

# REQUEST FOR PROPOSAL (RFP)

## Financial Audit and Monitoring & Evaluation (M&E) of Grant-Funded Programs

Issued by: Islamic Relief USA

Issue Date: April 18, 2025

Proposal Submission Deadline: May 15, 2025

---

### Background

Islamic Relief USA (IRUSA) is a nonprofit humanitarian and development organization dedicated to alleviating poverty worldwide. We provide grants to a network of implementing partners including Islamic Relief Worldwide (IRW) Field Offices and affiliated NGOs across various countries in Africa, Europe and Asia. These grants support a wide range of development and humanitarian initiatives including, health, education, and economic empowerment projects.

To ensure transparency, accountability, and impact in our grant-making, IRUSA is seeking the services of qualified and experienced firms to conduct **comprehensive financial audits** and **monitoring & evaluation (M&E)** assessments of selected grant-funded projects.

---

### Purpose of the RFP

The objective of this RFP is to identify and engage an independent, qualified accounting & audit firm that will:

- Perform **financial audits** of selected grantees to verify compliance with grant agreements and conditions.
  - Conduct **monitoring and evaluation (M&E)** assessments to determine the effectiveness, efficiency, relevance, and sustainability of funded projects.
  - Conduct an **operational review** of field offices, with a focus on assessing:
    - Organizational capacity to implement large-scale emergency and development projects
    - Governance structures and decision-making process
    - Long-term financial sustainability and risk management
- 

### Scope of Work

The selected firm(s) will be expected to conduct audit and M&E based on our grant agreement, which consists of the following:

#### A. Financial Audit

- Review financial statements and grant-related expenditure including supporting documentation of selected partners.
- Verify compliance with applicable legal frameworks, accounting standards such as GAAP & IFRS, and IRUSA-specific requirements.
- Assess internal controls, fund disbursements, procurement processes, and use of grant funds.
- Provide an independent audit opinion accompanied by management letters for each grantee.

## **B. Monitoring & Evaluation**

- Conduct field visits and stakeholder interviews, including with beneficiaries, program staff, and relevant local authorities.
- Assess project relevance, progress towards outcomes, delivery efficiency, and overall impact.
- Evaluate the strength and quality of M&R frameworks, data collection methods, and reporting systems.
- Identify good practices, lessons learned, and provide actionable recommendations for future programming.

## **B. Operational Review**

- Assess the operational capacity of the field offices to implement large-scale emergency and development programs.
- Evaluate financial sustainability of each office, including ability to generate or secure local funding.
- Review governance and management structures, including key decision-making bodies and compliance policies.
- Analyze the relationship between field offices and headquarters, with a focus on oversight, communication, and financial accountability.
- Examine how multiple IRUSA-funded projects, especially those spanning multiple countries, such as the Orphan Sponsorship Program (OSP) and seasonal programs are coordinated and implemented across field offices.

## **Geographic Coverage:**

The selected firm(s) will assess 15 field offices operating in the following countries:

**Asia:** Afghanistan, Bangladesh, Indonesia, Pakistan

**Africa:** Ethiopia, Kenya, Malawi, Mali, Niger, Somalia

**Middle East:** Jordan, Yemen, Turkiye

**Europe:** Albania, Kosovo

Grant sizes range from \$500,000 to \$3,000,000 USD.

---

## **Deliverables**

The selected firm(s) will be required to provide the following deliverables for each grantee:

- Detailed audit reports and management letters per grantee
- M&E assessment report with methodology, analysis, key findings, success stories, and recommendations
- Overall summary report to IRUSA should include:
  - Consolidated findings across all grantees
  - Thematic analysis and comparative insights
  - Recommendations to enhance financial oversight and program effectiveness

All reports must be submitted in English.

---

### Proposal Requirements

Interested firms should submit a detailed proposal that includes the following:

- **Company profile** and relevant experience
  - **Team composition** and qualifications
  - **Technical Approach** including a detailed methodology for both financial audit and M&E
  - **Work Plan** to include timeline, key activities, and milestones
  - **Budget proposal** with a cost breakdown in USD, including professional fees, travel, and other relevant expenses
  - Samples of similar **audit or M&E reports**
  - Two or more **references** from previous clients
- 

### Evaluation Criteria

All submitted proposals will be evaluated based on the following criteria:

- Relevant experience and qualifications (25%)
  - Technical approach and methodology (10%)
  - Past performance and references (15%)
  - Budget and cost-effectiveness (25%)
  - Clarity and completeness of proposal (15%)
- 

### Submission Instructions

Please submit your proposal and supporting documents electronically by May 15<sup>th</sup>, 2025, to:

**Email:** [tosman@irusa.org](mailto:tosman@irusa.org)

**Subject Line:** RFP Submission- Financial Audit & M&E

For any inquiries related to this RFP, please contact:

**Tareq Osman**

**Phone:** (703) 236-0426

**Email:** [tosman@irusa.org](mailto:tosman@irusa.org)

---

**Disclaimer**

Islamic Relief USA reserves the right to accept or reject any proposal. The issuance of this RFP does not constitute a commitment to award a contract.

---