

Quotation for Consultancy Service

# To be ﬁlled by the consultant in the blank areas

**I. Project Name: Development Cooperation Project and General Project of Felm Nepal**

**II. Project Brief Description:**

Felm has been working in Nepal since 1977, first affiliated with United Mission to Nepal, and from 2009 onwards Felm Nepal was registered as an International Non-Governmental Organization (INGO) when the first general agreement with the Social Welfare Council was signed.

Felm Nepal is implementing a country program in Nepal, with funding from the Ministry for Foreign Affairs of Finland, as well as from the Finnish parishes and individual donors. The program is implemented through local partner organizations. We design and implement our work in close coordination with local, provincial, and federal government of Nepal.

Felm Nepal has offices both in Kathmandu and in Dhanghadi. The work is concentrated on Nepal’s least developed geographical areas, both in Karnali and Sudurpaschim Province.

Through development cooperation, Felm Nepal targets at empowerment, enhanced livelihoods, quality education, and food security for marginalized groups such as women and girls, persons with disability, ethnic minorities and indigenous people. It works in close partnership and coordination with local governments and stakeholders.

Felm Nepal actively supports Nepal in its various emergency situations, for example flood recovery work and COVID-19 pandemic response. Felm Nepal is a member of ACT Alliance Nepal Forum, as well as AIN, the Association of International NGOs working in Nepal.

## Consultancy Firm Basic Data:

Name: .....................................................................................................................................

Address: ...................................................................................................................................

Telephone No.: ............................................ Mobile No.: ......................................................

E-mail: ......................................................... Year Established: ............................................

Registration No.: ......................................... Date: .........................................................

## Project Proposed Implementation Period and Service required from Consultant:

The consultancy service is expected to be implemented over a period two years for Statutory audit and Felm HQ audit.

Below is the service required from consultant:

* Gregorian calender audit of CY 2024 and CY 2025 of the Felm Nepal’s project.
* Statutory audit of FY 2081/2082 and FY 2082/2083. This audit will also include annual tax return filing and labour audit.
* The audit should be conducted according to Nationally accepted auditing standards guidelines inclusive of directives of funding agencies like MFA and other donors.
* Draft audit report should be submitted as per the deadline mentioned in the Finance Policy of Felm Nepal.

**V. Consultancy Fees** (lump sum amount): Currency NPR…….…including VAT.

**VI. Consultancy Firm Staﬀ:** Total No. of Staﬀ: ..........................................

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| --- | --- | --- | --- |
| Staﬀ Name (Mention main staﬀ only) | Designation/ Position | Qualiﬁcation | Years of Experience |
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1. **Consultancy Firm Experience** (Mention largest projects designed or supervised by the Firm):

|  |  |  |
| --- | --- | --- |
| Organisation Name | What type of service provided | Number of Year of Service |
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**Below is the required condition for the consultant for the service.**

* The audit firm should have at least 5 years’ experience in auditing the financial statements of entities similar in size and complexity.
* The audit company having international affiliation will be preferred.
* It is desirable for audit members to have Experience with audit of MFA funded projects.
* The auditor should be experienced in applying all applicable relevant auditing standards.
* The auditor must employ adequate audit staff with appropriate professional qualifications and suitable experience.
* The audit firm must have registered and should be renewed from The Institute of Chartered Accountant of Nepal.
* It is highly desirable of Audit team to have high level of experience on current government requirement, SWC rules regulation

**Below is the required documents for the consultant for the service.**

* Profile of the audit firm including past experience
* Certificate of Practice (COP) with renewal
* FIRM Registration Certificate in Institute of Chartered Accountants of Nepal (ICAN)
* VAT registration certificate
* Latest Tax clearance certificate
* Details on Audit Team proposed for this assignment including qualification, work experience

1. **Consultancy Firm Equipment / Facilities** (Computers / Vehicles / Instruments, etc.):

## Consultancy Firm Director/Executive Director:

*Name : ............................................. Signature: ..................................... Date: .......................Stamp:*

## Attach: Firm Registration - Experience Certiﬁcates and another useful document.

## Note: Those who meet the above requirements criteria will be considered for next process.

***"The tender can be rejected or the contract terminated if the contract arrangement or the implementation of the contact involve bribery or corresponding unlawful activity (including bribing a foreign public official)".***