



## REQUEST FOR PROPOSAL

### Provision of Statutory Audit Services to Clinton Health Access Initiative (CHAI) Nigeria

**Closing Date: September 26, 2025 (5:00pm WAT)**

**Bid Ref: CHAI/2025/Audit-Services-2025**

#### Summary of deadlines

Release of Request for Proposal:	September 16, 2025
Last date for Submission of Proposal:	September 26, 2025 (5:00pm WAT)

The Clinton Health Access Initiative (CHAI) is pleased to invite interested and capable Audit Firms to submit proposals for Provision of Statutory Audit Services to Clinton Health Access Initiative (CHAI) Nigeria.

Interested organizations should send their quotation electronically to CHAI Nigeria Procurement at [CHAI-Procurement-NG@clintonhealthaccess.org](mailto:CHAI-Procurement-NG@clintonhealthaccess.org) with the reference on the subject line **'Bid Ref: CHAI/2025/Audit-Services-2025'** latest 17.00 Hours WAT (5:00pm WAT), September 26, 2025.

Please note that CHAI does not pay VAT. However, withholding tax at the applicable rate will be deducted in compliance with tax laws.

Questions related to this RFP should be submitted to [CHAI-Procurement-NG@clintonhealthaccess.org](mailto:CHAI-Procurement-NG@clintonhealthaccess.org) with the reference **'Requesting Clarification for Bid Ref: CHAI/2025/Audit-Services-2025'** latest by 2.00pm WAT on September 22, 2025.

Should your submission exceed 2Mb and cannot be sent by email, please send an email to request an upload link with the subject **'Requesting upload link for Bid Ref: CHAI/2025/Audit-Services-2025'** to [CHAI-Procurement-NG@clintonhealthaccess.org](mailto:CHAI-Procurement-NG@clintonhealthaccess.org). Requests for upload links must be made at the latest by 2:00PM WAT on September 22, 2025. Submission links other than links provided by CHAI will not be accessed.

#### **Waiver**

**The distribution of this document does not mean there is any commitment on the part of CHAI to award a contract or fund an applicant. CHAI will not reimburse or otherwise bear any costs associated with this RFP regardless of whether an organization is selected to undertake the supply. Please note that no fee is required in the submission of these applications. CHAI makes no representation or warranty and shall incur no liability whatsoever under any law as to the accuracy, reliability or completeness of the information contained in the RFP.**



## **REQUEST FOR PROPOSAL**

### **Provision of statutory audit services to Clinton Health Access Initiative (CHAI) Nigeria**

#### **1. Background**

Clinton Health Access Initiative (CHAI) is a global health organization committed to strengthening integrated health systems in the developing world and expanding access to care and treatment for HIV/AIDS, malaria, tuberculosis, vaccines, and maternal and child health among others. CHAI's solution-oriented approach focuses on improving market dynamics for medicines and diagnostics; lowering prices for treatment; accelerating access to life-saving technologies; and helping governments build the capacity required for high-quality care and treatment programs.

#### **2. Scope of Work**

a) The primary objective of the statutory external audit is to express an independent opinion on whether the financial statements of CHAI Nigeria present a true and fair view of the financial position as of 31 December as well as the outcomes of its operations and cash flows for the year.

b) The audit will include, but is not limited to, the following:

- Conduct a thorough examination of the statement of financial position, statement of activities and other comprehensive income, statement of changes in net assets, statement of cash flow and accompanying notes.
- Evaluate the effectiveness of internal control systems to ensure financial records' accuracy, completeness, and reliability.
- Assess compliance with relevant laws, regulations, donor requirements, and organizational policies and procedures

c) During the engagement, the auditor should report in an audit management letter:

- Any significant or unusual transactions that CHAI Nigeria has entered that management, and the Board of Trustees should be informed of.
- Any internal control deficiencies that are of sufficient significance to warrant the attention of the management.
- Any disagreement with management regarding matters that are material to the organization's financial statements.
- Any lack of compliance with CHAI Nigeria 's financial management and controls policy.
- Any lack of compliance with financial or other relevant legislation; and
- Any lack of accountability in using and managing CHAI Nigeria 's assets.

The report should also include:

- Recommendations for improving internal controls and financial practices.
- Assessment of fraud risks, potential financial irregularities, and any indicators of mismanagement.



### **3. Terms of Engagement**

The successful firm will be appointed as CHAI Nigeria's external auditor for an initial term of one year, commencing from the audit of the 2025 financial statements. Renewal for subsequent years, up to a maximum of seven years, is contingent upon approval by CHAI Nigeria's Country Director. Renewal decisions will be based on the firm's demonstrated satisfactory performance, compliance with audit standards, and alignment with CHAI Nigeria's audit objectives and requirements. CHAI Nigeria reserves the right to request proposals at any time after the first year of the contract if the appointed auditor does not meet the terms of the contract.

In case of a transition to a new audit firm, the outgoing auditor must ensure a smooth handover, including providing access to prior year working papers, responses to inquiries, and a structured transition plan.

Shortlisted respondents are first notified and then scheduled to present their proposals orally. These presentations would take place either virtually or at the CHAI Nigeria office. Following the presentations, the final selection of an external auditor will be made. The chosen audit firm will subsequently be informed of its selection.

### **4. Expected Deliverables**

The selected audit firm will be required to deliver the following:

- a) Detailed Audit Plan - a comprehensive audit plan outlining the methodology, timelines, and key audit procedures. The scope of testing for financial statements, compliance, and internal controls should also be included in the plan.
- b) Draft Audit Report – a draft audit report, including preliminary findings and recommendations, followed by active engagement with management to address any issues identified.
- c) Final Audit Report - a final audit report incorporating management responses and adjustments in a format consistent with generally accepted auditing standards. This must include an opinion on the financial statements (unqualified or qualified opinion with a clear rationale).
- d) Management Letter - a management letter highlighting any internal control weaknesses and providing recommendations for improvement, as well as management's response to any identified issues.
- e) Presentation to CHAI Nigeria Leadership - The auditor will formally present the final audit report and management letter to CHAI Nigeria's Leadership, ensuring that the stakeholders fully understand the audit outcomes, significant issues, and proposed actions for addressing identified risks or weaknesses.



## 5. Audit Firm Qualification

To be eligible for consideration, audit firms must meet the following minimum qualifications:

- Member of a globally recognized Audit firm, ideally with an office presence in Abuja, Nigeria.
- Demonstrable experience in carrying out statutory audit of not-for-profit international organizations reporting according to International Financial Reporting Standards.
- Familiarity with the healthcare sector is desirable
- Adequate number of partners and professional staff; partner-staff ratio, ability to substitute staff at similar levels of qualifications and experience if necessary;
- Feedback on performance from other clients, preferably international non-profit organizations.

## 6. RFP Requirement

Interested firms should submit detailed proposals with relevant documents attached. Please provide a concise technical proposal, including exhibits, that is no more than 20 pages in length, using Microsoft PowerPoint or a similar format.

**The format outlined in the Appendix must be followed, with each section labelled in conformity with the titles used in the Appendix.**

### Section 1: Organization Credentials

- Describe the organization, its core competencies, evidence of engagement with similar international not-for-profit organisations in the last three years
- Describe the approach to audit and the methodology employed to carry out an audit, including timescales
- Provide names and credentials of audit team including experience
- Provide Corporate Affairs Commission registration certificate/number, Memorandum and Articles of Association of the Audit Firm, and list of directors, as well as 3-year tax clearance certificate.

### Section 2: Financial Proposal

- Provide the proposed external audit fees, noting that CHAI Nigeria is exempt from paying VAT.
- The financial proposal will be presented using Microsoft Excel. The financial proposal should include: consultant time, resources, and travel (if applicable); the audit fee payment terms; the conditions under which variations to the fixed fee may be requested; and the basis on which fees will be determined in future years.
- The financial proposal will be presented in Naira.

## 7. Selection Process

Submitted proposal will be reviewed and evaluated by CHAI in accordance with the criteria enumerated below. **Please ensure to submit all the requirements of the RFP.**



## 8. Evaluation Criteria

The performance of the Audit Firm will be evaluated based on the quality and timeliness of deliverables, rating against key criteria, and overall satisfaction of CHAI's management team

S/N	CRITERIA	POINTS
1	Organizational capacity/credentials to provide the services required based on the qualification criteria as well as demonstrable years of Practice & description of methodology for the audit	40
2	CAC certificate/documentation, Memorandum and Articles of Association of the Firm, with the list of the Firm's Directors, as well as a 3-year Tax Clearance Certificates	10
3	Evidence of experience with similar type of non-profit international organisations in the last three years (at least 2 Contract evidence)	20
4	Financial costing/ billing	30
	<b>Total</b>	<b>100</b>

## 9. CHAI code of conduct for suppliers

The CHAI code of conduct for suppliers is a minimum set of requirements that suppliers must meet to qualify to do business with CHAI and remain in good standing with the organization. Please read the document via this link <https://clintonhealth.box.com/s/b2ef9cj962c91j96136gf5vpa1ha82ld>; and apply for this solicitation only if your organization can comply with these requirements. If you are unable to access this link, please contact us via [chai-procurement-ng@clintonhealthaccess.org](mailto:chai-procurement-ng@clintonhealthaccess.org) with the Bid Reference in the subject “**Bid Ref: CHAI/2025/Audit-Services-2025**” and we will email the documents to you.

## 10. CONFLICT OF INTEREST DISCLOSURE:

Contractors bidding on CHAI business must disclose, to the procurement contact listed in the RFP, any actual or potential conflicts of interest. Conflicts of interest could be present if there is a personal relationship with a CHAI staff member that constitutes a significant financial interest, board memberships, other employment, and ownership or rights in intellectual property that may conflict with the Contractor's obligations to CHAI. Contractors and CHAI are protected when actual or perceived conflicts of interest are disclosed. When necessary, CHAI will create a management plan that provides mitigation of potential risks presented by the disclosed conflict of interest in line with existing CHAI policies.

**Contractors who wish to disclose conflict of interest should please request for a Conflict-of-Interest Disclosure Form from [CHAI-Procurement-NG@clintonhealthaccess.org](mailto:CHAI-Procurement-NG@clintonhealthaccess.org)**



## **APPENDIX**

### **1. Executive Summary**

This section will provide a concise overview of the proposal's main points. The summary should encompass the proposed timeline for implementation and cost estimates, along with a concise overview of your firm's unique attributes compared to other firms under consideration. It should also explain why selecting your firm would be optimal for CHAI Nigeria.

### **2. Firm Profile**

Introduce the audit firm and the audit team, emphasizing the capability and expertise of the firm and its team members. Highlight the firm's reputation, core values, and commitment to high-quality audit services. Please provide an overview of the team's structure, including the roles and responsibilities of each member, and emphasize their collective experience and skills.

### **3. Related Client Experience**

Provide a detailed description of the audit firm's history and experience, particularly in auditing non-profit organizations. This section should outline the firm's background, years of operation and significant milestones. Emphasize the firm's experience with recent, relevant audits similar to the one being proposed. Include at least five client references, complete with contact names, addresses, and telephone numbers.

These references should reflect the firm's track record in delivering high-quality audit services to non-profit organizations.

### **4. Demonstration of Understanding of the Scope and Complexity of the Work Required**

The proposal must demonstrate a comprehensive understanding of the scope and complexity of auditing CHAI Nigeria's financial statements. This includes addressing the interaction with Management, describing the proposed frequency and types of communication with CHAI Nigeria management throughout the audit process. This should include regular updates, meetings to discuss audit findings and recommendations, and timely responses to management queries.

In addition, include value-added advisory services, such as insights on emerging risks or governance best practices, in the audit proposal.

This proposal section should demonstrate the firm's expertise in navigating regulatory environments, adherence to accounting standards, and understanding the nuances of auditing within the non-profit sector.

### **5. Audit Plan**

Provide a detailed explanation of the proposed audit plan. Include the following five sections:

- Scope
- Steps to be performed



- Expected involvement of CHAI Nigeria's staff (including estimated hours and tasks to be performed)
- Automated tools to be used
- Reporting and format

Discuss the definition of materiality as it applies to generally accepted accounting principles. How do you intend to measure materiality in the context of CHAI Nigeria's current financial statement format?

## **6. Proposed Audit Schedule**

Provide a timeline that explains the steps from engagement to reporting, including proposed completion dates and estimated hours.

## **7. Proposed Audit Team and Credentials**

Provide detailed information about the staff who will be assigned to the CHAI Nigeria's audit engagement, including names, related client experience, education, skills, licensing and credentials. For reference purposes, please provide the names and contact information of other clients of the partner and manager of similar size who will be assigned to our organization.

## **8. Audit Fee**

The proposal must include a binding fee estimate for the audit engagement structured as follows, along with the approach to determine fees for subsequent years:

### **a) Initial Fee Estimate:**

Provide a detailed breakdown of the fee estimate for the audit engagement. This should include a clear outline of the fee structure covering all phases of the audit process, including planning, fieldwork, reporting, and any additional advisory services proposed.

### **b) Approach for Subsequent Years:**

Outline the approach to determining fees for each subsequent year of the audit engagement. This should include factors such as anticipated changes in scope, regulatory requirements, and any adjustments based on prior year audit outcomes or organisational developments.

For each engagement segment noted above, please provide a breakdown of the fees quoted by staff level, number of days and daily rate as follows:



Staff	Number of Days	Daily Rate	Total
Associate			
Senior Associate			
Manager			
Partner			
Other			
<b>Total</b>			

**c) Methodology for Establishing Materiality:**

Describe the methodology your firm typically employs to establish materiality. Considering the provided information, recommend an appropriate materiality level and justify this recommendation based on the audit scope, risk factors, and financial thresholds relevant to CHAI Nigeria. This explanation should demonstrate your firm's understanding of materiality in audit contexts and its alignment with auditing standards and best practices.

**d) Transition**

Comment on the impact to CHAI Nigeria of the transition to a new firm, indicating the approach to be taken, time involved, handling of start-up costs, unanticipated events, and other extra costs. Indicate your requirements for access to working papers and cooperation with predecessor auditors.

**e) Other Issues & Independence**

The proposal should confirm that no known issues would compromise the firm's ability to maintain professional independence throughout the audit engagements with CHAI Nigeria. Additionally, the firm should identify any other potential issues that could prevent it from accepting CHAI Nigeria as a client, assuming it is selected following this evaluation process. This includes factors such as conflicts of interest, regulatory restrictions, or other circumstances that may impact the firm's ability to perform the audit objectively and per auditing standards.