



Alliance of Mayors and Municipal Leaders' Initiative for Community Action on AIDS at the Local (AMICAALL)

September 13th 2022

To whom it may concern,

Invitation to Tender – External Audit Services

AMICAALL Uganda is looking to appoint auditors for the year ending 30 June 2019. This letter is to invite you to put forward a proposal for the work outline below:

About AMICAALL Uganda

On 9th December 1997, during the International Conference on AIDS and Sexually Transmitted Diseases in Africa (ICASA) in Abidjan- Cote d'Ivoire, Mayors and Municipal Leaders from Africa, in collaboration with UNAIDS, UNDP and other partners, signed the “Abidjan Declaration” in which they committed themselves to invest in the HIV & AIDS response and empower urban communities with capacity to cope with the effects of the epidemic. With the support of UNDP and within the framework of UNAIDS, the Alliance of Mayors and Municipal Leaders Initiative for Community Action on HIV&AIDS at the Local Level (AMICAALL) was formed and subsequently a clear strategy to address HIV&AIDS developed and a regional secretariat established in Windhoek- Namibia. Over the years, the Alliance has expanded with the formation of national chapters in several African Countries including Uganda, Namibia, Swaziland, Cote d'Ivoire, Burkina Faso, Mali, Tanzania, Zambia, Malawi, Central Africa Republic and Kenya among others.

The AMICAALL Uganda Chapter was launched by the “Kampala Declaration” on 28th November 2000 under the auspices of UNAIDS and UNDP country Office. AMICAALL Uganda is a registered National Non-Governmental Organization constituted by urban authorities in the country. It is governed by the Constitution and coordinated through the National Secretariat which provides technical support, management and overall coordination of AMICAALL activities in the country. Owing to its mandate and strategic positioning, AMICAALL is recognized as one of the key partners in the national response as well as a key entry point to HIV&AIDS response in the Local Governments in general and urban Local Governments in particular

Scope of Services Required

The external audit services will include, but will not be limited to:

- Assistance with and advice on the finalization of the account's preparation
- Planning, management and execution of annual external audit of AMICAALL Uganda in accordance with International Standards on Auditing issued by the International Auditing and Assurance Standards Board (IAASB)
- Provide an audit opinion on the AMICAALL Uganda financials.
- Reporting on external audit progress to AMICAALL Uganda management.
- Provision of an assessment as to whether AMICAALL Uganda's financial statements have been properly prepared in accordance with International Financial Reporting Standards.

Period of Appointment

The initial appointment will be for one year; the board will need to reappoint the external auditors each year at the Annual General meeting (AGM). The current proposal is that the audit will be retendered for periodically.

Timings

AMICAALL Uganda has a 30 June year-end.

Tender Process

Each firm will be required to submit a written proposal, setting out your capabilities, the key elements of your service and team as well as your proposed fee by **Tuesday 20th September 2022 at 4pm**. After the proposals have been received, we will contact you within two weeks to notify you of our final decision.

Proposal requirements and criteria on which a decision will be made:

1) Details of your firm

- Summary of the potential benefits to AMICAAL Uganda of selecting your firm.
- Organization structure as it is relevant to this engagement.
- Information regarding relevant sector experience.
- Description of the internal processes used for quality assurance.

2) Resourcing

- Names of your core service team and relevant experience.
- Information on how involved the partner will be on the engagement.

3) Approach and transition

- Explanation of your external audit approach and how this would be aligned to AMICAALL Uganda' specific needs.
- Audit transition plan on the smooth handover of this engagement.

4) Independence and governance

- Outline details of your internal practices to ensure compliance with independence requirements and freedom from conflicts of interest.
- Confirmation from your firm that it will take all necessary steps to ensure its independence.

5) Fees

- Competitive fee quote to complete the year-end audit of the financial statements for 2019.
- Details, with rates, of all expenses you may charge in relation to staff expenses.
- The basis on which fees and expenses will be determined in future years.
- General overview of the schedule and timings of billings.

6) Other

- A copy of your management representation letter.
- Details and amount of your liability cap.

Please also provide details of up to three clients that we can contact for references.

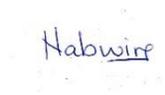
The deadline for receipt of the proposal is Tuesday 20th September 2022 at 4pm. Submit via email on procurement@amicaalluganda.org.

Confidentiality

By accepting this invitation to take part in the tender process, you agree to keep in confidence all information provided to you, whether written or oral, in relation to the tender process and/or in relation to AMICAALL business generally which is not already in the public domain, to use it only for the purposes of this tender and for no other reason and not to disclose any of the said information to any third party.

You will bear any costs and expenses incurred by you in relation to this tender and the said information shall be kept confidential unless it lawfully becomes public knowledge.

Yours faithfully



RESTITUTA K. NABWIRE
ACTING COUNTRY DIRECTOR
AMICAALL UGANDA