

Poverty Alleviation Fund (PAF)

PAF-II Project

Grant No. H337-NEP

INVITATION NOTICE FOR EXPRESSION OF INTEREST FOR INTERNAL AUDIT

ID Number PAF-II/Internal Audit/2009

(First date of Publication **October 05, 2009)**

1. Poverty Alleviation Fund Nepal has received a grant from the International Development Association toward the cost of PAF-II Project, and it intends to apply part of the proceeds of this grant to payments under the Contract for the service of Internal Audit for the year 2009/10 and 2010/2011.
2. The Poverty Alleviation Fund (PAF), Kathmandu, Nepal now invites sealed Expression of Interest from eligible Chartered Accounts Firms to conduct internal Audit of PAF Office for the FY 2009/10 and 2010/2011.
3. The main objectives of the assignment are to:
 - Assist the PAF management to review the internal control and accounting system.
 - Assist the PAF management to assess whether the accounting system and procedures adopted by the PAF are maintained as per the generally acceptable accounting principles and practices.
 - Evaluate the performance of the PAF in terms of its financial operations, budget and related financial management.
 - Assess the efficiency and effectiveness of the PAF's procurement functions.
 - Based on observation of the audit, suggest PAF management with recommendations to establish a transparent and effective financial management system.
4. Interested eligible firms are requested to submit their letter of interest to the Executive Director within October 23, 2009 from the date of first publication of this notice. The expression of interest should include agency profile with relevant experiences, organizational setup, financial status and brief CVs of the firm's core staff and work experiences along with current ongoing work in hand if any.
5. The short listing will be carried out based on the following criteria:
 - General Experience of the firm (10 Marks)
 - Relevant experience of the firm (40 Marks)
 - Proposed core staff and their relevant qualification and experience (50 Marks)
6. Only the short listed firms will be requested to submit detailed Technical and Financial Proposals. The RFP will be provided only to the shortlisted firms.
7. The Poverty Alleviation Fund will not be responsible for any costs or expenses incurred by firms in connection with the preparation or delivery of Proposals.
10. If the deadline for submission of proposals falls on official holiday the proposals must be submitted on the next working day. Late proposal will not be entertained and returned back if received after the deadline.
11. This expression of interest can also be seen or downloaded from our website www.pafnepal.org.np.
12. PAF reserves the right to decide whether a firm is to be short listed or not.

The Executive Director
Poverty Alleviation Fund (PAF)
Gyaneshwor, Kathmandu, NEPAL,
Telephone: (977) 1 4410041, Fax (977) 1 4442450