

TENDER FOR Provision of External Audit Services

ActionAid Ireland

Introduction

ActionAid Ireland is a registered charity and a member of the ActionAid International federation, one of the world's most respected social justice organisations. In line with ActionAid's commitment to the highest standards of transparency, accountability and good governance, the Board of ActionAid Ireland invites tenders for the provision of external audit services, commencing with the financial year 2024 audit.

About ActionAid Ireland

ActionAid Ireland was formed in Ireland in 1983, and in 2003 was a founding member of the ActionAid Federation.

ActionAid Ireland is registered as a Charity by Revenue with CHY number 6888, by the Charities Regulatory Authority with CRA number 20013790. Company Registration Number: 95403.

Our mission for *A Just and Caring World for Women and Children* is to support the leadership and agency of women and children who are excluded and live in poverty. To do this we have four strategic objectives: To address the systematic and structural causes of gender-based violence; promote women's leadership in humanitarian contexts; amplify feminist alternatives for economic & climate justice; diversify funding, inspire and engage our supporters.

We have also set our strategic enablers to support us to achieve our vision, including: upholding excellent standards of accountability and governance; committing to anti-racism, shifting power, and decolonisation; ensuring high-quality programming, embedding learning, and evaluation; and focusing on safeguarding.

You can read more about our strategy here:

<https://actionaid.ie/a-just-caring-world-for-women-children/>

Ethics and Values

An important value of ActionAid Ireland is being Transparent and Accountable. We expect the successful tenderer to adhere to ActionAid Ireland's values and to observe any of our policies which are deemed relevant.

Company Structure:

ActionAid Ireland is a Company Limited by Guarantee (CLG). The company is located at 172 Ivy Exchange, Granby Place, Dublin 1.

Board of Directors & CEO

The Board of Directors is chaired by Anna Lee since January 2019. Bríd O’Flaherty serves as Company Secretary. The CEO is Karol Balfe.

More information on our CEO and Board members is available here:

<https://actionaid.ie/about-us/finances-and-accountability/>

Staff

ActionAid Ireland has c14 staff members.

External Auditor

The external auditor is currently Crowe Ireland, 40 Mespil Road, Dublin.

Governance Standards

ActionAid Ireland complies with the Charities Regulator Governance Code.

Financial Accounts

A copy of the 2022 Annual Report of ActionAid Ireland (audited) is available here:

<https://actionaid.ie/about-us/finances-and-accountability/>

The accounting year-end is 31 December.

Income is principally from voluntary donations in the form of regular giving as well as institutional funding (mainly Irish Aid).

Requirements

- a) An external auditor experienced in auditing registered charities;
- b) Familiarity with FRS102/SORP accounting standards and best practice reporting in the Irish regulatory framework;
- c) Financial Year ended December 2024 audit to be conducted in February/March 2025 with the accounts completed for Board approval by end of April 2025;
- d) Fee quotation to take account of not-for-profit status of ActionAid Ireland (ActionAid Ireland cannot recover VAT costs)

- e) ActionAid Ireland anticipates a three year contract with the option of a second three year contract

Accountability and Management

The contract for services rests with ActionAid Ireland. Following completion of the tender evaluation, the successful tenderer will be notified in writing. Once the tender has been accepted, letters will be issued to the unsuccessful tenderer/s notifying them of the result.

Shortlisting and Clarification Meetings

A shortlist of applicants may be invited to present or provide further information on their tender prior to selection. An invitation to interview will not be an indication that a contract has been awarded. Applicants attending such interviews will do so at their own cost. Meetings may be either held remotely or in person.

Conflicts of Interest

Any conflicts of interest involving a tenderer must be fully disclosed in a timely manner to ActionAid Ireland. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict of-interest comes to light. If no conflict of interest exists, tenderers must indicate that in writing.

Closing Date for Receipt of Tender

The closing date for receipt of the tender to ActionAid Ireland is **Tuesday 9th April 2024**.

Any tenders received after this time and date will not be considered.

Tender submissions should be emailed to:

Olive Corbett, Head of Finance and Governance, ActionAid Ireland.

Email: olive.corbett@actionaid.org