



Request for Proposal for Institutional Audit Services

Background

Vétérinaires Sans Frontières (VSF) Germany (Tierärzte ohne Grenzen e.V.) is an International Non-Governmental Organization and was established in 1991 by students of the Veterinary School of Hannover, Germany. The organization provides humanitarian aid and development assistance to small-holder and subsistence farmers, pastoralists, agro-pastoralists and vulnerable communities in areas where livestock is of major importance. It provides support in animal health and one health approaches, agriculture, marketing, food security and safety, access to water and training in hygiene; VSFG develops the capacity of communities and governmental institutions with respect to drought resilience, peace and conflict resolution, and gender equality. VSF Germany implements activities in Sudan, South Sudan, Kenya, Somalia, Uganda and Ethiopia. VSF Germany also a member of VSF International and we have HQ in Berlin and Regional Office in Nairobi.

Invitation

Vétérinaires Sans Frontières (VSF) Germany (Tierärzte ohne Grenzen e.V.) wishes to invite audit firms to submit proposals to provide institutional audit services for its operations in Kenya, South Sudan, Uganda and Somalia for the period ending 31st December, 2025. The level of estimated expenditure reported in the period ending 31st December 2025 is as indicated below;

- South Sudan – Euro 700,000
- Kenya – Euro 1,000,000
- Somalia – Euro 150,000
- Uganda - Euro 50,000

Requested Services

- Audited Financial statements for each country as at 31st December, 2025 to comply with the statutory requirement in that country
- Provide a management letter to the senior management at the end of the audit.
- Provide requested information by the group lead auditor in Germany when required.

Requested proposal Information

- a. A description of your firm's experience in providing audit services to non-governmental organisations of comparable size in Kenya, Uganda, South Sudan and Somalia
- b. Proposed fees per country
- c. A description of your firm's core strengths and a statement of why you believe that your firm's service can add unique value to our organisation.
- d. The names of all people expected to have key responsibilities for the engagement, with accompanying biographies and qualifications.
- e. A descriptions of your firm's audit approach, including an identification of areas that will receive primary focus. Please include the communication process your firm will follow to discuss issues with our management.

6. Evaluation of Proposals

We will evaluate proposals on an overall cost and-benefits basis. That is, the engagement will not necessarily be awarded to the lowest cost bidder. Our evaluation process will include, but not be limited to, a review of your firm's submission, interviews with senior engagement personnel that would be assigned to the engagement, results of discussions with other clients, and the quality of your firm's response to our enquiries.



Evaluation Criteria

Criterion	Points
Experience of the firm	60
Financial competitiveness	40

Proposal to be received through the email; procurement@vsfg.org by **31st December, 2025**