

Statutory external audit services ActionAid in UK

Request for Proposal

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1 Copyright Information

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2 Document History

[Complete the items below as to authorship and necessary Glossary]

Version	Date	History	Name
0.1	24/03/2023	Version 1	Phil Robinson – Deputy Director of Finance
0.2	03/04/2023	Version 2	Phil Robinson – Deputy Director of Finance

3 Glossary

AA	ActionAid
AAUK	ActionAid in UK
Outsourcing partner	Your organisation responding to the request for proposals to tender

4 Organisation Information

ActionAid is an international charity that works with women and girls living in poverty. Our dedicated local staff are changing the world with women and girls. We are ending violence and fighting poverty so that all women, everywhere, can create the future they want. Learn about our vision, our mission, our approach, and our impact.

ActionAid UK is one of over 40 Federation members in the ActionAid Federation and works to support other members in Africa, Asia and Latin America through providing resources.

ActionAid is a company limited by guarantee and registered in England and Wales under company number 01295174. ActionAid is registered as a charity with the Charity Commission for England and Wales under charity number 274467, and with the Office of the Scottish Charity Regulator under charity number SC045476.

More information on the organisation will be made available upon request or can be accessed through our website <https://www.actionaid.org.uk>. Copies of previous years Annual reports can be found on our website here: [Annual report and accounts | ActionAid UK](#)

5 Current Situation Overview

As a result of our company and charity status we are required to have an annual statutory audit of our financial statements. Our financial statements are prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) – (Charities SORP FRS102), the Financial reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

Our policies require us to tender for the services of external auditors every five years to ensure the process remains unbiased. Hence running an open tender.

6 Project Purpose & Scope

This request for proposal (RFP) is for a supplier to provide external audit services.

Objectives

We wish to appoint a supplier to carry out our annual external audit services.

It is likely that the winning company will be contracted on an annual basis for a period of up to five years.

We are looking for a supplier who adheres to at least the same ethical and environmental standards as we do. These are laid out in Supplier Code of Conduct.

Our aim is that the contract will commence by the start of October 2023.

Scope

- Annual external audit services for ActionAid UK, at the offices based in London and Chard, under UK GAAP (FRS 102) in line with the UK SORP FRS 102. ActionAid has one dormant subsidiary, ActionAid Enterprises Limited, and this is consolidated in the accounts of ActionAid.
- Preparation and submission of annual Corporation tax return to HMRC

For the avoidance of doubt, the scope of this tender is for audit services for Action Aid UK and DOES NOT include any other member of the Action Aid federation.

7 Requirements Detail

As minimum, AAUK requires the following services to be carried out:

- a. Standard Services:**
 - i. External audit
 - ii. Regular engagement
 - iii. Accounts return review
 - iv. Pre and post audit meetings

v. Additional meetings (number)

b. Value Add Services

- i. Value-added support
- ii. Technical information/updates of sector-specific matters

8 Vendor Instructions

Please submit a tender document which addresses each of the following areas:

Company Information

- Background – key facts about your firm.
- The number of partners and staff in the division which deals with charity clients by location.
- Last 3 years AQR audit quality metrics of the firm and engagement partner, highlighting the charity audits within the statistics.
- Please define what sets you apart from your competitors.

Charity Experience

- Details of your firm's involvement in charity issues.
- Charity audit clients and two references from clients audited by the firm in the top 100 charities. Wherever possible these should be current clients.
- Experience of dealing with an international charity/organisation and the impact on the audit approach including view of the key issues facing charities – in general, accounting, taxation, legal, governance.

Services to Be Provided

- The advisory advice and services which we would expect throughout the contract.
- The timings of the audit plan bearing in mind our December year-end (in the form of an audit planning report).

- Please also provide a “deliverables list” of what we can expect and an “information request”, of the list of documents which you will require to complete the audit.
- Finally, please explain how you will ensure ongoing improvement of the services you provide.

Ways of Working

- Please explain your audit procedures, including your approach to materiality, view on audit risks, methods of communication, proposed timetable etc.
- Overall Audit approach, including specific mention of how this has been adapted to allow for the updated requirements of ISA315.
 - How you would audit a change in CRM system during the year being audited.
 - Please provide details of your quality assurance policy and procedures.
 - In addition please explain how you protect our data and ensure our privacy
- Please explain how feedback will be given.

Values

- What is your commitment to ESG – please demonstrate improvements you have made and how you commit to improving further.
- Actions you are taking to promote anti-racism and de-colonisation

Added Value

- Areas where you can add value to ACTIONAID in the UK.

Fees

- Fee proposal, including number of years price will be set for and approach to any required changes, and the cost of specialist advice (including, but not limited to taxation). The mechanic for resolving fees in the event of an audit over-run should also be included.
- The fee breakdown should be set out as:

	Day rate	Days	Cost
Audit partner			
Audit manager			
Audit senior			
Audit assistants			
Expenses			
TOTAL			

Account Management

- a. Numbers and roles of the account management team to be allocated to AAUK
- b. Explain how & where you will carry out the work
- c. Confirm how you will ensure you have the capacity to support the account throughout the contract life
- d. Please ensure that you clearly identify any potential conflicts of interest.
- e. Include details of how you ensure continuity of support.

Please also include the following documents with your proposal:

- Copies of your quality assurance policy and procedures
- Your data policy and procedures
- A copy of your insurance certificate
- A copy of your FRC certificate.

9 Schedule

The expected timeline for the evaluation and decision-making process is as follows

Process step	Date
RFP & Tender documents available to vendors	3 rd April 2023
Opportunity for vendor meetings with ActionAid UK staff	w/c 3 rd April 2023 & w/c 17 th April 2023
Deadline for RFP responses	9 th May 2023
Vendor interviews	w/c 5 th June 2023
Selection of vendor/contract negotiation	30 th June 2023
Contract starts	September 2023

Please note that the answers to any questions raised by a vendor during the RFP stage may be shared to all vendors.

9.1 Proposal Submission & Contact Information

Please submit electronic copy of your proposal, including all supporting documentation to:

Name	Joanna Armah-Kinson
Company	ActionAid
Address	33-39 Bowling Green Lane, London, EC1R OBJ
Phone	02013 122 0561
E-mail	CommercialUK@actionaid.org

Contact Persons for any questions about the RFP by email only.

Joanna Armah-Kinson / Philip Robinson	CommercialUK@ActionAid.org / Philip.robinson@actionaid.org
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Please note that answers to all questions will be made available to all suppliers involved in the tender.

9.2 Proposal Format

A vendor's internal template for responses to RFP will be accepted. The New Supplier Questionnaire provided herewith has to be answered and attached along with the proposal. Please provide details on the fees on a separate Excel spreadsheet.

9.3 Notifications

Vendors will be notified regarding requests for additional information, formal presentations and the outcome of the selection process through email.

9.4 Vendor interviews

You will be notified if you are being invited to a vendor interview. The panel will include members of the Planning, Risk and Audit Committee and members of the RFP review panel. Further details will be given in the notification.

10 Basis of Award

All proposals become the property of ActionAid UK and will be evaluated by the External Audit RFP Review Team.

Evaluation and selection of vendors to provide products and services as defined in this RFP to ActionAid UK will be based on the following criteria, which are given in no specific order.

- Quality of audit staff
- Audit approach
- Experience of working with INGOs
- Added value
- Cultural fit
- Fees

Weighting to scoring will be determined along these areas:

Quality: 15%	Approach: 15%	Experience: 15%	Added value: 20%	Cultural fit: 20%	Fees: 15%
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The RFP Review Team reserves the right to accept or reject any or all RFPs received.

The RFP review team is comprised of Joanna Armah-Kinson Contracts and Procurement Manager ActionAid UK; Phil Robinson, Deputy Director of Finance; Martha Adam-Bushell, Acting Chief Operating Officer; John Good Acting Chief Executive Officer. **ActionAid reserves the right to add or remove members of the panel at any time.**

The RFP Review Team reserves the right to negotiate with respondents to this RFP, within the requirements of the RFP, to best serve the interests of ActionAid UK. However, vendors **must not assume** an opportunity to negotiate and are cautioned to submit their proposals on a best and final basis since an award or decision is likely to be made without further negotiation based on pricing and terms of the original submittals. Accordingly, all requirements must be included with your initial offer.

All proposals submitted will be considered to be proprietary by ActionAid UK and will not be released to any outside party, in part or in total unless required by law. Neither the transmission of this RFP to a prospective bidder nor the acceptance of a reply shall imply any obligation or commitment on the part of ActionAid UK.

If vendor needs to take exception to anything under the RFP, these exceptions must be clearly identified on the RFP response.

All prices and conditions must be shown.