

INVITATION TO PARTICIPATE Tender for Auditing Services

Contracting Authority: Qëndresa Qytetare (QQ)

Location: Tirana, Albania

Tender Reference: External Audit Services for Annual Financial Reports of QQ in line with ISA 700 and Supplementary audit in line with ISRS 4400

Contract Period: March 2025 – June 2028

Deadline for Submission: February 28, 2025

1. Introduction

Qëndresa Qytetare/ QQ is a non-profit organization founded by a group of young professionals in 2016, who come with different experiences from civil society, uniting their knowledge and energy to contribute to the country and Albanian society. Our mission is to encourage and empower civic engagement and civil society in general through policy advocacy, raising awareness, and civic participation. QQ vision is to develop a wider community of knowledgeable, motivated, and committed people who actively address societal concerns by monitoring and advocating public policies at the central and local levels.

Qëndresa Qytetare (QQ) invites eligible and qualified audit firms to submit their proposals for the provision of **external auditing services** for two assignments: 1) audit of the QQ annual Financial statements during period from 1st of January, 2024 to 31st of December, 2027 and to express an audit opinion according to ISA 700 and 2) supplementary audit ISRS 4400 during period from 1st of July, 2024 to 31st of December, 2027 as stipulated in the grant agreement between QQ and Swedish International Development Cooperation Agency/Sida. The audit will be conducted in accordance with **International Standards on Auditing (ISA)** as issued by the **International Auditing and Assurance Standards Board (IAASB)**.

2. Scope of Work

The selected audit firm will be responsible for:

- Conducting an audit of the annual financial statements of QQ in line with ISA 700 (statutory audit) and SKK, as required by the applicable law in Albania.
- Conduct agreed-upon procedures as per ISRS 4400 (Revised).
- The auditor shall provide an independent auditor's report for ISA 700 and a management letter from this review, in both languages Albanian and English.
- The Auditor shall provide a separate report "Agreed-upon procedures report" in accordance with the ToRs attached to this invitation (Appendix I), in English.

3. Specific tasks

3.1 Specific tasks according to ISA 700 of National Standards are:

- The audit will be carried out in accordance with the International and National Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
- Verify all funds have been used in accordance with the established rules and regulations of QQ and only for the purposes for which the funds were provided.
- Goods, works and services financed have been procured in accordance with the QQ established rules and procedures.
- Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented to.
- The financial statements have been prepared by QQ management in accordance with applicable accounting standards and give a true and fair view of the financial position of QQ and of its receipts and expenditures for the period ended on that date.
- Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
- Express an opinion as to reasonableness of the financial statements in all material respects.
- Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.

3.2 Specific tasks for Supplementary Audit ISRS 4400

- See the ToR attached, Appendix I with the title “Terms of Reference for Supplementary Audit ISRS 4400”.

4. Evaluation and Award Criteria

Proposals will be evaluated based on the **best value for money** principle, with the following scoring system:

- **Technical Offer** (60 points): Assessment of the qualifications of the proposed audit team, experience in similar assignments, proposed work-plan for the required audit services and methodology of the audit team.
- **Financial Offer** (40 points): Cost-effectiveness of the financial proposal.

The total score will be a combination of technical and financial evaluations (**100 points total**).

5. Submission Requirements

Interested firms are required to submit the following documents:

1. **Portfolio of services** and previous audit experience.
2. **Valid audit license/certification** issued by an official institution.
3. **CVs of auditors** assigned to the requested services.
4. **Financial Offer** in accordance with Appendix II.

6. Submission Deadline and Contact Details

All applications must be submitted in **English** via **email** or **post** no later than **February 28, 2025**.

- **Email submissions:** qendresaqytetare@gmail.com / financa@qq.com.al
- **Postal submissions:** "Ali Pashë Gucia" Street, Building 42, Floor 0, Tirana, Albania.

For any inquiries, please contact **Qëndresa Qytetare** at the above email addresses.

7. Notifications

The communication channels will be only through email and to all the candidates will be sent a notification letter on the outcome of the evaluation process.

We look forward to receiving your proposals.

Qëndresa Qytetare (QQ)

Tirana, Albania