

CATHOLIC

REQUEST FOR PROPOSALS

REQUEST FOR PROPOSAL (RFP) FOR AN AUDIT FIRM TO CONDUCT ANNUAL AUDIT OF THE DISPOSITION FUND DISBURSED TO CRS FOR THE STABILIZATION AND RECONCILIATION (STAR) IN THE LAKE CHAD REGION PROJECT, PHASE II, FINANCED BY KfW ON BEHALF OF THE FEDERAL REPUBLIC OF GERMANY (BMZ NO 202140 754)

RFP Ns: CRS-STaR-NE-2023-003

Project Executing Agency: Catholic Relief Services-United States Conference of Catholic Bishops

Catholic Relief Services – United States Conference of Catholic Bishops (CRS) is an international non-governmental organization supporting relief and development work in over 99 countries around the world. CRS programs assist persons based on need, regardless of creed, ethnicity, or nationality. CRS has operated in Nigeria since the year 2000 and has implemented different projects in 19 states of the federation.

For over nine years, the Lake Chad Basin (LCB) crisis – impacting Northeast (NE) Nigeria, the Lake Region of Chad, the Region of Diffa in Niger, and the far North Region of Cameroon – has exacerbated existing vulnerabilities, torn apart communities and families, constrained livelihood opportunities, destroyed infrastructure, and dismantled local government's ability to respond to the needs of its citizens. To address the myriad of inter-related and chronic factors inhibiting the recovery of resilient, rebuilt communities in the L.C.B., CRS was awarded the three-year Stabilization and Reconciliation in the Lake Chad Region (STaR) Project, phase II, which is financed by the German Ministry for Economic Cooperation and Development (BMZ) through KfW (German Financial Cooperation).

CRS Nigeria Program invites sealed bids from eligible Applicants for the above subject. The Supplier(s) will be selected in accordance with the procedures described in KfW Guidelines for the Procurement of Consulting Services, Works, Good, Plant and Non-Consulting

Services in Financial Cooperation with Partner Countries, available online at [https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/FZ- Vergaberichtlinien-V-2021-EN.pdf](https://www.kfw-entwicklungsbank.de/PDF/Download-Center/PDF-Dokumente-Richtlinien/FZ-Vergaberichtlinien-V-2021-EN.pdf)

The complete RFP guidelines and proposal documents are available for download at <http://tiny.cc/31ybvz> or in hard copy at the CRS office at the addresses below. Potential applicants should contact CRS at **tenders.star.ngr@crs.org** if they face any technical difficulties when downloading the RFP documents or visit CRS Yola office at the address stated below to pick up the packet of the proposal documents.

Interested applicants MUST ensure that once complete bid package has been successfully downloaded, applicants MUST send the following details to **tenders.star.ngr@crs.org**:

- (1) Name of Applicant:
- (2) Valid Email Address:
- (3) Telephone Number:
- (4) Name of contact person:

Proposal Submission:

Proposals must be submitted in hard copy by courier or hand-delivered. Submissions via courier or hand delivery must be submitted in sealed envelopes and addressed to:

CRS Nigeria Proposal Review Committee for RFP No: CRS-STAR-NE-2023-003

CRS Abuja Office

Plot 708, Domenico Gitto Road,

Mabushi District, Cadastral Zone B06,

Abuja, Nigeria.

All completed proposal must be delivered by courier or hand-delivered to the above address **on or by 5.00pm Nigeria time on 13 November, 2023**. Proposals received after this deadline will be rejected. The Proposal must be packaged in an envelope properly sealed and clearly marked on the top right-hand corner Proposal CRS-STAR-NE-2023-003. The name of the Applicant should be written clearly on the back of the envelope. The envelope should then be enclosed in a single outer POLYETHYLENE TYPE ENVELOPE (Not a paper envelope) and must bear the name, address and telephone number of the Applicant. If the envelope is not sealed and marked as required, CRS may declare the Proposal submission non-responsive.

All submitted proposals will be retained by CRS for its files and will not be returned to the Applicants.

Complete guidance on the submission process and requirements is included in the bid documents.

Bids will be publicly opened online **on 14 November, 2023 at 10:00 AM**. The link for this meeting will be shared with all registered bidders.

CRS reserves the right to change or cancel the requirement at any time during the Tender and/or solicitation process. CRS also reserves the right to require compliance with additional conditions as and when issuing the final solicitation documents. Submitting a reply to a call for Tender does not automatically guarantee receipt of the solicitation documents when issued.