



International Rescue Committee Sverige Insamlingsstiftelse

Request for Proposal (RFP)

Audit Services

A. INTRODUCTION

1. The International Rescue committee (RESCUE)

The International Rescue Committee, hereinafter referred to as “RESCUE”, is a non-profit, humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict.

Building on the organisation’s ambition to expand our profile and influence across Europe, RESCUE started a fundraising foundation – International Rescue Committee Sverige Insamlingsstiftelse – in Sweden and opened an office in October 2019. The focus for RESCUE in Sweden is fundraising from the private sector, which means targeting both the general public and companies and from the last year also public funding through institutional donors. Please read more on our website. <https://www.rescue.org/se>

2. The Purpose of this Request for Proposal (RFP)

It is the intent of this RFP to secure competitive proposals to select Supplier(s) to deliver high-quality audit services, both institutional and international project audit, as well as being an educational, informative and services minded counterpart to the finance team at RESCUE.

All qualified and interested Suppliers are invited to submit their proposals.

For further scope, please see the Scope of Work (“SOW”) document.

The winning Bidder(s) will enter into a fixed price Master Purchase Agreement (MPA/MSA).

Bidders shall be domiciled in and shall comply with all Government Regulations to operate in Sweden. Bidders shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

B. THE BIDDING DOCUMENTS:

3. The Bidding Documents

The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents prepared for the selection of qualified suppliers.

The Bidding documents shall include the following documents:

- *The Request for Proposal – RFP (this document)*
- *Appendix A: Scope of Work*
- *Appendix B: Intent to Bid form*
- *Appendix C: Price Offering Sheet*

4. Timeline

Issue Request for Proposal	<i>20th of March</i>
Suppliers return signed Intent to Bid forms due date	<i>26th of March</i>
Questions from Suppliers due date	<i>27th of March</i>
Answers to Suppliers questions due date	<i>1st of April</i>
Bid submission due date	<i>13th of April</i>
Bid Opening and Evaluation date	<i>14th of April</i>
Supplier presentations if applicable	<i>20th of April – 24th of April</i>
Award of Business (preliminary)	<i>4th of May</i>
Appointment Approval by the board	<i>2nd of June</i>

5. Clarification of Bidding Documents

A prospective Bidder requiring clarification of the Bidding Documents may notify the Purchaser in writing at supply.chain.swe@rescue.org. The request for clarification must reach the purchaser not later than 27th of March 2026. The purchaser shall respond by e-mail providing clarification on the bid documents no later than 1st of April. Written copies of RESCUE's responses (including an explanation of the query but without identifying the source) will be communicated to all prospective Bidders that expressed an intention to submit bids.

C. PREPARATION OF BIDS:

6. Language of Bid

The Bid shall be written in English. Related correspondence and request for clarification can be written in English or Swedish.

7. Documents Comprising the Bid

The submitted bid shall include the following information. Failure to provide all requested information or to comply with the specified formats may disqualify the Bidder from consideration.

- *A cover letter (e-mail) explaining the Bidder's interest in supplying the service to IRC and confirming acceptance of the RFP terms.*
- *Technical Proposal including: (a) Description of relevant experience with NGOs and donor audits (b) Proposed methodology and audit approach (c) Team composition and CVs of key staff (d) Timeline and availability.*
- *Company profile and legal registration*
- *Three (3) references from current or past clients (at least one within the last year).*
- *Financial Proposal in SEK excl. VAT with detailed cost breakdown by audit type. State VAT %. (use Appendix C as a base and explain assumptions made etc.)*
- *Any other documents the Bidder considers relevant*

8. Period of Validity of Bids

Bids shall remain valid for 90 working days after the date of bid opening.

D. SUBMISSION OF BIDS

9. Submission and Marking of Bids

Bidders shall submit proposals by e-mail to supply.chain.swe@rescue.org by Monday, 13 April 2026, 23:59 CET. Late submissions may be rejected. The Bidder's proposal shall include a Technical Proposal and a Financial Proposal, in separate documents.

Format

The Bidder's proposal shall include a technical proposal (specified above) and a financial proposal, in separate documents.

E. EVALUATION

10. Evaluation and Comparison of Bids

Bids determined to be substantially responsive will be evaluated by RESCUE's Procurement Committee. RESCUE may invite Bidders to a presentation to support evaluation. Presentations may be held online or in person, depending on preference and availability.

Evaluation will be based on the following criteria and indicative weights:

<i>EVALUATION CRITERIA</i>	<i>Weight</i>	<i>Description</i>
1. Cost Competitiveness	35%	Transparency and value for money based on the proposed fee structure.
2. Experience and Qualifications	25%	Relevant experience with NGOs, Swedish auditing standards, and donor-funded project audits.
3. Understanding of Scope & Methodology	15%	Clarity and strength of the proposed audit approach for both institutional and project audits.
4. Team Composition & Expertise	15%	Skills, certifications, and experience of the assigned audit team members.
5. Quality & Clarity of Proposal	5%	Structure, completeness, and professionalism of the proposal.
6. Availability & Timelines	5%	Ability to meet required deadlines and provide sufficient resources.

F. CONTRACTING

11. Contract award and notification

RESCUE intends to award the Contract to the successful Bidder whose bid is substantially responsive and offers the best combination of performance and price, provided the Bidder is qualified to enter into a Master Purchase/Service Agreement. Indicative milestones: Award around 4 May 2026; contract signing 2 June 2026.

12. Disclaimer

RESCUE reserves the right to alter the timetable and does not bind itself to accept the lowest or any proposal.

G. ETHICAL OPERATING STANDARDS

13. Compliance to the IRC Way

The IRC Way: Standards for Professional Conduct (“The IRC Way”), the IRC’s code of conduct, which can be found at: <https://www.rescue.org/page/our-code-conduct> and IRC’s combating Trafficking in Persons Policy, which can be found at:

<https://rescue.app.box.com/s/h6dv915b72o1rmapxg3vczbqxjtboyel>. The IRC Way provides three (3) core values - Integrity, Service, and Accountability – and twenty-two (22) specific undertakings.

The IRC Way provides, inter alia, that IRC does “not engage in theft, corrupt practices, nepotism, bribery, or trade in illicit substances.” IRC’s procurement systems and policies are designed to maximize transparency and minimize the risk of corruption in IRC’s operations.

IRC requests that a supplier

- (i) informs IRC upon becoming aware that the integrity of IRC’s business has been compromised during the RFP process, and
- (ii) Reports such events through IRC’s confidential hotline, Ethics point, which can be accessed at www.ethicspoint.com or via toll-free (866) 654–6461 in the U.S., or collect (503) 352–8177 outside the U.S.

14. Bidder Non Collusion Statement

IRC prohibits collusion and will disqualify all bids where collusion is detected. Collusion happens when related parties submit separate bids for the same tender. Collusion includes situations where:

- Members of the same family submit separate bids for the same tender
- Separate companies owned by the same person submit separate bids for the same tender
- Employees of a bidding company submitting separate bids through companies they own for the same tender
- Partners in a bidder submitting separate bids under their own names/ companies they own for the same tender

It is collusion for a person to be involved in more than companies/ businesses submitting a bid to the same tender. Collusion will lead to IRC disqualifying the involved individuals or companies from that tender as well as disqualify them from submitting bids for future tenders.