

Request for Proposal (RFP)

For Audit Services

*August 4, 2025*

RFP\_ICMCHQ\_25\_07c

## Background

The International Catholic Migration Commission (ICMC) protects and serves uprooted people, including refugees, asylum-seekers, internally displaced people, victims of human trafficking, and migrants — regardless of faith, race, ethnicity or nationality. ICMC is a Swiss-based non-profit organization registered under section 60ff of the Swiss Civil Code. ICMC's work is supported by a variety of institutional and individual donors, including the United States Government (USG). Funding from the USG is awarded through the Department of State- Bureau for Population, Refugees, and Migration (BPRM) and the US Agency for International Development (USAID).

ICMC is the single shareholder of a limited liability Company registered in Jordan as a limited liability Company in the Registry of Non-Profit Companies (Entity Number 200024604). This company did not have operations in ICMC's fiscal year calendar 2024; operations ended in 2022. As part of its normal procurement procedures, ICMC is rebidding audit services for certification of financial statements for government filing purposes.

## Scope of Work

### 1. Deliverables

- a. Financial Statements for CY2024, including Statements of Financial Position, Income, Cash Flow, and Net Assets, with Notes
- b. Independent Auditors Report
- c. If appropriate, management letter

All deliverables must be in English and correspond to the Jordanian Association of Certified Public Accountants (JACPA)'s standards as follows:

- a. IFRS: Mandatory for public companies and financial institutions; optional for small and medium-sized enterprises (SMEs).
- b. ISA: Mandatory for all auditors in accordance with the regulations of the oversight and accounting authorities.

### 2. Key Activities

- a. Review the CY23 statements and any disclosures which will be provided by ICMC
- b. Review and test CY24 transactions which will be provided by ICMC
- c. Review and compare with CY24 tax and other local filings which will be provided by ICMC
- d. Prepare the statements and if appropriate management letter in draft and share with ICMC HQ
- e. Consider management responses and incorporate them where appropriate in the final versions.

### 3. Timeline

ICMC requires this work to be completed within three weeks of signing an engagement letter which the winning bidder will provide.

## Respondent eligibility

This RFP is posted publicly on ICMC's website and is being mailed directly to multiple audit firms presumed to meet the following qualifications:

1. Registered with the Jordanian Association of Certified Public Accountants (JACPA)
2. Sufficient capacity/scale to perform the audit within the agreed timeline.
3. Conversant in English and Arabic
4. Not subject to specific EU disqualifying requirements, i.e. sanctions. Firms will be screened according to EU requirements.

The direct mailing does not in any way prejudice ICMC against consideration of audit firms whose bids are based on the website posting. All compliant submissions will be reviewed as part of this process.

## Submission of Proposals

1. Content of submissions: RFP respondents must submit a proposal that includes:
  - a. Technical proposal:
    - 1) Firm capability including relevant experience in auditing limited liability non-profit companies, references from similar engagements, and evidence of JACPA membership.
    - 2) Staffing plan including bio summaries
    - 3) Confirmation of the ability to complete within three weeks of signing the engagement letter.
    - 4) Confirmation of willingness to sign the ICMC Supplier Code of Conduct (Annex 1) and Non-Disclosure Certificate
    - 5) Caveats to deliverables above, if any.
  - b. Financial proposal: Should be *separate from and exclusive of the technical proposal* and contain:
    - 1) Costs for all deliverables
    - 2) Bid validity period
    - 3) Payment terms
2. Mechanics of submission: RFP respondents must submit their proposal in two mails with PDF attachments.
  - 1) The first should be sent with the Technical Proposal pdf and the subject line "RFP\_ICMCHQ\_CY25\_07c- Technical Proposal".

Bids which do not meet these standards will not be considered.

- 2) The second should be sent with the Financial Proposal pdf and the subject line referring to “RFP\_ICMCHQ\_CY25\_07c- Financial Proposal”.

Both mails must be sent to [info@icmc.net](mailto:info@icmc.net) only. Submissions must be in English and received by August 13, 2025, at 5pm UTC+4 (Geneva time) to icmc.net. Late submissions will not be considered.

3. All information submitted by respondents related to this RFP will be held in strict confidence within ICMC and with related donors.

## Review Process and Standards

1. All bids received as above will be transmitted to the evaluation committee- effectively opening the review process- on August 14, 2025, via email.
2. Factors that ICMC’s Bid Evaluation Committee will consider in evaluating each proposal for audit services, and the weight that will be assigned to them, include:
  - a. responsiveness to the request for proposal (15%)
  - b. availability of staff with professional qualifications, technical abilities and familiarity with JACPA standards. (25%)
  - c. relevant experience and qualifications of the firm. (20%)
  - d. quality of references (15%)
  - e. competitive pricing and clarity of fee structure price (25%)
3. ICMC reserves the right to reject all submissions when in the interest of the Commission.
4. RFP respondents will be notified of the Evaluation Committee decision by September 2, 2025.

*ICMC upholds the highest ethical standards, including management of fraud and bribery violations. Known violations of these standards which are related to this RFP should be reported to [staffcomplaints@icmc.net](mailto:staffcomplaints@icmc.net).*

## **ANNEX 1: ICMC Supplier Code of Conduct**

ICMC adheres to the highest ethical standards in procurement. These include principles of due diligence, integrity, impartiality, transparency, confidentiality, accountability, non-discrimination/ equal treatment of vendors, compliance with donor policies and good stewardship of resources in all procurement management practices.

ICMC encourages its vendors/suppliers to adhere to the following principles and ethic clauses:

- ICMC expects its Supplier/Vendor to adhere to the highest standards of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including but not limited to extortion, fraud or bribery.
- Each Supplier must declare that neither bidding nor entering into a supply contract with ICMC creates any conflict of interest, and that the Supplier has not colluded with others in replying to an ICMC Request for Proposal or, in the case of successful proposals, carrying out its contractual obligations to ICMC. The Supplier must immediately notify ICMC if such a situation arises during the term of the Supply/Service Contract.
- Supplier/Vendors shall inform if they have any family member or relatives employed by ICMC and ICMC Staff must declare any relations with Suppliers/Vendors or any conflict of interest.
- The Supplier/Vendor must at all times act honorably and impartially in accordance with the code of conduct of its profession and must refrain from making public statements about either the RFP or services rendered in connection with the scope of work without ICMC's prior consent. The Supplier/Vendor shall not enter into any obligations on behalf of or in the name of ICMC without the prior written consent of the ICMC.
- The Supplier/Vendor shall refrain from employing any child labour and undertake not to violate the political, cultural and religious mores of the recipient state.
- ICMC expects the Supplier/Vendor to prohibit forced or compulsory labour in its all forms.
- The Supplier/Vendor may not accept any payments from ICMC that are not provided for in the Supply/Service Contract. The Supplier/Vendor and its staff must not exercise any activity or receive any advantage inconsistent with its obligations to ICMC in connection with the Project. ICMC expects the Supplier/Vendor not to offer any benefit such as free goods or services, employment or sales opportunity to an ICMC Staff member in order to facilitate the supplier's business with ICMC.
- The Supplier/Vendor and its staff must comply with the confidentiality obligations set forth in the Supply/Service Contract. All reports and documents drafted, received or delivered by the Supplier must be kept confidential by the Supplier.
- The Supply/Service Contract shall govern the contracting parties' use of all reports and documents drafted, received or delivered by such parties during the term of the Supply Contract.

- The Supplier shall refrain from entering into any relationship or association likely to compromise its independence or that of its staff. If the Supplier or any of its staff ceases to be independent, ICMC may, regardless of the extent of the prejudice or damages incurred by the Supplier/Vendor, terminate the Supply/Service Contract without further notice thereof and without being liable to the Supplier or any of its staff for any prejudice or damages incurred by the Supplier/Vendor or its staff.
- Failure to comply with one or more of the ethics clauses set forth in this Annex may result in (i) the termination of all contracts between the Bidder (or Supplier) and ICMC, (ii) the exclusion of such Bidder (or Supplier) from any future contracts with ICMC.