REQUEST FOR PROPOSAL (RFP)

Annual Consolidated Financial Audit of Trinamul Unnayan Sangstha (TUS)
Audit Period: 01 July 2025 – 30 June 2026 (FY 2025–26)

Trinamul Unnayan Sangstha (TUS) invites RFP from eligible, ICAB-registered Chartered Accountancy firms to submit technical and financial proposals for conducting the General Consolidated Financial Audit for the financial year ending 30 June 2026.

1. Organizational Context & Background

Trinamul Unnayan Sangstha (TUS) is an organization for community development based in the Chittagong Hill Tracts, which was established on 15 March in 1997 by a group of dedicated social activists. From the beginning, we have aimed to empower grassroots communities of the Chittagong Hill Tracts (CHT), so they can take action on the social and economic challenges they face. Since our establishment, we have led the mission successfully for more than a decade as a non-governmental, non-profit and non-political organization. We are now a leading local NGO in Khagrachari District, and have experience in undertaking a range of short and long-term projects on livelihoods, environment, biodiversity, traditional knowledge, water and sanitation, hygiene education practices, primary health care, Sexual and Reproductive Health Rights (SRHR), good governance, and education issues.

TUS implements programs in partnership with various donors, partners, and agencies. To fulfill statutory obligations under the NGO Affairs Bureau and donor regulations, TUS requires an annual consolidated external financial audit of its operations and general accounts for FY 2025–26.

2. Purpose & Objectives of Audit

The primary purpose of this assignment is to conduct a comprehensive external financial audit of the General Consolidated Financial Statements of Trinamul Unnayan Sangstha (TUS) for the period from 01 July 2025 to 30 June 2026.

The specific audit objectives include:

- **Financial Audit:** To express an independent professional audit opinion on the consolidated financial position, statement of income and expenditure, receipt and payment statement, and cash flow statement in accordance with International Standards on Auditing (ISA).
- **Internal Control Evaluation:** To evaluate the effectiveness and adequacy of TUS internal financial controls, procurement systems, asset management, and accounting standards.
- **Statutory Tax & VAT Verification:** To verify compliance with national tax and VAT laws, including Tax Deducted at Source (TDS) and Value Added Tax (VAT) withholdings under the Income Tax Act 2023 and VAT Act 2012.

3. Scope of Work & Key Audit Procedures

The external audit will cover all financial transactions, operational bank accounts, asset registries, field office books of accounts, and donor project ledgers under TUS management for FY 2025–26.

3.1 Core Verification Areas

- Consolidated Balance Sheet, Income & Expenditure Account, and Receipts & Payments Statement examination.
- Bank Reconciliation statements, petty cash verification, and cash-in-hand.
- Procurement process compliance against TUS procurement policies, donor guidelines, and market principles.
- Payroll and salary disbursement.
- Fixed asset management verification, inventory control, and physical asset sampling.
- Fund transfers and grant management.

4. Key Deliverables

The audit firm shall provide the following reports in English (5 printed sets and soft copy):

- **1. Independent Auditor's Report & Consolidated Financial Statements:** Formal audit opinion accompanied by Balance Sheet, Income & Expenditure Account, Receipts & Payments, Cash Flow Statement, and Notes to the Financial Statements for FY 2025–26.
- **2. Management Letter (ML):** Detailed management letter identifying control weaknesses, non-compliances, risk ratings (High/Medium/Low), and recommended corrective actions.

5. Tentative Schedule & Timeline

Milestone / Activity	Target Date	Responsibility
Issuance of RFP	September 10, 2026	TUS Management
Submission of Bids Deadline	September 17, 2026 (5:00 PM)	Bidding Audit Firms
Bid Evaluation & Auditor Selection	September 19, 2026	TUS Purchase Committee
Issuance of Work Order & Entry Meeting	September 20, 2026	TUS & Selected Firm
Field Audit Execution (Head Office & Fields)	September 22 – September 24, 2026	Audit Team
Draft Audit Report & Management Letter Exit	September 28, 2026	Audit Team & TUS Management
Final Audit Report Submission	September 30, 2026	Audit Firm

6. Eligibility & Submission Requirements

Interested Chartered Accountancy firms must submit their proposals with the following documentation:

- ICAB (Institute of Chartered Accountants of Bangladesh) Registration & Valid Practice License.
- Up-to-date Trade License, TIN Certificate, and BIN / VAT Registration Certificate.
- Proof of NGOAB audit enlistment and prior experience auditing NGOAB-registered organizations.
- Firm profile highlighting at least 3 years of NGO/INGO audit experience in Bangladesh.
- Audit Methodology, Work Plan, and CVs of Engagement Partner, Audit Manager, and Senior Auditors.

- Financial Proposal detailing total audit fees in BDT including VAT and Tax.

7. Evaluation Criteria

Evaluation Criteria	Weightage
Firm's Profile, ICAB Standing & NGO Audit Experience	25 Marks
Audit Methodology, Field Work Plan & Standards	20 Marks
Qualifications & Experience of Audit Team Members	25 Marks
Financial Proposal (Fee Competitiveness)	30 Marks
Total	100 Marks

8. Submission Details

Proposals must be submitted by September 17, 2026 (5:00 PM BST) in a sealed envelope or via email:

Hard Copy Address:
Executive Director, Trinamul Unnayan Sangstha (TUS)
Pankhaiyapara, Khagrachari Sadar, Khagrachari-4400, Bangladesh
Envelope Subject: 'RFP - General Consolidated Audit FY 2025-2026

Email Submission:
Email: procurement@trinamulchtbd.org
Subject Line: 'Technical and Financial Proposal for General Consolidated Audit FY 2025-2026 - [Firm Name]'

Convener
Procurement Committee
Trinamul Unnayan Sangstha