

URGENT ACTION FUND
FOR WOMEN'S HUMAN RIGHTS

Request for Proposals for 2022 Audit Services

Urgent Action Fund for Women's Human Rights (UAF) invites proposals for the following services:

- 1) Preparation of annual organizational audit in accordance with United States' generally accepted auditing standards and filing of Form 990, CA Form 199 and RRF-1 form.

- 2) Preparation of a yearly programmatic audit specific to the use of funding from the Swedish International Development Agency (Sida). The audit of UAF's use of Sida funding must be performed in accordance with generally accepted auditing standards in the United States and international auditing standards issued by the International Auditing and Assurance Standards Board. Specifically, the audit shall be carried out in accordance with ISA 800/805, ISA 700, and ISRS 4400 (if applicable).

The Sida audit report should include:

Financial statement audit for Sida funding received during the fiscal year to be audited.

Statement of auditor opinion and independent auditor's report following the standard ISA 800/805.

Management letter and recommendations.

- 3) Preparation of a yearly programmatic audit specific to the use of funding from the Dutch Ministry of Foreign Affairs. The audit of UAF's use of funding must be performed in accordance with generally accepted auditing standards in the United States and international auditing standards issued by the International Auditing and Assurance Standards Board. Specifically, the audit shall be carried out in accordance with ISA 800/805 and ISRS 4400.

This audit report should include:

Financial statement audit for use of funding received during the fiscal year to be audited.

Statement of auditor opinion and independent auditor's report following the standard ISA 800/805.

Report of findings following ISRS 4400.

www.urgentactionfund.org

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All of the above must be completed within 120 days of the end of each fiscal year, in order for our Board to review each document prior to its submission to the appropriate recipients.

UAF is a 501(c)(3) organization. We receive funding from individual donors, foundations, and several international government entities. We have 19 employees working remotely all over the US. Our annual revenue is expected to be \$20MM this year. Our grantmaking activities make up more than 50% of expenditures.

All proposals must include:

- a) Evidence of the firm's qualifications to provide the above services;
- b) Background and experience in auditing nonprofit clients;
- c) The size and organizational structure of the auditor's firm;
- d) Statement of the firm's understanding of work to be performed, including non-audit services;
- e) A proposed timeline for fieldwork and final reporting;
- f) Proposed fee structure and the maximum fee that would be charged;
- g) Billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- h) Names of the partner, audit manager, and field staff who will be assigned to our audit with biographies;
- i) A copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments; and
- j) References and contact information from at least 3 comparable nonprofit audit clients.

Your proposal must be received by **October 15, 2022**. Please send your proposal to consultants@urgentactionfund.org. The audit committee will review all proposals and make a recommendation regarding the choice of auditors to the Board of Directors in November 2022.

If you have any questions, please contact us by e-mail at agnes@urgentactionfund.org. We look forward to receiving your proposal.