



**INVITATION FOR EXPRESSION OF INTEREST
FOR
AUDIT AND CONSULTENCY SERVICES (2025-2027)**

Introduction:

The Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) is inviting to the listed Audit Firms under the Institute of Chartered Accountants of Bangladesh (ICAB) in Bangladesh to submit an Expression of Interest (EOI) to provide the Audit Services of the Income Statement of CIRDAP Auditorium & Cafeteria and Verification of Fixed Assets and Inventories and update Fixed Asset Register yearly.

Background of CIRDAP:

The Centre on Integrated Rural Development for Asia and the Pacific (CIRDAP) is a regional, intergovernmental and autonomous organisation. It was established on 6 July 1979 at the initiative of the countries of the Asia-Pacific region and the Food and Agriculture Organization (FAO) of the United Nations with support from several other UN bodies and donors. The Centre came into being to meet the felt needs of the developing countries at that time as an institution for promoting integrated rural development in the region.

From the original six members, CIRDAP has now grown up as a Centre of 15 member countries. The member-countries are Afghanistan, Bangladesh (Host State), Fiji, India, Indonesia, IR Iran, Lao PDR, Malaysia, Myanmar, Nepal, Pakistan, Philippines, Sri Lanka, Thailand and Vietnam.

Operating through designated contact ministries and link institutions in member countries, CIRDAP promotes regional cooperation. It plays a supplementary and reinforcing role in supporting and furthering the effectiveness of integrated rural development programmes in Asia and the Pacific.

Terms of Reference (ToR):

Terms of Reference and resources requirement applicable for the selection of the firm of Services to CIRDAP are set out in Annexure A to this invitation for EOI. The EOI should provide information about the Audit Firms technical qualifications and expertise in Audit areas as well as previous experiences in delivering similar services in the past 3 years.

Submission of EOI:

Deadline for submission of EOI is 3:30PM, 30th October, 2025 (Bangladesh Time). EOI shall be prepared in English and submitted hard copy of EOI to CIRDAP's contact person in sealed envelope. CIRDAP is not responsible for any costs incurred by your firm in the preparation of the proposal in response to this invitation for EOI or any site visit.

Contact Information:

Please use the following contact information for all correspondence and inquiries with the CIRDAP concerning this invitation for EOI:

Finance and Admin Division

CIRDAP, Chameli House, 17 Topkhana Road, GPO Box 2883, Dhaka-1000

PABX: +88-02- 41053923, +88-02-41053924, +880-2-41053925

E-mail: dgcirdap@cirdap.org, administration@cirdap.org, shishir@cirdap.org

TERMS OF REFERENCE (ToR)

(A) CONSULTANCY SERVICES FOR FIXED ASSETS OF CIRDAP

1. Purpose of the external audit:

The overall purpose of this Consultancy Services for Fixed Assets is to:

- (i) Prepare and update all Fixed Asset Register (including CIRDAP Main Building, CIRDAP Auditorium, Official Residence, Library, IT Equipment and CIRDAP International Conference Centre) in excel format;
- (ii) Prepare and Update other Fixed Asset Register for Vehicles, Equipment, Furniture & Fixture and others in Excel format;
- (iii) Physical verifications of all Assets (mentioned above);
- (iv) The number of Fixed Assets and Inventory is approximately 2500;
- (v) Mark the assets with identification/code number if missing;
- (vi) Conduct an impairment test on the Fixed Assets at the end of the year to ensure that these assets are not carried at more than their recoverable amount in compliance with IAS 38; and
- (vii) Reclassify the property items with written down value, defective, obsolete and serviceable to other assets account in compliance with section II, Financial Management and Accounts of CIRDAP Operational Manual.

2. Responsibilities of the Parties:

‘The **CIRDAP**’ is responsible for:

- a) Providing complete Fixed Assets schedule for the year 2024;
- b) Providing sufficient and adequate information;
- c) Ensuring full and free access to all accounting and book-keeping system as well as accompanying accounts and records related to the Fixed Assets.

‘The **Auditor**’ is responsible for:

Completing this assignment as specified within this ToR.

3. Deliverables: Prepare and submit,

- (i) Complete Report based on the ToR;
- (ii) Updated Fixed Assets Register for each year in Excel File;
- (iii) Four (4) hard copies with seal & signed and provide soft copy.

(B) AUDIT SERVICES FOR INCOME & EXPENDITURE STATEMENT OF CIRDAP AUDITORIUM & CAFETERIA

1. Background Information:

During 1995 Government of Bangladesh (GoB) provided all support for construction of an extension one storied building at a cost of Tk. 50 million at the CIRDAP compound with seating facilities for all programme divisions of CIRDAP along with an Auditorium & a Library. Since then CIRDAP Auditorium is famous & most busy one in Dhaka City. Over the years the activities of CIRDAP has increased & in the context of a felt need in commensurate with the new outlook of CIRDAP, GoB, took the initiative to construct a multi-storied building for CIRDAP with International Conference facilities. So GoB has provided 2.5 million dollars for the construction of CIRDAP International Conference Centre (CICC) which have been completed on January 2013.

2. Purpose of the external audit:

The overall purpose of this external audit is to:

- (i) Obtain an independent opinion on the Income & Expenditure Statement of CIRDAP AUDITORIUM & CAFETERIA; and
- (ii) Obtain management report from the auditor highlighting areas of improvements in the financial management system of CIRDAP AUDITORIUM & CAFETERIA.

3. Scope of the external audit:

- (i) The audit should be carried out in accordance with International Standard of Auditing (ISA) and International Accounting Standard (IAS);
- (ii) During the audit, the auditor will assess that regularity and applicable requirements have been met. The auditor must establish the completeness and accuracy of all Income & Expenditure. The auditor must observe a minimum level of reliability of 95% and a permitted tolerance of 1%;
- (iii) If, in the course of the audit, the auditor finds evidence of illegal or corrupt practice, he or she must act in accordance with the guideline on fraud; and
- (iv) The auditor must report any information that came to his notice during the audit which may reasonably be suspected to be relevant to the Management.
- (v) Annual Turnover of CIRDAP AUDITORIUM & CAFETERIA is approximately Taka 2.5-3 core only.

4. Responsibilities of the Parties to the Engagement:

‘The CIRDAP’ is responsible for:

- (i) Providing a Statement of Income & Expenditure;
- (ii) Providing sufficient and adequate information, both financial and non-financial, in support of the said statement; and,

- (iii) Ensuring full and free access to all accounting and bookkeeping system as well as accompanying accounts and records related.

‘The Auditor’ is responsible for:

Completing this assignment as specified within this ToR.

5. Deliverables: Prepare and submit,

- (iv) Audit Report for each year.
- (v) Management report from the auditor highlighting the areas of improvement in the financial management system of the CIRDAP AUDITORIUM & CAFETERIA.
- (viii) Report to be submitted in both hard and soft copies.

6. Time schedule:

Both work to be completed by January-February.

7. Payment Details and other Terms:

The payment will be made through A/C Payee Cheque after completion of the work subject to the deliverables and the final report approved by CIRDAP. Please note that CIRDAP is exempted from any VAT & Tax.

8. The Audit team composition & Logistic:

Audit team will be composed of minimum 03 types of experts meeting the following criteria:

Lead Expert:

- Educational background in accounting and /or finance with FCA certification
- Minimum 10 years of experience in conducting financial audit.

Experts:

- Educational background in accounting and /or finance with CA partly qualified.
- Minimum 3 years of experience in conducting financial audit.

Team members:

- Educational background in accounting and /or finance.
- Minimum 01 years of experience in conducting financial audit.