

# Request for Proposals (RFP) ECHO FPA ex-ante assessment

## Background

HIAS Europe, launched in 2019, is a European Jewish humanitarian organization registered in Belgium, with its office in Brussels. Its programming is focused on aid to forcibly displaced people around the world, currently in 12 countries outside the European Union (EU). Within the EU it operates in close partnership with local Jewish communities, organizations and individual activists. Programming outside the EU is implemented through HIAS Country Offices. HIAS Europe entered a Service Level Agreement with HIAS, Inc. in the United States, which provides a framework for service delivery between HIAS Europe and the US offices respectively.

HIAS Europe is searching for an auditor to conduct an ex-ante assessment (audit) in accordance with the DG ECHO [Terms of Reference for Ex-ante Assessment of a Non-Governmental Organisation Applying To Become A Humanitarian FPA Partner of the European Commission](#).

The audit laid out in this RFP will be conducted remotely and/or in HIAS Europe offices in Brussels with support from the HIAS Europe Finance and Administration Officer, EU Partnership Manager, Program Officer and Director. Any other logistical arrangements will be the responsibility of the selected auditor.

The **objective** of this RFP is to assess HIAS Europe in accordance with the DG ECHO Terms of Reference for ex-ante assessment. Please take note of the specific requirements in terms of auditors' qualifications, professions certifications and memberships, and the composition of the audit team.

### **The outputs / deliverables are:**

- Report on the ex-ante assessment, including annexes, following the [template](#) provided by DG ECHO
- Recommendations for organizational growth and improvement in relation to the ECHO standards

### **Timeline:**

It is envisaged that the assessment will commence in June 2022. The assessment engagement is dependent on, and can start only after, completion of the audit of the financial statements of FY 2021 in accordance with relevant regulations in Belgium. For the purpose of planning, it is assumed audited financial statements for FY 2021 will be ready by the second half of May 2022. Expected duration of the assignment is one month.

Applicants should include an estimated timeframe for the scope of the audit within their proposal.

### **Selection criteria:**

Proposals will be scored using the following criteria:

- Management Criteria: Includes the bidder's experience on similar projects, bidder's performance on similar projects, bidder's available facilities and resources for the project and the bidder's plan for management and control of the project. (0-40)
- Technical Criteria: Includes the bidder's understanding of the service or procurement required, supplier's qualifications (registration, insurance, experience). (0-30)
- Cost Criteria: Is the cost within any pre-determined price range, such as cost estimates from a market analysis? (0-20)
- Timeline and availability (0 – 10)

The bidder must fulfil the requirements for the auditor specified on page 4 of the ECHO Terms of Reference for ex-ante assessment.

**Application:**

All standard proposal formats are acceptable provided the following information is included:

1. Name, address, telephone number and email address for principal contact. Please state which office will be responsible for managing the contract;
2. A brief outline of the firm and services offered, particularly details of previous experience providing external audit services to the non-profit sector and International Non-Governmental Organizations. Any experience with DG ECHO in general, and its ex ante assessment specifically, should be noted.
3. Name and professional qualifications of senior personnel who would provide the services. Please also send the individual CVs of the personnel that would work on the Assessment.
4. A description of the audit methodology, including proposed timeline for the audit.
5. Names, addresses, phone numbers and email addresses of at least two clients, with a similar industry background and scope of operations to HIAS Europe, that can be contacted as references.
6. Financial Proposal: Please provide your proposed fee and fee structure. If based on hourly rates, include hours by position to complete the assessment.

Any inquiries concerning this solicitation should be addressed to the following designated contact: Ilan Cohn ([ilan.cohn@hias.org](mailto:ilan.cohn@hias.org)). All questions should be submitted in writing (via email). Bidders should note that all clarifications and exceptions are to be resolved prior to the submission of a bid.

Interested firms should send an electronic version of response (via e-mail), including all supporting documentation, to Sarah Hannant ([sarah.hannant@hias.org](mailto:sarah.hannant@hias.org)). RFP responses are due by **Friday 25<sup>th</sup> of February**. Vendor selection is estimated to be completed by the end of March 2022.

HIAS Europe emphasizes that all respondents will receive full consideration without regard to race, color, religion, sex, national origin, disability, age or sexual orientation. As part of contracting the services, HIAS Europe will require service provider to sign its organisational Code of Conduct. Bidders will also be screened in line with HIAS Europe Counter-Terrorism and Sanctions SOP, as well as its policies to prevent fraud and sexual abuse and harassment (PSEAH).