**Request for Proposals (RFP)**

**IPSAS Adoption, Conversion and Implementation Service**

**Background**

Splash is a non-profit organization that designs child-focused water, sanitation, hygiene (WASH) and menstrual health solutions with governments in some of the world’s largest low-resource cities. We are focused on reaching 100% of government schools in major growth cities, including Addis Ababa and Bahir Dar, Ethiopia.

Splash has signed a four-year project Agreement with pertinent city government Stakeholders in Addis Ababa in 2019 targeting more than 450,000 School communities with a project budget of about 17 million USD with a 50% matching fund from city government. Recently, we have singed MoU with city government of Bahir Dar to launch our Project WISE Expansion for 100% School WASH coverage for government schools in Bahir Dar.

In reference to Financial Reporting Proclamation # 847/2014 and the establishment and determination of the procedure of the Accounting and Auditing Board of Ethiopia Regulation # 332/2014, Splash would like to invite potential candidates for the full adoption and implementation of International Public Sector Accounting Standards (IPSAS). The Adoption of IPSAS will improve Consistency and comparability of Financial Reports, improve internal controls and provides more comprehensive financial information costs that support results-based management.

**Objective of the project:**

Splash aims to apply the Adoption, Conversion and Implementation of International public sector Auditing Standard (IPSAS) to enhance relevance, reliability and comparability of financial statements to meet the government requirements and international standards. This SOW is limited to Splash International Addis Ababa, Ethiopia office only.

**Scope of Work and Key Deliverables:**

1. Provide on-the-job trainings and Equip Splash Finance team with sound understanding, Knowledge and required skills for application of each relevant standard when preparing IPSAS compliant financial statements.
2. Adopt relevant IPSAS standards that are being applied in preparation of financial statements & Prepare IPSAS based annual financial statements for FY 2021. It includes the review of financial statement of January through December 2021 in January 2022.
3. Support implementation of accrual basis IPSAS in preparing the annual financial statements of Splash Ethiopia by providing required technical assistance, detail gap analysis, develop roadmap for accrual basis IPSAS implementation.
4. Analyze all relevant aspects – capacity, policies, procedures, regulatory, information system/ software etc. including review of existing chart of accounts and alignment with IPSAS adoption and provide recommendations.
5. Review existing Accounting & Finance policies and update considering all relevant IPSAS Standards.
6. Developing Standard Operating Procedures (SOP) Manuals, Checklists and schedules as required to guide IPSAS implementation.

**Proposal Requirements:**

Applicants are invited to submit a proposal that includes a technical narrative and budget for the full scope of work (maximum five pages). Please include the following:

* Proposed methodology.
* Proposed work plan.
* Detailed budget breakdown
* Profile of relevant qualifications of key personnel
* Profile of relevant experience and related work, including at least one engagement that is similar to this SOW in purpose and scope.
* Biographies of proposed consulting team members
* Certification of competency from the Accounting and Auditing Board of Ethiopia (AABE) to provide accounting and Auditing service.
* Evidence of legal eligibility to undertake the project (i.e. Business license, ToT/VAT, TIN, etc)
* Confirmation that the engagement will be conducted in strict confidence.

Applicants are also requested to submit a relevant writing sample from a prior assessment or research activity. The deadline for submission is **July 30, 2021**.

**Response Guidelines**

Proposals should be submitted to our procurement coordinator, Rahel Tadesse (rahel@splash.org) and Finance Manager, Tigist Yemiru (tigist@splash.org) with the subject line: **IPSAS adoption, Conversion and Implementation.** Applicants are advised to send files in commonly recognized MS formats. A hard copy of the proposal should not be sent. Proposals should include information specific to accomplishing the scope of work. Applicants will be notified of Splash’s decision by email no later than **August 13, 2021**. Final award is subject to the terms and conditions included in this solicitation, as well as successful final negotiations of all applicable terms and conditions affecting this SOW. The assignment deliverables shall be due on October 30, 2021 and the complete 2021 financial statement preparation in January 2022.

**Terms and Conditions**

Splash reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. Information provided by Splash as part of this solicitation must be treated as confidential. If any information is inappropriately released, Splash will seek appropriate remedies as allowed. Likewise, proposals, discussions, and all information received by Splash in response to this solicitation will be held as strictly confidential.

Applicants must disclose any actual or potential conflicts of interest. Conflicts of interest may be present if there is a personal relationship with a Splash staff member that constitutes a significant financial interest, board memberships, or other employment. Contacting third parties involved in the project, the review panel, or any other party may be considered a conflict of interest and may result in disqualification of the proposal.

Acceptance of a proposal does not imply acceptance of its terms and conditions. Splash reserves the option to negotiate on the final terms and conditions; we reserve the right to negotiate the substance of the finalists’ proposals, as well as the option of accepting partial components of a proposal, if appropriate.