



GLOBAL
CENTER ON
ADAPTATION

REQUEST FOR PROPOSAL (RFP) (FIRMS)

PROVISION OF FINANCIAL AUDIT SERVICES IN BANGLADESH

Ref.: GCA-PR-25-756

CLOSING DATE: 25 August 2025

CLOSING TIME: NOT LATER THAN 16:00:00 hours (04:00:00 p.m. o'clock), Central European Time (CET)

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED

Issued on: 18 August 2025



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1. Background

- 1.1. **GCA Overview:** The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate resilient future. Adapting to impacts of climate change provides a “win-win” for livelihoods, food security, water supply, health, security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate related threats. GCA is a rapidly growing organization with offices in Abidjan, Beijing, Dhaka, Groningen, and Rotterdam.
- 1.2. **The Services:** GCA is seeking a qualified firm to carry out a financial Audit for a GCA implemented project “Promoting Locally Led Adaptation, Nature based Solutions and Financing for Adaptation” under Bangladesh climate and Environment Programme. The overall objective of the audit is assuring the Foreign, Commonwealth & Development Office (FCDO) that the funds provided by FCDO to GCA are properly accounted for, used for the intended purposes and provides value for money. Your Proposal, as specified in Annex 3: Scope of Work/Terms of Reference is hereby invited.

2. Proposal Submission

- 2.
- 2.1. Proposals and all supporting documents must be uploaded to the link: [GCA-PR-25-756 - Proposals](#) in **PDF format**, no later than **25 August 2025, 16:00:00 hours (04:00:00 p.m. o'clock), Central European Time (CET)**.
- 2.2. **Proposals received after the closing date and time will be rejected. GCA will confirm receipt of Proposals within 24 hours from the closing date and time. Bidders that do not receive this confirmation must contact GCA within 48 hours from the closing date and time. After 48 hours from the closing date and time, GCA shall not respond to any queries related to whether a bidder's Proposal was received.**
- 2.3. The point of contact for all questions or requests for additional information is procurement@gca.org. The email subject heading should be clearly marked with the following information: **“Clarification Request - GCA-PR-25-756– Provision of Annual Financial Audit Services in Bangladesh.”** All contact with personnel employed by the Global Center on Adaptation with respect to this RFP is prohibited, except for messages to the above email address. Improper contact may constitute grounds for rejection of your proposal. All inquiries regarding this RFP must be submitted in writing. Each inquiry must include the inquirer's name, firm and telephone number. The Global Center on Adaptation will share the answers to all questions of a reasonable nature with all the parties that have expressed their interest. The closing date for clarifications concerning this RFP is **20th August 2025, 16:00:00 hours (04:00:00 p.m. o'clock), Central European Time (CET)**.
- 2.4. The Proposal must be drafted in **English**.
- 2.5. The Proposal must be **uploaded to the link in Section 2.1 in Two separate documents** labelled/named **“RFP-GCA-PR-25-756-TECHNICAL Proposal”** and **“RFP-GCA-PR-25-756-FINANCIAL Proposal**. When uploading the Proposal, the first and last name must



be the name of the organization submitting the Proposal as shown in the screenshot below.

GCA-PR-23-338 - Submit Proposal

RFP-GCA-PR-23-338-TECHNICAL Propos... ✕

RFP-GCA-PR-23-338-FINANCIAL Proposa... ✕

+ Add more files Total 2 files 685 KB

First name * Last name *

Global Center on Adaptation

Upload

- 2.6. The **first document** (Technical Proposal) shall contain a clear and concise description of your proposed actions to execute the Scope of Work/Terms of Reference and Deliverables (Annex 3), and supporting documentation. The Technical Proposal **should not exceed 15 pages (excluding supporting documentation, CVs, and company profile) and 25MB in size for successful delivery**. The GCA will not be held responsible for non-delivery of Proposals exceeding 25MB.
- 2.7. The **second document** (Financial Proposal) shall contain the Financial Proposal Form (Annex 4). The Financial Proposal **shall not exceed 10 pages and 25MB in size for successful delivery**. The GCA will not be held responsible for non-delivery of proposals exceeding 25MB.
- 2.8. All financial information must **ONLY** be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.
- 2.9. Proposals which do not comply with these requirements, e.g. combining the financial and technical proposals in one submission or submitted in any way, other than outlined above, will be rejected.
- 2.10. In case of a joint proposal, all the partners (except the lead partner) shall submit a **power of attorney**, signed by an authorized representative of each partner, designating the lead partner to represent them and to sign the contract on their behalf in relation to this call for proposals.
- 2.11. Non-compliance with the above requirements regarding the presentation of the RFP may lead to the exclusion from the RFP process for this contract.



- 2.12. There will be no public opening session for the Proposals received. Proposals will be opened privately by GCA after the closing time specified for the receipt of Proposals. No public announcement of the contents of any offer will be made at any time.
- 2.13. GCA subscribes to the [UN Supplier Code of Conduct | UN Procurement Division](#). By participating in this RFP, bidders agree to comply with this code.

3. Minimum Information to be included in the Proposals

3.

- 3.1. The submission/Proposal must be drafted in English and contain:
- Bidder Identification Form (Annex 1)
 - A signed Declaration of Honor (Annex 2)
 - A **Technical Proposal**: Shall contain the “Technical Proposal” and supporting documentation, with clear and concise methodology/description of your proposed actions to execute the Scope of Work/Terms of Reference and Deliverables (Annex 3). The Technical Proposal **should not exceed the page limit referred to in 2.6 (excluding supporting documentation, CVs, and company profile)**.
 - A **Financial Proposal**: Shall contain the “Financial Proposal Form” (Annex 4). The Financial Proposal **should not exceed the page limit referred to in 2.7**.
 - **Consultant’s Experience** (project references illustrating the firm’s previous most relevant experience).
 - **Team Composition** (Core experts and Supporting experts) – (Name, surname, Proposed role, Languages, summary of expertise).
 - **Team CVs** (Annex) (Name and surname, Proposed role, Nationality and location, Education, Most relevant training, Professional certifications, or membership in professional associations, Countries of work experience, Languages, Employment history, Summary of projects (or other work) undertaken that best illustrates expertise for role in this assignment).
 - All the supporting documentation in relation to the evaluation criteria.
- 3.2. If discounts are provided, please state clearly the discounts provided. Discounts cannot be introduced after submission.
- 3.3. The payment terms must be at least 30 days from the date of receipt and acceptance by GCA of an original invoice.
- 3.4. The Proposal submitted in response to this RFP must be valid for the period of 90 Days as of the deadline for submission indicated in Section 2.1.

4. Evaluation and Award of Contract

4.

- 4.1. Prior to the detailed evaluation of Proposals, the GCA shall determine whether each Proposal meets the eligibility criteria; has been properly signed and is substantially responsive to the requirements of the RFP. To evaluate a Proposal, the GCA will apply



the methodology and criteria defined hereinafter, no other criteria or methodology shall be permitted:

- Exclusion Criteria
- Selection Criteria
- Award Criteria

4.2. A substantially responsive Proposal is one which conforms to all the terms, conditions, and Terms of Reference/Scope of Work of the RFP. **At each evaluation stage, only bidders passing/meeting the criteria/requirements for that stage will proceed to the subsequent evaluation stage.**

4.3. **Exclusion Criteria:** Participation in this RFP is open on equal terms to any natural and legal companies not in any of the situations listed in Article 57 of the EU Directive 2014/24/EU.

4.4. Bidders shall provide a Declaration of Honor (see Annex 2), duly signed and dated, including a statement that they are not in any of the situations listed in Article 57 of EU Directive 2014/24/EU. In case of a joint proposal such declaration shall be submitted for each partner. The declaration shall also be submitted for the subcontractors, when relevant.

4.5. Bidders may be excluded from participation in this RFP if they are found to be in one of the situations for exclusion or fail to submit the above-mentioned declaration.

4.6. **Selection Criteria:** Bidders shall be evaluated on a **pass/fail basis** against the following Selection Criteria

- (1) Professional and Legal Capacity
- (2) Technical Standing

(1) Professional and Legal Capacity

Criterion	<ul style="list-style-type: none">• Bidders must be a registered audit firm in Bangladesh for a minimum of 3 years.• All Bidders must have a current team of at least 5 staff members.
Documentary evidence	<ul style="list-style-type: none">• Provide a copy of the statutes/registration of the legal entity (in case of a joint proposal the company registration shall be submitted for each partner) and evidence concerning the appointment of the persons authorized to represent the Bidder in dealings with third parties and in legal proceedings.

(2) Technical Standing

Criteria	<ul style="list-style-type: none">• At least 3 years' experience in providing audit services to international development agencies or organizations.• Bidders shall have executed in the last 3 years at least 5 (five) similar contracts/projects.
Documentary evidence	<ul style="list-style-type: none">• Provide a copy of the company profile highlighting the experience above.



- 4.7. The bidders who do not meet all the Selection Criteria shall not proceed to the next evaluation stage and their proposals shall not be evaluated further based on the Award Criteria.
- 4.8. **Award Criteria:** Offers will be rated on both technical and financial bases, using the least cost approach. The selection method will choose the technically compliant, lowest priced offer (i.e., the offer that obtained the minimum technical score and is the lowest in price).
- 4.9. **It is important to note that the required Minimum Technical Score for the Technical Proposal is 70%. Only proposals obtaining the Minimum Technical Score or more in the Technical Evaluation will progress to the Financial Evaluation.**
- 4.10. The contract shall be awarded to the bidder who submitted a technically compliant, lowest priced offer (i.e., the offer that obtained the minimum technical score and is the lowest in price) in accordance with the following criteria:

Award Criterion	Max. Tech. Score	Min. Tech. Score
TC.1. Expertise and Experience of the firm in Providing Financial Audit Services	30	21
TC.2. Responsiveness to the TORs and proposed methodology	30	21
TC.2.1. The implementation approach demonstrates efficiency and effectiveness, particularly in identifying key risks and addressing them)	20	
TC.2.2. Proposed workplan	10	
TC.3. Key personnel Experience	40	28
TC.3.1. Team leader	20	
<i>TC.3.1.1. Qualifications and skills</i>	5	
<i>TC.3.1.2. Specific experience</i>	15	
TC.3.2. Senior Auditor	20	
<i>TC.3.2.1. Qualifications and skills</i>	5	
<i>TC.3.2.2. Specific experience</i>	15	
Total Technical Score	100	
Minimum Technical Score		70
Financial Evaluation: Lowest price after correction of errors		
Contract Award: Lowest priced, technically compliant offer		
Scoring for each Award Criterion will be conducted using the following scale: <ul style="list-style-type: none">• Excellent• Good• Average = Minimum Technical Score• Below Average• Poor		

- 4.11. GCA may award the contract to the next best evaluated bidder(s) in the event of failure to conclude the contract with the best evaluated bidders.



- 4.12. If a Proposal is not substantially responsive, it shall be rejected by GCA, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- 4.13. Proposals determined to be substantially responsive shall be checked by GCA for any arithmetic errors. Errors shall be corrected as follows:
- Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern;
 - Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of GCA there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total as quoted shall govern, and the unit rate shall be corrected; and
 - The amount stated in the Proposal shall be adjusted by GCA in accordance with the above procedure for correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder.
- 4.14. GCA is not bound to accept the lowest-priced, highest-ranked technically compliant or best evaluated Proposal and reserves the right to accept or reject any or all the Proposals without assigning any reason whatsoever.

5. Cancellation, Ownership and Liabilities for Errors

5.

- 5.1. GCA reserves the right to cancel this RFP process at any point. GCA shall not be liable for any compensation with respect to interested bidders whose submissions have not been accepted, nor shall it be so liable if it decides not to award the contract. Cancellation may occur where:
- No responsive proposals were received or there was no response at all.
 - There has been a fundamental change in the procurement requirements.
 - Exceptional circumstances or force majeure render normal performance of the project impossible.
 - All technically compliant proposals significantly exceed the financial resources available.
 - There have been irregularities in the procedure where these have prevented fair competition.
- 5.2. Any document submitted in reply to this RFP will become the property of GCA and will be regarded as confidential.
- 5.3. GCA, its employees and agents shall not be held liable or accountable for any error or omission in any part of this RFP or response to bidders' questions. While the GCA, and/or its employees and agents have made conscious efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by GCA, and/or its employees or agents, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve bidders from the responsibility of



conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this RFP. Bidders will be solely responsible to ensure that their proposal meets all requirements of the RFP, to advise GCA immediately of any apparent discrepancies or errors in the RFP, and to request clarification if in doubt concerning the meaning or intent of anything in the RFP.

6. Contract

GCA and the audit firm will sign the engagement letter as provided by the audit firm.



Annexes

Annex 1: Bidder Identification Form

GCA-PR-25-786: Request for Proposal for Provision of Annual Financial Audit Services in Bangladesh.

IDENTIFICATION OF BIDDER	
Full Legal Name of the Firm	
Legal Form (Partnership, LLC, Corporation, etc.)	
Date of Registration	
Country of Registration	
Registration Number	
VAT Number	
Address	
E-mail	
Authorized Signatory	
Authorized Signatory's E-mail address	

CONTACT POINT FOR THIS PROCUREMENT	
Name	
Position	
Company	
Telephone Number	
E-mail	

BIDDER'S BANK ACCOUNT INFORMATION	
Bank account holder's full name: (must match the legal name above)	
Name and address of recipient's bank:	
Recipient's account number/IBAN:	
Recipient bank's SWIFT or BIC code:	
Recipient bank's routing information:	



Bank account currency:	
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SIGNATURE OF PROPOSAL

I, the undersigned, confirm:

The acceptance of the conditions in the Request for Proposal.

The acceptance of the contract terms and conditions in their entirety and without reservation.

That the period of validity of my proposal is 90 Days from the deadline of this Request for Proposal.

Compliance with the requirements relating to the Scope of Work/Terms of Reference as defined in Annex 3 of this Request for Proposal, and

That the information given in this proposal is correct.

Place and Date	
----------------	--

Signature (Authorized representative)	
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Full Name	
-----------	--



Annex 2: Declaration on Honor for Organizations

The undersigned (*insert name*),..... representing:

Full official name:
Official legal form:
Statutory registration number:
Full official address:
VAT registration number:
(‘the **Organization**’)

I – Situations of exclusion

(1) declares that the above-mentioned Organization is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the Organization is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the Organization is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Organization belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other parties with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon its undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the Organization is guilty of any of the following:		
(i) fraud, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>



(ii) corruption, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organization;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting, or attempting to commit such offences;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labor or other offences concerning trafficking in human beings as defined in applicable laws and regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(e) it has been established by a final judgment or final administrative decision that the Organization has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>

II – Situations of exclusion concerning natural or legal person with power of representation, decision-making or control over the legal Organization and beneficial owners

(2) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the Organization, or who has powers of representation, decision, or control with regard to the above-mentioned Organization (this covers e.g., company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption, or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – Remedial measures

If the Organization declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g., technical, organizational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred to in point (d) of this declaration.

IV – Evidence upon request



Upon request the Organization must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision, or control, including legal and natural persons within the ownership and control structure and beneficial owners. It must also upon request provide production of recent certificates issued by the competent authorities and/or a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the Organization showing that those requirements are satisfied. These documents must provide evidence covering all taxes and social security contributions for which the Organization is liable, including for example, VAT, income/company tax and social security contributions.

V – Final

The signatory declares that the above-mentioned Organization has truthfully provided the information herein.

The above-mentioned Organization shall immediately inform the contracting authority of any changes in the situation as declared.

The above-mentioned Organization may be subject to rejection from the contracting or selection procedure and to legal claims if any of the declarations or information provided as a condition for contracting with GCA prove to be false.

The above-mentioned Organization will comply with the UN Supplier Code of Conduct, to the extent applicable. The code is available on: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>.

Full name:

Date:

Signature:
(authorized representative)



Annex 3: Scope of Work/Terms of Reference

BACKGROUND

Promoting the Locally Led Adaptation, Nature based Solutions and Financing for Adaptation project started in February 2022. The implementing partner is Global Center on Adaptation (GCA), a not-for-profit organization based in Rotterdam, the Netherlands. FCDO signed the Accountable Grant with GCA HQ however, the Country Office is based in Dhaka. The total project budget is up to £10 million for five years (22 Feb 2022 to 21 Feb 2027).

From time to time HQ staff visits Bangladesh to provide technical support and also develops Concept Note on the technical assistance they propose to provide. GCA HQ charges proportionate staff cost for these supports to the Country Office. Finance, Procurement and Programme are led by the GCA HQ. FCDO receives a workplan for each Financial Year and corresponding budget in line with the signed Accountable Grant. FCDO also received a quarterly Progress Report of programme activities and Financial Report prior to process the quarterly payment.

Project Purpose: To mainstream climate adaptation solutions in Bangladesh through LLA, NbS and Adaptation Finance to support the government in delivering their adaptation objectives.

Project Outputs: The Project has set 3 distinct outputs:

- Number of infrastructure resilience advisory packages developed or launched with support from GCA;
- Number of Concept Notes and Funding Proposals submitted to GCF, Adaptation Fund or other climate investment fund supported by GCA;
- Number of locally led People's Climate Adaptation Plans developed and launched

Project Partners and Locations

	Site location	Implementing Agency	Remarks
1.	Mongla	BRAC& ICCCAD	Near completion. Likely to complete by Nov 2024
2.	Patuakhali Municipality	BRAC& ICCCAD	Ongoing
3	Kuakata Municipality	BRAC& ICCCAD	Ongoing
4	Borhanuddin, Bhola	BRAC& ICCCAD	Ongoing
5	Chottogram	Water Aid, DSK	Ongoing
6	Feni Municipality	Save the Children	Just Started
7	Laksham Municipality	Save the Children	Just Started
8	Mirsharai Municipality	Save the Children	Just Started

Audit Period: From 1st February 2023 to 31st March 2024

1. PROJECT TITLE



Promoting Locally Led Adaptation, Nature based Solutions and Financing for Adaptation Project under Bangladesh climate and Environment Programme, implemented by Global Center on Adaptation through an Accountable Grant, ID: 300991-103.

2. OVERALL OBJECTIVES OF THE AUDIT

The overall objective of this audit is to assure Foreign, Commonwealth & Development Office (FCDO) that the funds paid by FCDO to GCA are properly accounted for, used for the purposes intended by the UK Government and provides value for money.

The specific objectives of the Audit are as follows:

- a. To give an independent audit opinion on the financial statements of the Project, in particular, whether it gives a true and fair view of revenue and expenditure in accordance with the conditions laid down in the accountable grant arrangement (AG) and International Financial Reporting Standards (IFRS);
- b. To evaluate the internal control system of the project, identify the risk and provide recommendations, inclusive of any material weaknesses in internal control;
- c. To make observations in order to determine whether the project has satisfied in all material respects the objectives/conditions laid down in the AG. All material matters which do not meet the said conditions and all illegal acts must be identified. Such observations will also include the requirements relating to any contribution to be made by the project;
- d. In addition to the above, any observations the auditors might want to bring to the attention of the management.

3. SCOPE OF WORK

The audit will cover accounts and supporting documentation of the project in the GCA Bangladesh country office in Dhaka and in all other downstream partner NGO's sites who delivered the services for the period 01 February 2023 to 31 March 2024 (audit period).

The audit work should include the review of work plans, progress reports, project resources, project budgets, project expenditure, project delivery, recruitment, procurement, operational and financial closing of projects and disposal or transfer of assets.

The audit work shall be performed in accordance with International Standards on Auditing adopted in Bangladesh and generally accepted international best practice. Audit testing will be performed on a sample basis to determine whether expenditures are charged/ utilised in accordance with the terms of the Accountable Grant and budget and as per other applicable programme documents, laws, regulations, binding policies and procedures.

The auditors will be given access to all accounting records and supporting documents. In addition, FCDO project managers will provide copies of other records relating to the project as requested by the auditors for the purposes of the audit.

The audit will:

- a) Determine whether the project accounts present a true and fair view of the receipts and payments incurred for the reporting year in accordance with generally accepted accounting principles and the terms of the contract.
- b) If the auditor is to rely on the work of other auditors¹, where necessary:



- Confirm the satisfactory operation of the audits of the implementing organisations and the adequacy of the annual audited statements of all previous years by examining the audit evidence used in their assessments.
 - Report on the adequacy of the operation of internal controls using assurance gained from internal audit reports where available. These controls are to provide reasonable assurance that the project's assets are safeguarded against loss from unauthorised use or disposition and transactions are executed in accordance with the terms of the contract.
- c) The audit firm will design tests and procedures to obtain sufficient and appropriate evidence to:
- i. Establish whether proper accounting records have been maintained;
 - ii. Review the accounting and internal control systems, and existing internal control arrangements exercised by the project;
 - iii. Assess the adequacy of the systems and controls to inform programme progress reports to FCDO;
 - iv. Physically verify a sample of assets purchased and / or construction / renovation works carried out;
 - v. Confirm the effectiveness of the systems for data capture and summary of financial progress against the activities in the work plan; and
 - vi. Confirm that financial transactions and procurement processes are in compliance with financial policy and procurement policy respectively and maintained clear separation of duties as per delegated authority while ensuring value for money.
- d) Specific assurance should be given to confirm whether:
- i. The budget fully reflects the annual plan and annual procurement plan and is profiled appropriately;
 - ii. Funds have been paid to the defined valid recipients, the receipts and payments (checking bank accounts/statements) have been properly accounted for, records of transactions include accurate information regarding any variations in currency exchange rates, where relevant, the expenditure has been used for the purposes defined in the AG and hence for the purposes intended by the UK Government; and whether the expenditure is in line with the quarterly financial reports and reconcile the Financial Statements with all project Sites' ERP system generated reports, annual procurement plans reflect fully the essential needs of the programme, the inventory of items purchased partly or entirely using the funds made available by FCDO are maintained effectively and properly as per the fixed asset guidance. The procedures for receipt, storage, and disposal shall also be reviewed;
 - iii. Review all contract and sub-contract, consultancy contract under the project. The review should include examining original contracts, the procurement process and GCA oversight/monitoring of contractors/consultants;
 - iv. Review employees' individual files including timesheet and ensure each employee has a valid employment contract with GCA in compliance with the local labour law;
 - v. Fraud allegation and fraud cases are being handled against fraud/corruption policy;



- vi. An adequate budgetary control system is in place to monitor actual expenditure against budget lines on a regular basis and to take effective remedial action as necessary;
- vii. re
- viii. Expenditure of FCDO funds managed by the contractor has been disbursed on a timely basis and used in accordance with the AG, with due attention to economy, effectiveness and efficiency, and only for the purposes for which the funds were provided;
- ix. Inventories and asset registers are completed, and ownership of assets and stock is regularly (at least once a year) verified by physical checks to ensure that they exist and are being used for the intended purposes of the programme;
- x. All necessary supporting documents, records, and accounts have been kept in respect of all programme activities. Clear linkages should exist between the books of account and invoices presented to FCDO;
- xi. The auditor should identify weaknesses in control, whether in system design or operation. Detailed tests should be carried out to investigate whether there is evidence of losses of any kind.

5. ACTIVITIES

The following steps should be considered in developing the audit programme. They are not considered as all-inclusive or restrictive in nature and do not constitute relief from exercising due professional care and judgement.

- 5.1 The auditors should familiarise themselves with the overall governance arrangements, accounting and auditing arrangements established by GCA HQ in Rotterdam, the Netherlands.
- 5.2 The auditors shall hold a meeting(s) with senior management of the project.
- 5.3 GCA to establish the purpose and process that will be applied for the audit.
- 5.4 The auditors will provide feedback on progress of the audit to the project management so that issues identified can be resolved in a timely manner.
- 5.5 The auditors shall hold an exit meeting with the Management of GCA **and all downstream partners**. A draft of the auditor's report shall be made available to the Head of the project in reasonable time in advance of the exit meeting.
- 5.6 The services of the auditors will include, but not be limited to the following:
 - Review of relevant documentation at the project offices;
 - Obtaining explanations from the project management team on spending from donor fund;
 - Review of the papers related directly to the above services;
- 5.7 The audit firm will carry out field visits to all Sites and will examine all the accounting records and documents available at GCA Country Office based in Dhaka.



6. AUDIT PERIOD

The audit report is for the period from 01 February 2023 to 31 March 2024.

7. DELIVERABLES

8. A report and audited financial statement of project for the time period mentioned at point 6.

a) The audit report will include:

- Observations on financial management systems in place at GCA in Bangladesh as well as other project locations including any areas of deficiency on the operation of design or controls around those systems;
- Weaknesses in control, items of missing or unusable inventory and errors of commission or omission identified along with clear indications of the implications of those weaknesses;
- Results of any detailed tests carried out to investigate whether there is evidence of losses of any kind;
- Recommendations to improve financial management processes and controls and assurance arrangements; and
- Management's response on the auditors' findings and recommendations.

Furthermore, the auditor should comment on:

- The degree of financial compliance with the AG and give comments, if any, on the matters affecting such compliance;
- Any control deficiencies present and confirm that they have only a limited potential for fraud and corruption in implementation of the programme, and
- Provide details of any actual fraud or corruption incidents during the period under review and the value of possible losses and
- Bring to the attention of FCDO any other matters considered pertinent;
- Whether previous year's auditors' findings and recommendations have been followed-up and resolved by the management. The report will give details of the number of locations visited and the size of samples tested;
- The report will also confirm that all previous year's auditors' findings and recommendations have been followed-up and resolved by the management.

b) FINANCIAL STATEMENTS

The financial statements of the project for the period 01 February 2023 to 31 March 2024 include the following components:

- ii. Receipts and payments statement (Statement of Fund flows): A Summary of FCDO Funds Received and Expenses Paid for the period to be audited.



- iii. Balance sheet (Statement of Financial Position), Income and Expenditure statement (Statement of Income and Expenditure) and Cash flow Statement (Statement of cash flows) for the period covered by the audit¹ and a statement of assets.
- iv. Accounting policies and explanatory notes.
- v. Annual Audited Accounts must be signed by the GCA Bangladesh Country Manager and Director Finance and Operations.

9. CONDUCT OF WORK

The audit should be conducted with the full participation of the project including the senior management of the project, as necessary. For verification of key project documentation (such as reports, project memorandum etc.), the auditors should contact FCDO.

10. CONFIDENTIALITY

Prior to the audit, the auditors shall certify that all information made available to them during the audit, whether in documentary form or told to them in discussion, will be held in confidence during and after the completion of the audit.

11. TERMS OF PERFORMANCE

The proposed start date of the assignment will be early September 2025 with an expected duration of 5 weeks. Completion date will be in accordance with the audit firm's plan submitted to GCA in response to this RFP document.

12. FEE & PAYMENT

Fees will be based on negotiation between GCA and the audit firm and the prevailing market rate.

13. REPORTING REQUIREMENTS

- a. All final reports will be addressed to Feisal Rahman, Country Manager, GCA Bangladesh with a copy to the Programme Management Adviser – Tasneem Rahman in FCDO Bangladesh based in Dhaka.
- b. The Audit firm will agree a timetable for reporting to the Country Manager, GCA Bangladesh. It is our expectation that a draft report should be available within ten working days of the completion of all fieldwork and the receipt of all evidence requested by the audit firm.
- c. The auditors will arrange a closing meeting with GCA and the Climate and Environment Team, FCDO Bangladesh on the audit findings.
- d. In addition to the soft copy of the report and the management letter, the audit firm will provide a PDF version of the report to GCA Bangladesh.
- e. The auditor will specifically report on the following to address the Accountable grant agreement provisions:
 - That funds provided by FCDO has not been used to meet the cost of import or customs duties or any similar fees imposed by the Government of Bangladesh on

¹This might be a statement of financial and material assets at the year-end or a fully-fledged balance sheet



goods and services provided, except where specifically agreed with and allowed for by FCDO;

- **GCA Bangladesh** has established and maintained an inventory of all items of equipment purchased (above £500/ equivalent in local currency or which has a useful life of more than one year) under the grant.
- **GCA Bangladesh** will supply a separate auditors' certificate confirming the total income and expenditure in respect of the FCDO grant, together with the Annual Audited Accounts, prepared as set out in the AG.



Annex 4: Financial Proposal Form

The Financial Proposal must include two parts, otherwise it will be deemed as non-compliant:

Part 1 - The exact template provided below, including the declarations underneath (without any changes to the wording) and the signature of the authorized representative.

Part 2 - A separate itemized cost breakdown of the firm fixed price covering the entire Scope of Work (SOW)/Terms of Reference (TORs).

The abovementioned two parts (Part 1 and Part 2) **must** be sent in one consolidated document.

Part 1:

Bidders are required to complete this Financial Proposal Form. No other forms are accepted by the GCA. Failure to submit the Financial Proposal using this Financial Proposal Form is deemed to be **non-compliant** and the bidder's Financial Proposal **shall not** be considered for further evaluation.

[Bidder's Name]	
Description	Total Lump Sum Fee
Provision of Annual Financial Audit Services in Bangladesh	
Total Firm Fixed Price (EUR)	

I, the undersigned, declare and confirm that the submitted Total Firm Fixed Price is:

1. In Euros,
2. Fixed and not subject to revision,
3. Economical, in line with prevailing market rates and/or the approved professional charges,
4. Independent of exchange rates,
5. Inclusive of all costs directly and indirectly related to the performance of the contract (e.g. taxes, management fees, travel costs, per diem allowances/DSA, International flights, airport transportation, insurance, profit, training expenses, communication costs, social costs, overheads, administrative costs, printing, rent, office expenses, shipment of personal effects, contract management costs, etc.), and
6. Exclusive of VAT.

Furthermore, I declare that should the Global Center on Adaptation (GCA) discover any contravention of this declaration before contract award, during contract execution, or after contract completion, I (the undersigned) hereby give the Global Center on Adaptation full authority to:

- Reject our offer and withdraw from awarding us a contract without financial consequences to GCA;
- Terminate the contract without further communication;
- Exclude us/me from participating in future procurement opportunities.



Bidder's Authorized Representative:

Position:

Date:

Signature (authorized representative):

Part 2:

Please submit a separate itemized cost breakdown of the firm fixed price in Part 1 above using the template below, including the details of key personnel hourly rates and associated tasks, travel costs and all associated overheads and related cost items covering the entire Scope of Work (SOW)/Terms of Reference (TORs).

For joint proposals, where the lead partner indicates the costs/prices of other partners/subcontractors in the breakdown below, such costs/prices shall be inclusive of all taxes where applicable. The lumpsum amount submitted by the lead partner in Part 1 above shall be exclusive of VAT.

Categories	Unit of Measure	Quantity	Unit Rate	Total Fee (EUR) Excl VAT	Local sub-contractor VAT where applicable (outside EU)	Total Fee Incl local VAT (outside EU only)
Remuneration						
Team Leader	Day					
Xxxx	Day					
Xxxx	Day					
					Total	
Reimbursables						
					Total	
Other Expenses						
					Total	

Failure to submit a financial proposal or submission of an incomplete or ambiguous financial proposal may lead to rejection of the proposal without further evaluation.

Examples of reimbursable/other expenses that may be related to the execution of the services.



S/N	Reimbursable/Other Expenses
1.	Taxes, social costs
2.	Management fees
3.	Travel/Transportation costs (flights, rental cars, taxis, etc.)
4.	Airport transportation
5.	Per diem allowances/DSA
6.	Insurance (all types)
7.	Training, certification expenses
8.	Communication costs; phone calls, video conferencing, fax and mailing
9.	Overheads
10.	Administrative costs, office supplies and equipment, shipping and courier services
11.	Utilities (electricity, water, internet, phone)
12.	Printing, photocopying and stationery
13.	Hotel/accommodation, rent
14.	Shipment of personal effects
15.	Contract management costs
16.	Software licenses, software development, cloud services, Data Storage Costs
17.	Conferences, workshops and seminars
18.	Costs associated with data collection
19.	Subscription fees for industry reports or databases
20.	Organizing client meetings or events
21.	Venue rental and catering expenses
22.	Fees for subcontractors or specialists hired for specific tasks
23.	Costs associated with third-party services
24.	Legal fees related to the assignment
25.	Translation services
26.	Market research
27.	License and Permit Fees
28.	Health and Safety Compliance
29.	Environmental Impact Studies, Survey and Geotechnical Reports
30.	Government fees
31.	Security clearance costs