ANNEX I – TECHNICAL PROPOSAL QUESTIONNAIRE

Consultancy Service for Preparation of Annual Financial Statements and IPSAS Reporting for Fiscal Year 2026

Reference: CIFA/PC/2026/212

INSTRUCTIONS TO TENDERERS:

- Please provide comprehensive and detailed answers to each section below.
- You may attach supporting documents (certificates, screenshots, standard operating procedures) where necessary, clearly referencing the section number.
- All answers must be submitted in English.

SECTION 1: FIRM EXPERIENCE AND CAPACITY

1.1. Company profile

- *Requirement:* Comprehensive company profile outlining the firm's core competencies in accounting and auditing.
- **Question:** A document detailing the firm's history, organizational structure, and core expert services in accounting/auditing, backed by official company registration documents and a valid AABE license to practice in Ethiopia.
- **Tenderer's Response:**

  [Provide text response here]

1.2. Relevant experience references with international NGOs

- *Requirement:* The Contractor must have proven competencies in accounting and auditing with international NGOs.
- **Question:** Confirm your experiences providing a list of relevant past contracts within the last 5 years, including the client's name, scope of work, contract duration, and a valid reference contact (email/phone) for verification purposes, attaching the correspondent certificates of completion or letters of reference.
- **Tenderer's Response:**

Client Name (NGO / Corporation)	Contract Duration (Dates)	Scope of Work	Contact Person (Name, Email & Phone)
1.			
2.			
3.			

SECTION 2: QUALIFICATIONS OF PROPOSED TEAM

2.1 Staffing Plan

- *Requirement:* An organizational chart showing the project team structure
- **Question:** Provide an organizational chart showing the project team structure, with a clear division of roles, key responsibilities and a total amount of hour dedicated to the financial statement preparation.
- **Tenderer's Response:**

  [Provide text response here]

2.2 Professional qualification

- *Requirement:* the Contractor guarantee that the expertise of the selected team aligns with the scope and complexity of work.
- **Question:** Provide comprehensive CVs of all key personnel.
- **Tenderer's Response:**

[Provide text response here]

SECTION 3: METHODOLOGY AND WORK PLAN

3.1 Approach and methodology

- *Requirement:* A detailed technical proposal describing the approach, methodology.
- **Question:** What is your step-by-step methodology to execute the 5 core phases: *Accounting Records & System Posting, Reconciliation & Review, Financial Statement Preparation, IPSAS Compliance Review,* and *Reporting/Capacity Building*?
- **Tenderer's Response:**

  [Provide text response here]

3.2 Tools – Accounting System

- *Requirement:* A detailed technical proposal describing the tools used.
- **Question:** Specify which accounting software will your team use.
- **Tenderer's Response:**

  [Provide text response here]

3.3 Work Plan

- *Requirement:* A clear and detailed work plan detailing the delivery timeline for the deliverables described in the attached ToR (point 5. Deliverables).
- **Question:** A visual activity timeline (e.g., Gantt Chart) showing the start date, duration, and completion date for each deliverable described in the ToR. Please provide even a brief mitigation risk strategy.
- **Tenderer's Response:**

  [Provide text response here]

Tenderer's Statement of Truth:

We hereby certify that the information provided above is accurate, operational, and fully available to CIFA ETS under the terms of this procurement framework.

Company Name: _____

Authorized Representative Name & Title: _____

Signature & Official Stamp: _____

Date: _____