

Request for Proposals for Project-Specific Audit

About the Institute for Strategic Dialogue

The Institute for Strategic Dialogue (“ISD”) is a global counter-extremism organisation dedicated to powering new generations against hate and extremism. For 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

ISD engages in:

- **Research:** ISD undertakes research projects related to its programmatic fields of activity. These can be research to provide inputs into programmes and projects, or major independent pieces to inform and shape the public debate.
- **Projects and delivery:** Projects are designed with a set of overarching long-term goals and combine a number of activities to reach their objectives from research and task forces, through to advocacy, conferences and the publication of policy papers.
- **Conferences and briefings:** ISD has a portfolio of annual high-level conferences which bring together senior participants to address key policy challenges. ISD also delivers breakfast briefings, one-off sessions and expert led working groups that provide the opportunity for ISD and its partners to increase the dissemination of ideas to new and wider audiences.
- **Networks:** ISD facilitates cross-border networks to coordinate and amplify voices in the ongoing global struggle to counter violent extremism. Training and capacity building: ISD identifies and trains credible local partners to engage in the counter-extremism 'battle of ideas' online.

Request for Proposals

ISD currently holds a Grant Agreement with the Norwegian Ministry of Foreign Affairs: **YouthCAN and Strong Cities Network – Building a Sustainable Model for Youth Engagement at a Local Level, Phase II – QZA-18/0066**

ISD seeks to appoint an appropriately qualified Auditor (“the Auditor”) to conduct a project-specific audit on this grant by 31st October 2020. This project-specific audit is being undertaken as a requirement stipulated by the grant agreement. The terms of reference are available upon request.

Timeline for Proposals and Period of the Audit

The timeline for the proposal period is as follows:

- 27th August: Request for Proposals published
27th August - 9th September: ISD’s Operations staff will be available for email discussions and phone calls in relation to the request for proposals
- 9th September: Deadline for proposal submissions (to tenders@isdglobal.org)
- 10-11th September: Proposals will be evaluated by a panel made up of ISD’s Head of Project Operations, Senior Grants Manager and Project Finance Coordinator.
- End of business day 11th September: The successful organisation will be notified of their appointment by email. Unsuccessful applications will be notified by the 14th September.
- 16th September: Contract award paperwork completed.

The timeline for the Audit is:

- 18th September: Audit commences and all records are made available to the Auditor. Sample list to be sent and documents gathered.
- W/C 21st September (exact dates to be agreed): Working remotely as the office will be closed.
- 9th October: Date for preliminary report completion
- 16th October: Final report submission

Mandatory Qualifications of the Auditor

Proposals will only be considered from organisations that can positively confirm and evidence that they meet the following criteria:

1. The Auditor is properly licensed for public practice as a certified public accountant;
2. The Auditor is independent of ISD and has no connection to the organization;
3. The Auditor does not have a record of substandard audit work; and
4. The Auditor meets any other specific qualification requirements imposed by European Regulations and UK law.

ISD welcomes proposals from Auditors who are familiar with charity accounting practices and the standards for the management of Norwegian government grants. We welcome proposals from small, minority-owned and women-owned firms.

About the Project

Project title: YouthCAN and Strong Cities Network – Building a Sustainable Model for Youth Engagement at a Local Level, Phase II – QZA-18/0066

The project is funded by the Norwegian Ministry of Foreign Affairs and was delivered between February 2018 – March 2020. ISD is the sole grant recipient and implementer of the project with a total budget of NOK 7,128,283.96.

ISD's written policies and financial administration manuals will also be made available to the Auditor, and access will be given to relevant financial administrators, programme staff and ISD's Accountant, and Auditor Landau Morley.

About ISD's Accounting Procedures

Institute for Strategic Dialogue (ISD) is a company limited by guarantee, with company registration number 06581421 and registered charity number 1141069.

ISD's financial year runs from 1st January to 31st December. Per Charity Commission regulations, ISD undertakes an annual independent organizational audit, which is carried out by Landau Morley LLP, Chartered Accountants & Statutory Auditor (York House, Empire Way, Wembley, Middlesex, HA9 OFQ). ISD has received unqualified audits from Landau Morley for the last 10 years. These audits can be accessed at the Charity Commission website.

ISD uses an accrual based accounting system that adheres to the current UK statutory requirements of the charity's governing document and the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005. All transactions and accounts are held in GBP Sterling (£). A class code system is employed to manage funds at the project level in QuickBooks accounting software. ISD complies with the duty in section 4 of the Charities Act 2006 to

have due regard to the Charity Commission's general guidance on public benefit, 'Charities and Public Benefit'.

Charity law requires the Trustees to prepare financial statements for each financial year. Under that law, the Trustees have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state affairs of the charity and of the surplus or deficit of the charity for that period. In preparing these financial statements, the Trustees are required to:

1. Select suitable accounting policies and then apply them consistently;
2. Make judgements and estimates that are reasonable and prudent;
3. Prepare the financial statements on an ongoing basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

All financial records, including QuickBooks reports, receipts and other relevant documentation will be made available to the Auditor. ISD will also make available prior year's audit reports and financial statements. ISD will allow access to its QuickBooks software when the Auditor is working on-site at the ISD office in London.

Outcomes of the Audit

The successful Auditor will be required to submit a cover letter explaining the findings of their audit along with any recommendations and related materials.

The Auditor will be required to produce and sign two copies of all reports, with one copy to be submitted to the Norwegian Ministry of Foreign Affairs; and one copy to be retained by ISD.

Contractual Arrangement

The contract will be awarded by ISD and will enter into force from the date of its signing by both Parties, for the duration of the project until the satisfactory submission of all final reports. The contract may be modified only through mutual agreement in writing signed by both Parties. The Auditor shall not disclose nor communicate any confidential information relating to ISD's business activities to any third party, save where required by law or with the express written consent of ISD.

How to submit Proposals

All proposals should clearly state:

- The fee for this work, inclusive of VAT or any other taxes or surcharges
- The Auditor's qualifications, including prior project-specific audit experience;
- Whether the Auditor meets appropriate licensing requirements;
- The Auditor's policies regarding notification on changes of personnel;
- The Auditor's proposed personnel to conduct the audits and their summary CVs;
- Whether the proposed staff have received continuing professional education in governmental accounting and auditing during the last two years;
- Whether the Auditor is independent, as defined by the applicable auditing standards;
- Details of any positive peer reviews received within the last three years;

- Whether the Auditor has been suspended or debarred from performing government audits or other government activities;
- Whether the Auditor has been the subject of any disciplinary action during the last three years;
- Whether the Auditor contracts with small businesses, minority-owned firms, and women's business enterprises in performing audit work
- How the Auditor proposes to conduct the project-specific audit

Evaluation Criteria

Proposals will be evaluated based upon the service to be provided weighed against the cost of the service. This will be done in line with ISD's Procurement Policy.

Factors that will be considered include:

1. the responsiveness to the request for proposal and demonstrated understanding of ISD's business, needs and context
2. relevant experience;
3. availability of staff with professional qualifications and technical abilities;
4. the results of peer and external quality control reviews;
5. cost and value for money

ISD reserves the right to reject any and all proposals submitted and to request additional information from all proposers.

The Point of contact at ISD is Duaa Khalid, Senior Grants Manager: tenders@isdglobal.org