provisions of relevant donors financing agreements and the Non-Governmental Organization Act of Malawi, 2001 and satisfy requirements of the NGORA
- Confirm compliance to statutory requirements of Government of Malawi as per applicable tax laws and other regulations.

Summary of Work to be Performed by the CO Auditor

Your procedures will include, but not be limited to the following:

- The Audit shall establish whether appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented.
- Produce complete and accurate financial statements of Winrock Mtengo during the period under review.
- Management letter-The Auditors shall prepare a management letter after the completion of the audit in which auditors will:
 - a) Identify specific deficiencies or areas of weakness in systems and controls and make recommendations for their improvement.
 - b) Examine on test basis appropriateness of supporting documents, records and books of accounts.
 - c) Include management responses to audit findings and recommendations, relating to all project activities.
 - d) Point out any matters that come to the auditor's attention during the audit that might have a significant impact to the implementation of programs or any going concern risks
 - e) Examine, assess and report on applicable laws and regulations within accounting and taxes.
 - f) The auditor shall report the identified amount in case there are any missing supporting documents.
 - g) Bring to the Management's attention any other matter that the auditors consider pertinent.
 - h) Perform an assessment of the internal controls and the fraud awareness at the project and provide recommendations.
 - i) Obtain a written letter of representation from Winrock management.

All reporting, especially management letter issues and modifications in your audit opinion, needs to be agreed with Winrock International management in advance of issuing final reporting to Winrock management and member auditors.

The following matters should be reported immediately.

- problems in complying with any of the terms set out in the audit instructions or if reporting deadlines are likely to be missed.
- Material issues, including significant internal control weaknesses for Winrock MTENGO Project.
- Details of improper or questionable transactions or unauthorized transactions with Field office (Winrock MTENGO project) resident representatives and/or related parties.
- Any identified act of fraud, corruption, and serious negligence regardless of materiality,
- Other issues that might result in a qualification of your audit opinions.

Representation Letter

You should obtain a written representation letter from Winrock management as it relates to the audit procedures you are performing. If applicable a summary of audit differences should be

attached to the representation letter to ensure that these have been agreed with local management.

Duties and Responsibilities of the Winrock International Malawi Management

The management is responsible for the maintenance of proper accounting records and preparation of financial statements and ensures that the financial statements is presented fairly for all those years under audit. WINROCK INTERNATIONAL Malawi Management also provide all the necessary support for the successful completion of the audit as per the deadline set in the agreement

Timing and Scope

The audit is expected to commence on **February 7th, 2025** and will cover transactions for the financial year ending December 2024.

Submission of Proposal

The auditor should prepare a proposal addressing all the requirements of this Request for Proposal. The Bidder's signature indicates acceptance of the terms and conditions set out herein. The Bidder must ensure that the signatory has authority to commit to the organization by making such a contractual offer and that the proposal includes a contact name, address and phone number.

Additional requirements/information to note when submitting your proposal:

- Name and address of the registered office of company
- Name and nationality of directors and shareholders
- Completeness of the proposals submitted in English
- Copy of Business licence
- Copy of Certificate of incorporation
- Copy of License/certificate from registration board
- Copy of valid Income Tax Certificate
- Copy of VAT registration Certificate
- Name and details of the organization where such service have been already implemented.
- Name of three referees including their Address, Phone. Fax/Email of Office
- The bidder is required to read carefully the instructions set out below and no claim will be entertained on grounds of failure to read or comply with the instructions.

Audit Fee

The auditor as a bidder in this process shall provide the level of effort and a rate for each proposed resource to carry out the assignment. The fee should be broken down i.e. fee for Statutory Audit Returns as per National Board of Accountants & Auditors standards.

Reporting and Work Relationship

The auditor will work directly with the WINROCK INTERNATIONAL' Chief of Party, Technical Director, Operations Director, Finance Manager, Finance/Admin Officer with support from regional Controller for Malawi MTENGO program.

Enquiries

To ensure the integrity of the competitive bid process, enquiries and other communications regarding the bid solicitation, from the issue date of the solicitation up to the closing date, are to be directed only to the emails provided.

Proposal Evaluation and Auditor Selection Criteria

All proposals received will be evaluated, and the successful firm will be selected in accordance with our procurement criteria. It is essential that the elements contained in your proposal be stated in a clear and concise manner. Failure to provide complete information as requested will be at your disadvantage.

Disclosure of Information

It is understood and agreed that the auditor shall, during and after the effective period of the Contract, treat as confidential and not divulge, any information obtained during the performance of the Contract, unless authorized in writing by WINROCK INTERNATIONAL.

Place of Work and Administrative Support

Unless agreed otherwise, the work shall be performed at the Auditor's place of business. The auditor will be responsible for the technical support, clerical support, supplies and equipment which are necessary to complete the assignment.

Access to Sensitive Information

Information will be made available for the Auditor, on a need-to-know basis, to have access to sensitive (designated/classified) information as required.
